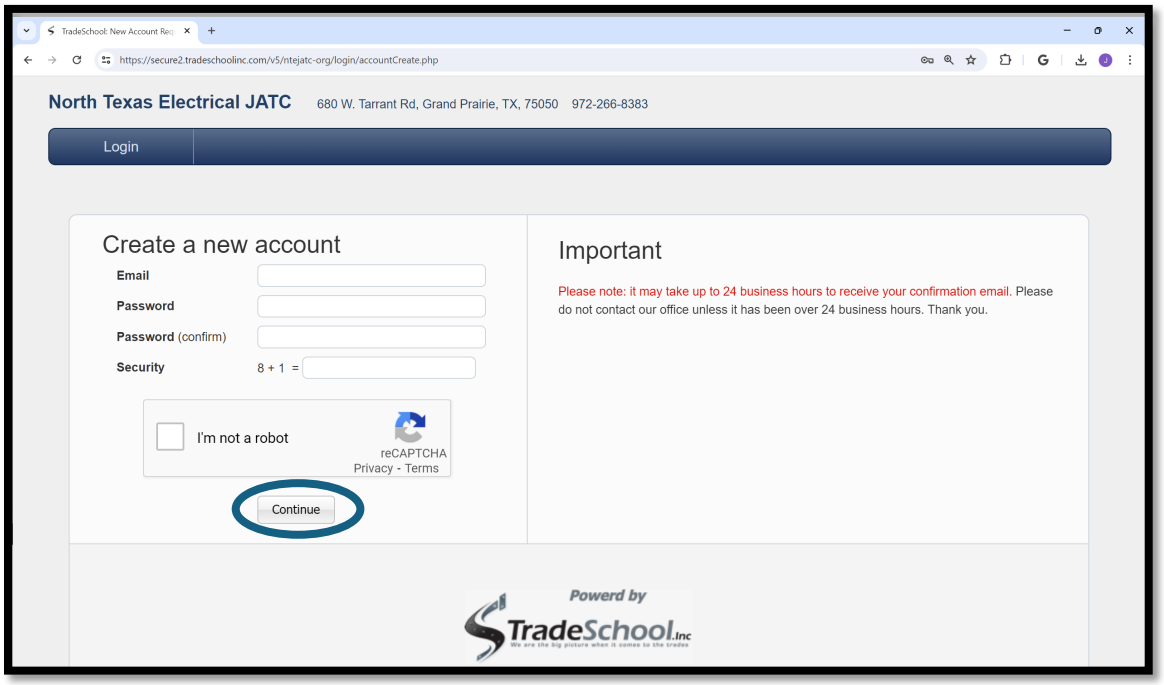
Application Instructions

1. Go to https://secure2.tradeschoolinc.com/v5/ntejatc-org/login/index.php to access the online application portal system.

2. Click on Create Account.

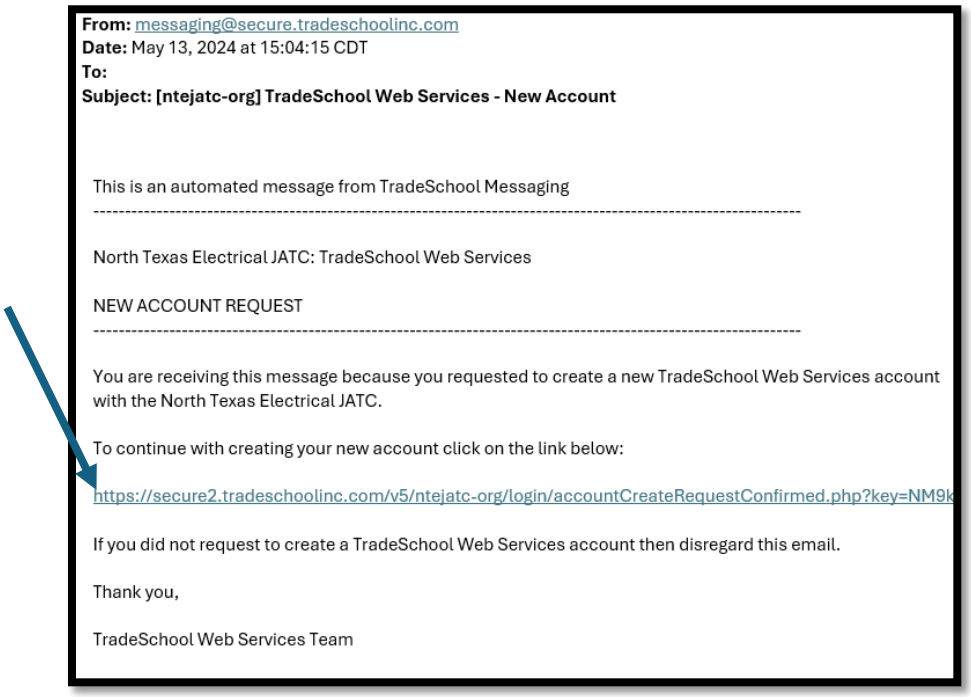
   Important: If you have ever applied for the program before or are now or have ever been a CW/CE you may already have an account. Please see Appendix A for instructions on how to reset your password.

