

# 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.



North Texas Electrical JATC

Login

Login

Email

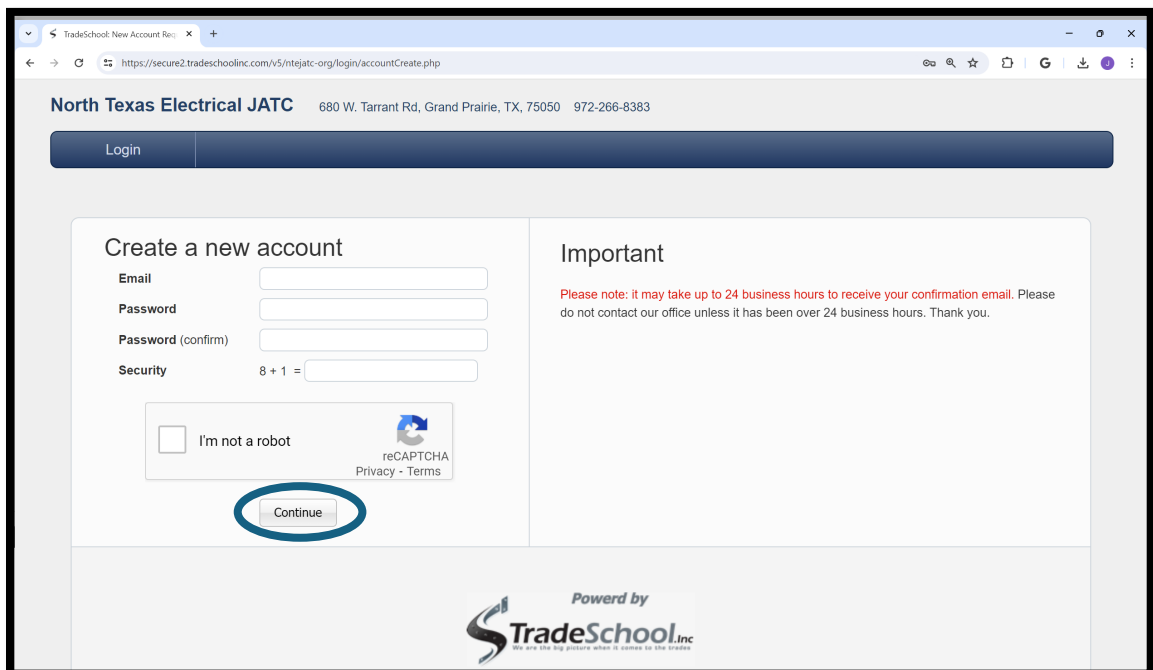
Password

Login

Create Account

Reset Password

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



TradeSchool: New Account Res

https://secure2.tradeschoolinc.com/v5/ntejatc-org/login/accountCreate.php

North Texas Electrical JATC 680 W. Tarrant Rd, Grand Prairie, TX, 75050 972-266-8383

Login

Create a new account

Email

Password

Password (confirm)

