

Employee Process Sheet for the UAW-Ford Industrial Readiness Certificate Program



www.uawford.org/edtp-ircp

1. Select a school and the appropriate class(es)

- All school registration and important date information can be found on www.uawford.org/edtp-ircp
- Although all three courses can be taken simultaneously, it is not recommended due to the time commitment (class time plus homework/study time). The suggested course sequence is IRCP1 & IRCP2, followed by IRCP3
- Students who drop courses outside the tuition refund period will have to pay for classes out of pocket if they wish to take them again
- Students may attend classes at different schools and may attend both on-campus and online schools

2. Apply for Tuition Assistance/Tuition Voucher at www.myuawford.com

- Wait approximately 2 – 3 days for approval and voucher. If you opted to receive communications from the system, you will receive a text or email indicating that you are approved. If you did not opt into communications, you will have to log back into the system to check status
- There is no tuition reimbursement option. Tuition vouchers are the only approved form of payment for IRCP

3. Register with the school

- Most schools will allow you to register in person or online
- If a class is full, re-check for open spaces after the tuition voucher due date. Additional spots may become available if registered students are dropped due to not releasing tuition voucher to school by due date

4. Release approved electronic tuition voucher to the school for payment

- Return to www.myuawford.com once you have registered with the school and electronically release tuition voucher to the school

5. Obtain textbooks

- Books for IRCP1, IRCP2 and IRCP3 will be available at the Local Union Hall prior to class start date. Days/times will be announced in the plants.
- Member will have to bring proof of school registration to receive books.
- **Online Penn Foster courses utilize different material available online as part of the course.**

6. Attend class

- Class start dates and times will vary between schools. Be aware of your school's dates and times! If you choose not to attend or to discontinue a class, be sure to follow the appropriate "Drop Procedure" for your school during the tuition refund period

7. Submit transcripts, once all three courses are complete, to your Local JAC Representative

- Transcripts of all three classes are necessary in order to have your name added to your facility's annual Apprenticeship Waiting list

**Questions? Call the UAW-Ford Tuition Assistance Office at 1-800-367-3829
or e-mail edtp@uawford.com**

Information on this page is
subject to change. Visit
www.uawford.org/edtp-ircp
for most current information.