3. Put in your email, create a password, enter the security question, and then click “Continue”.



Application Instructions

4. Next, check your email. You should receive an email like the one below. Click on the link to finish creating your account.



From: messaging@secure.tradeschoolinc.com
Date: May 13, 2024 at 15:04:15 CDT
To:
Subject: [ntejatc-org] TradeSchool Web Services - New Account

This is an automated message from TradeSchool Messaging

North Texas Electrical JATC: TradeSchool Web Services

NEW ACCOUNT REQUEST

You are receiving this message because you requested to create a new TradeSchool Web Services account with the North Texas Electrical JATC.

To continue with creating your new account click on the link below:

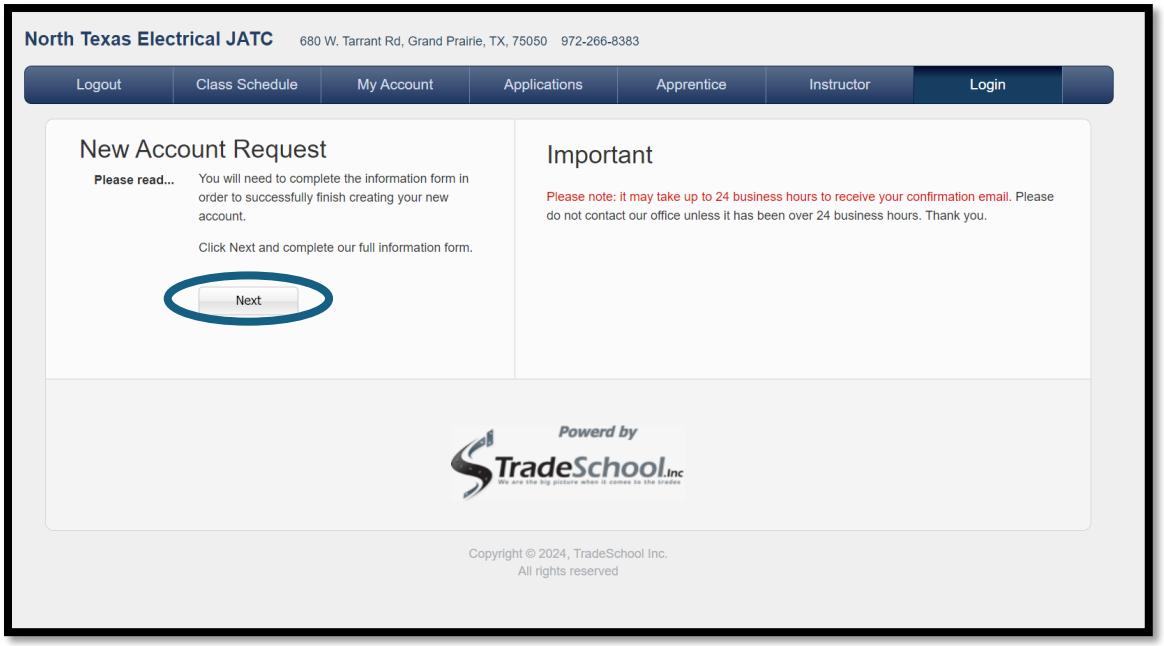
https://secure2.tradeschoolinc.com/v5/ntejatc-org/login/accountCreateRequestConfirmed.php?key=NM9k

If you did not request to create a TradeSchool Web Services account then disregard this email.

