

CMEF Registration and Drop Policy

Registration Policy:

Students who owe a co-pay:

- Your CMEF registration form must be filled out completely and signed by your companies authorized representative.
 - a) If you do not know who your authorized representative is please contact Kristin McAdams or Katon Duffey at 281-478-3900.
 - b) Make sure you indicate on your form which Campus you wish to attend along with the name of the course, and days of the week the class is on.
- Once your form has been filled out and approved by your authorized rep you will then need to make your co-pay in order to be enrolled in your chosen class. (This co-pay can be made in person by coming into the CMEF office (2950 East X St La Porte, TX 77571) **OR** payment can be made over the phone with a Credit Card (281-478-3900).
- Once payment has been made and CMEF has signed off on your registration form you will then be enrolled upon class availability.

Students who do not owe a co-pay:

- Your companies Authorized rep will e-mail the registration form to craftraining@cmefhouston.org OR this form may be delivered in person or by Fax (281-478-3924).

**If you do not know who your authorized representative is or if you have any questions please contact the CMEF office at 284-478-3900. **

CMEF Drop Policy:

- Students may be dropped by the 3rd class date with no charge to the employer. CMEF will send 3rd day attendance rosters for the company to determine drops.
- If a student has 5 or more absences total CMEF has the right to drop that student. This will be determined on an individual basis, and CMEF will notify the employer and the student.
- If there is an individual issue, then the company may notify us and we may work with the student depending on the circumstances.