Security 8 + 1 =

I'm not a robot

reCAPTCHA

Privacy - Terms

Continue

Important

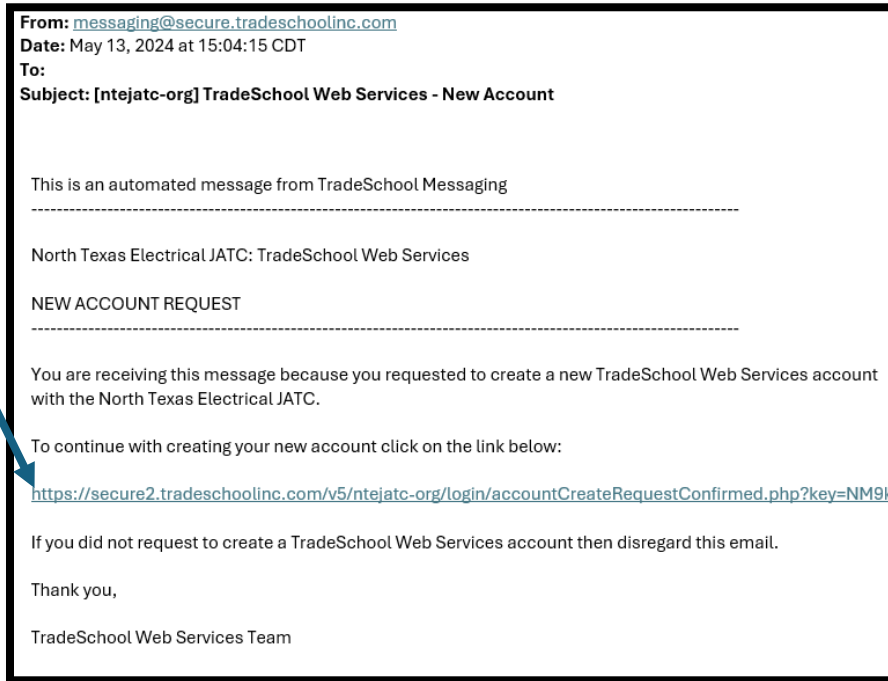
Please note: it may take up to 24 business hours to receive your confirmation email. Please do not contact our office unless it has been over 24 business hours. Thank you.

Powered by TradeSchool, Inc.

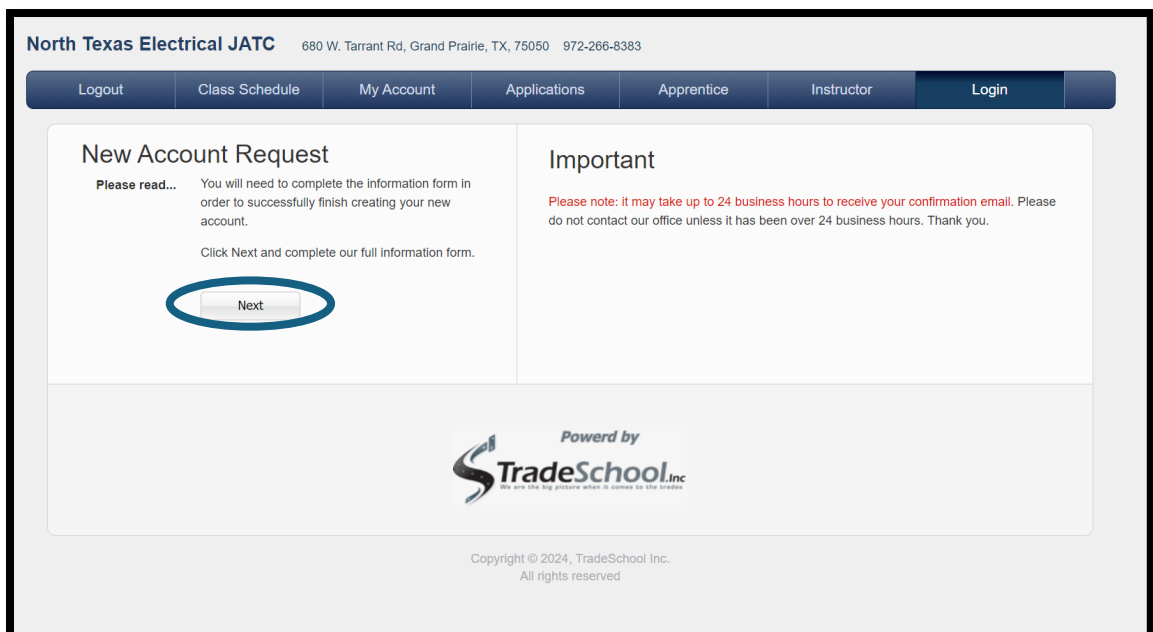
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# Application Instructions

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



- 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.