Thank you,

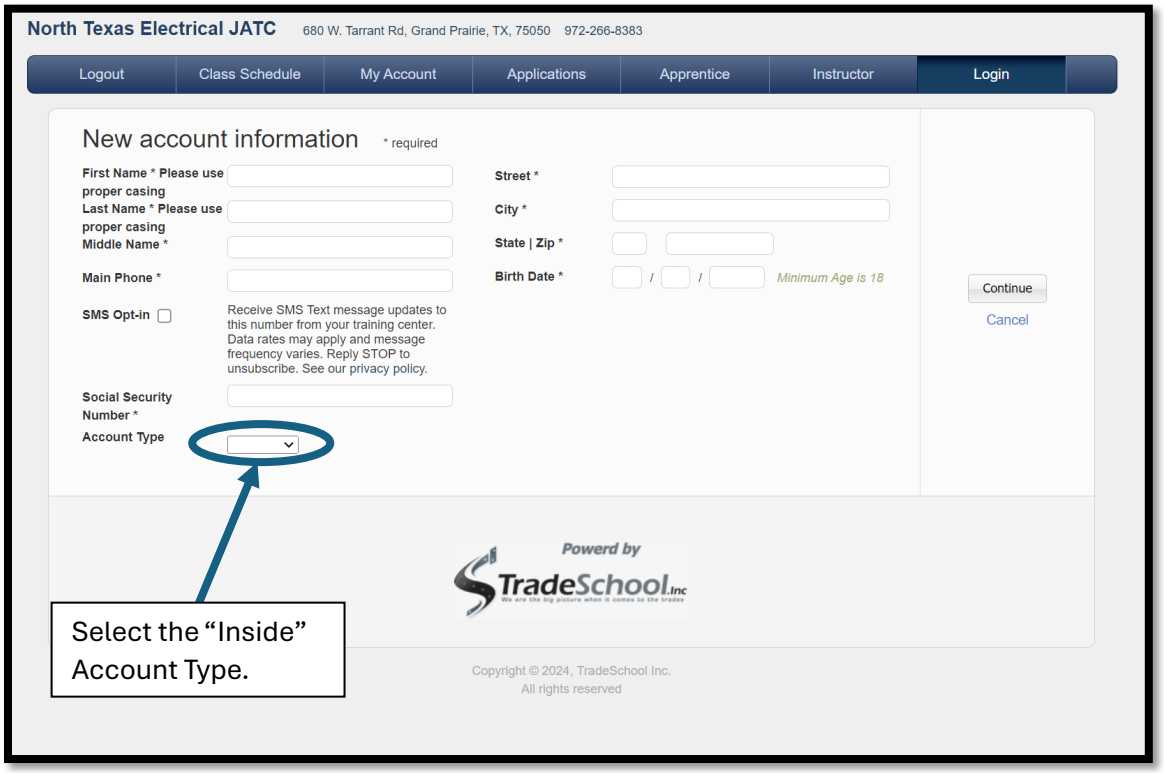
TradeSchool Web Services Team

5. After clicking on the link, you will be directed to a website where you will input your personal information. Click “Next to begin the process.



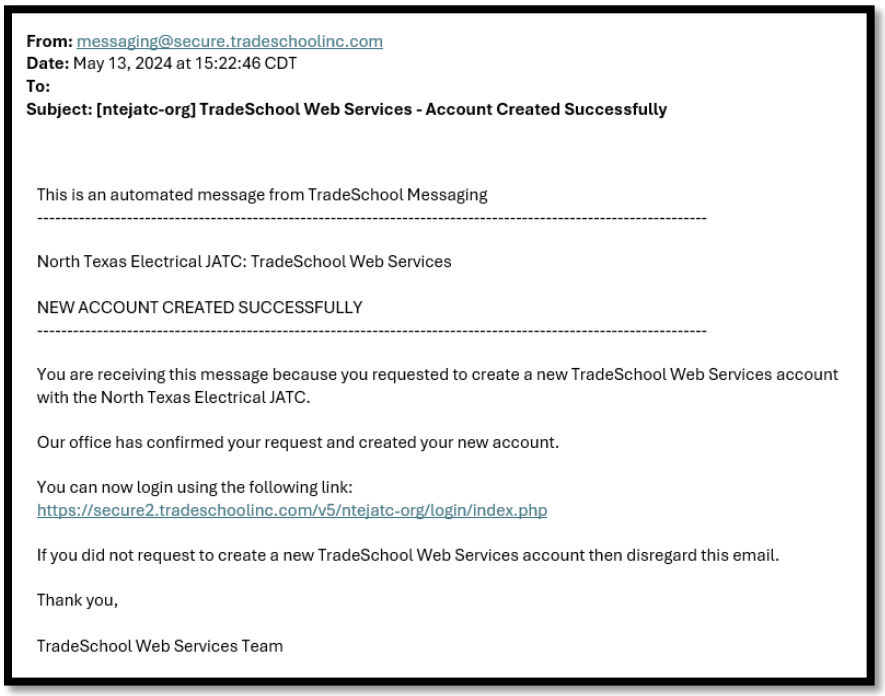
Application Instructions

6. Fill out all the information. Make sure to select the “Inside” account type.



7. After all the information is entered and you click “Continue” you will receive a “Thank you for requesting a new account” message.

8. Please **check your email** for confirmation that your account has been created. Look for the email below.



From: messaging@secure.tradeschoolinc.com
Date: May 13, 2024 at 15:22:46 CDT
To:
Subject: [ntejatc-org] TradeSchool Web Services - Account Created Successfully

This is an automated message from TradeSchool Messaging

North Texas Electrical JATC: TradeSchool Web Services

NEW ACCOUNT CREATED SUCCESSFULLY

You are receiving this message because you requested to create a new TradeSchool Web Services account with the North Texas Electrical JATC.

Our office has confirmed your request and created your new account.

You can now login using the following link:
https://secure2.tradeschoolinc.com/v5/ntejatc-org/login/index.php

If you did not request to create a new TradeSchool Web Services account then disregard this email.

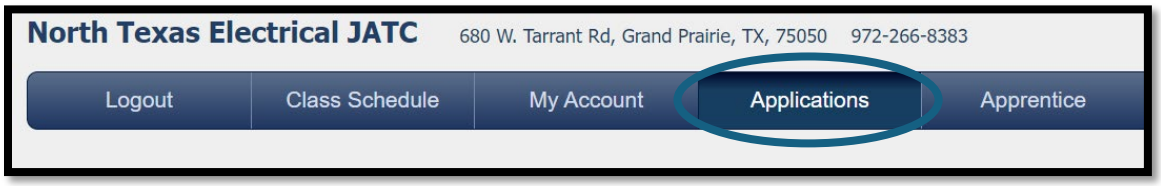
Thank you,

TradeSchool Web Services Team

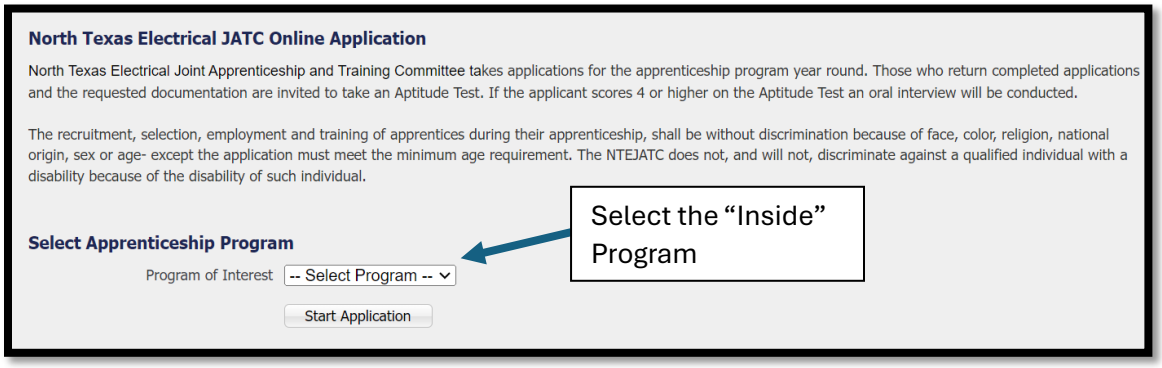
Application Instructions

9. Navigate to https://secure2.tradeschoolinc.com/v5/ntejatc-org/login/index.php and login with your email and your new password

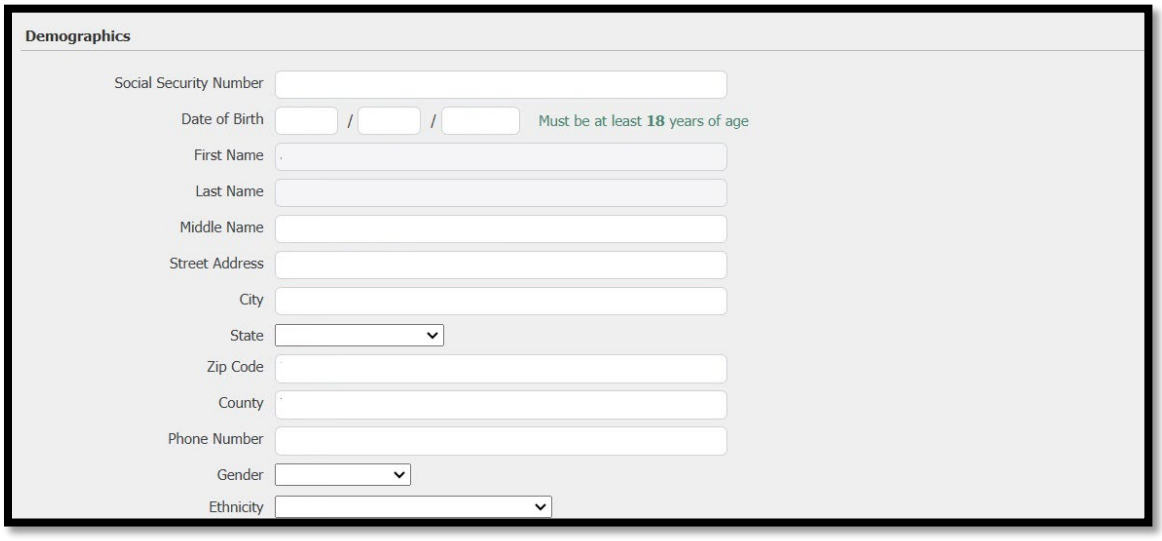
10. Navigate to the “Application” tab.



11. Select the “Inside” program and then click “Start Application.”

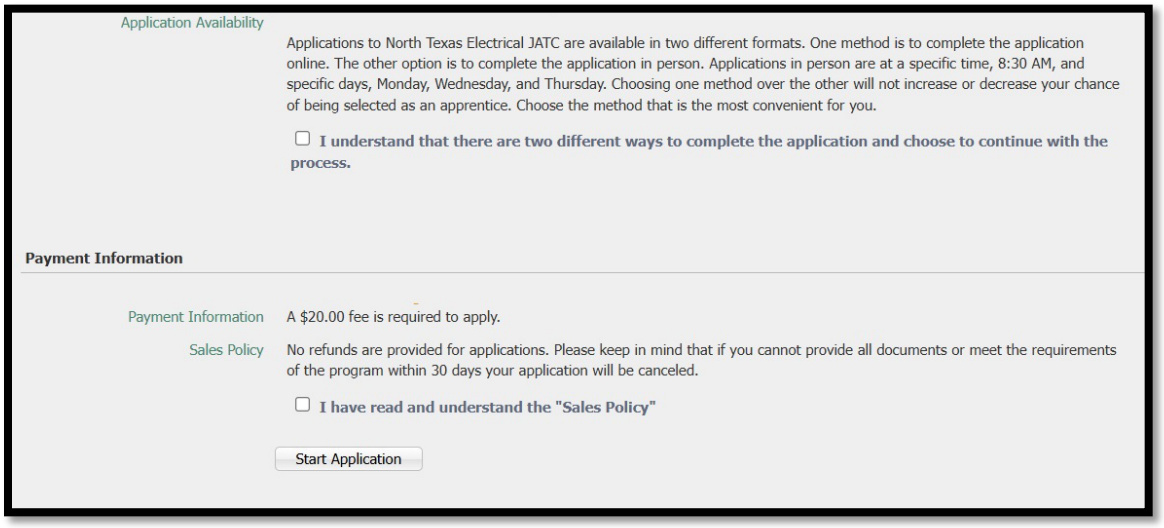


12. Confirm your information and add anything that is missing.

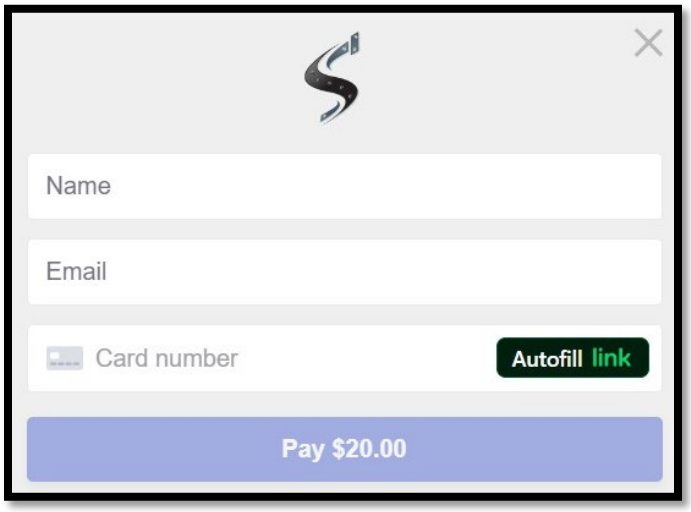


Application Instructions

13. Acknowledge the “Application Availability,” “Sales policy,” and then click “Start Application.”



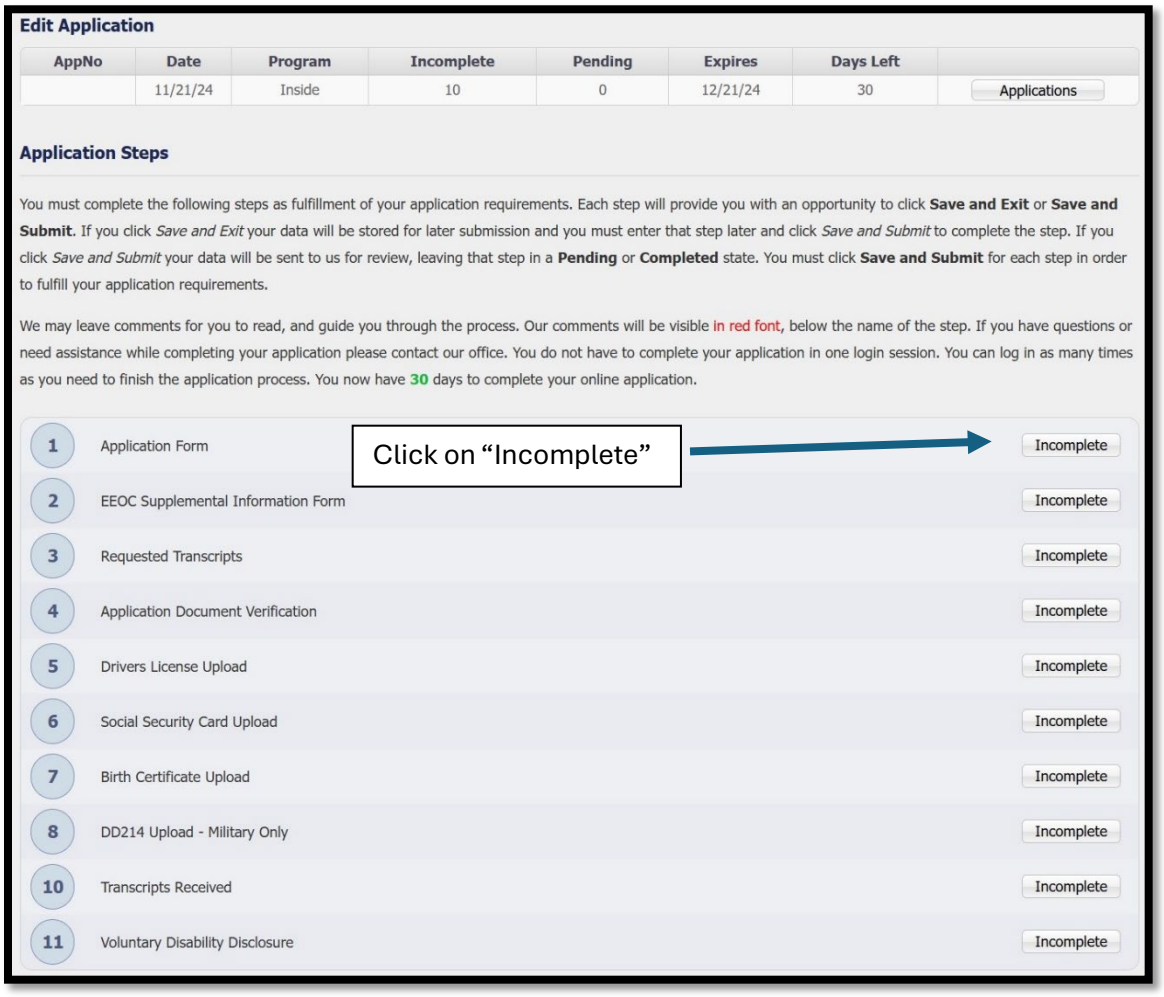
14. Add your payment information and then click “Pay”. Applications require a $20.00 fee.



15. Click “OK” to continue application process

Application Instructions

16. Complete the steps by clicking where it says “Incomplete.” Items must be completed in order.



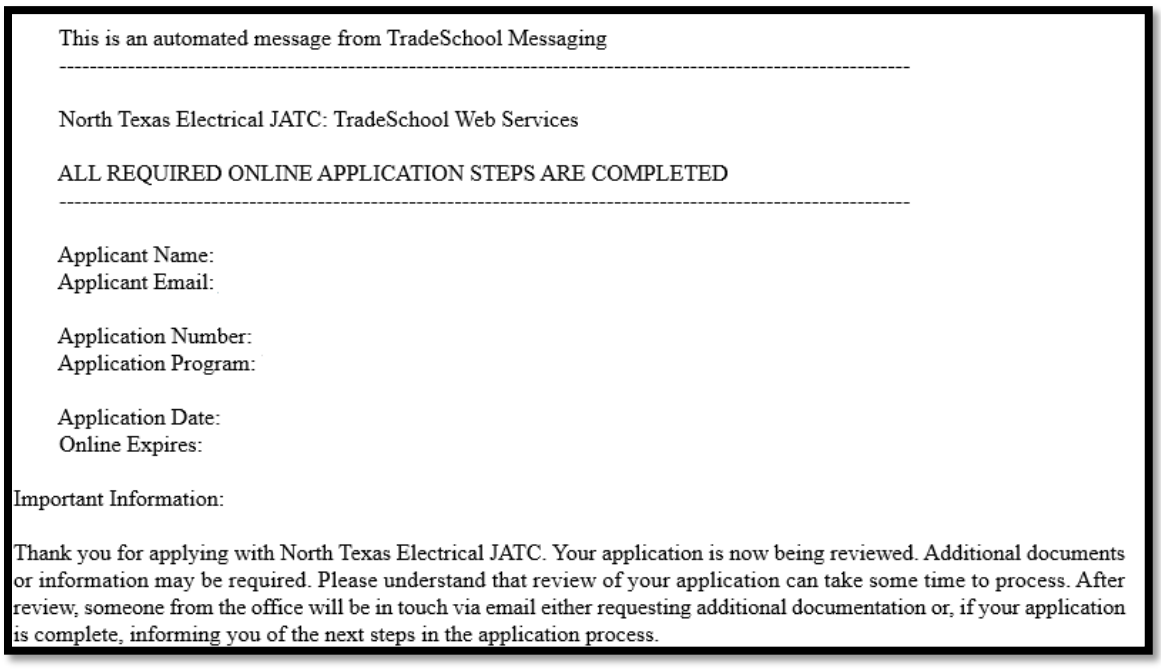
17. The first four steps require you to click “Save and Submit.”

Application Instructions

18. Steps 5, 6, 7, and 8 are used to upload your documents. All applicable documents must be turned in to make your application complete. After uploading your documents, the step will show pending. The documents will be reviewed by office personnel. After which, they will be marked complete.

    If you have turned in these documents in person there is no need to submit them here. The steps will be marked complete as the documents are reviewed by office personnel.

19. You will receive the email below saying that the required online application steps are complete. Please note that your application is not complete until it has been reviewed. After the review process you may be required to provide additional information. An email will be sent to you detailing what information, if any, is required to be submitted. Keep in mind you only have thirty days to turn in the required information. If it is determined that your application is complete, then you will be scheduled for the next step in the application process. All communication is done through email.



This is an automated message from TradeSchool Messaging

North Texas Electrical JATC: TradeSchool Web Services

ALL REQUIRED ONLINE APPLICATION STEPS ARE COMPLETED

Applicant Name:
Applicant Email:

Application Number:
Application Program:

Application Date:
Online Expires:

Important Information:

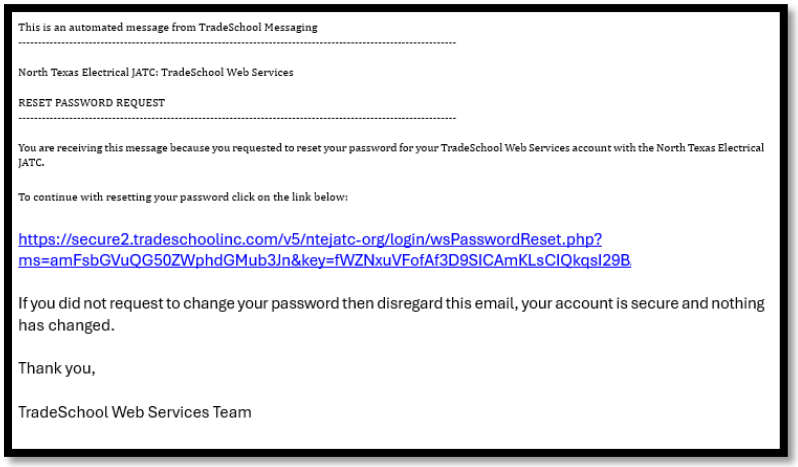
Thank you for applying with North Texas Electrical JATC. Your application is now being reviewed. Additional documents or information may be required. Please understand that review of your application can take some time to process. After review, someone from the office will be in touch via email either requesting additional documentation or, if your application is complete, informing you of the next steps in the application process.

Appendix A

Appendix A is for situations where you may already have an account and access to that account must be restored before the application process can be completed.

1. Go to https://secure2.tradeschoolinc.com/v5/ntejatc-org/login/index.php.

2. Click on “Reset Password”.

3. Enter you email and add the security numbers together

4. You will receive an email with a link to reset your password. Click on the link.