North Texas Electrical JATC 680 W. Tarrant Rd, Grand Prairie, TX, 75050 972-266-8383

Logout Class Schedule My Account Applications Apprentice Instructor Login

New account information \* required

First Name \* Please use proper casing  
Last Name \* Please use proper casing  
Middle Name \*  
Main Phone \*  
SMS Opt-in ☐  
Social Security Number \*  
Account Type ▼

Street \*  
City \*  
State | Zip \*  
Birth Date \* / / Minimum Age is 18

Receive SMS Text message updates to this number from your training center. Data rates may apply and message frequency varies. Reply STOP to unsubscribe. See our privacy policy.

Continue  
Cancel

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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](mailto:messaging@secure.tradeschoolinc.com)  
Date: May 13, 2024 at 15:22:46 CDT  
To:  
Subject: [ntejtc-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/ntejtc-org/login/index.php>

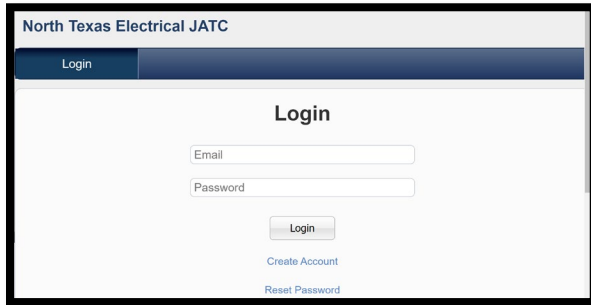
If you did not request to create a new TradeSchool Web Services account then disregard this email.

Thank you,

TradeSchool Web Services Team

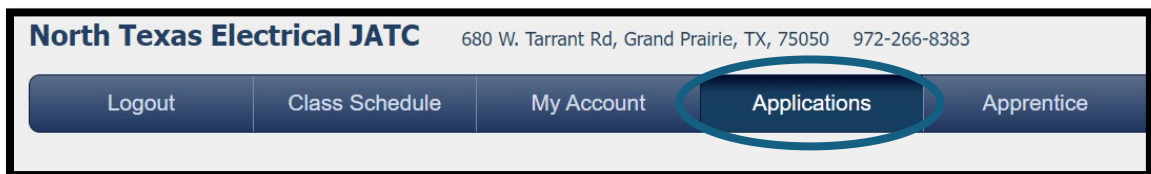
# Application Instructions

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



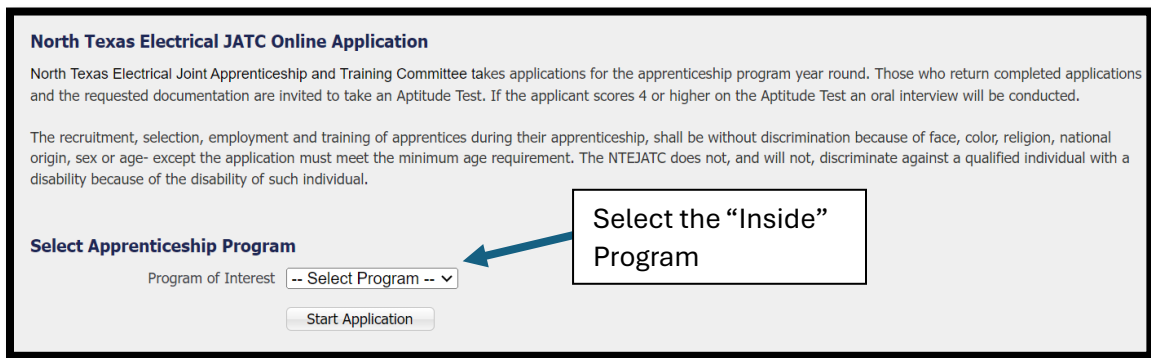
The screenshot shows the login page for North Texas Electrical JATC. It features a header with the organization's name and a 'Login' tab. Below the header, there is a 'Login' section with input fields for 'Email' and 'Password', a 'Login' button, and links for 'Create Account' and 'Reset Password'.

10. Navigate to the “Application” tab.



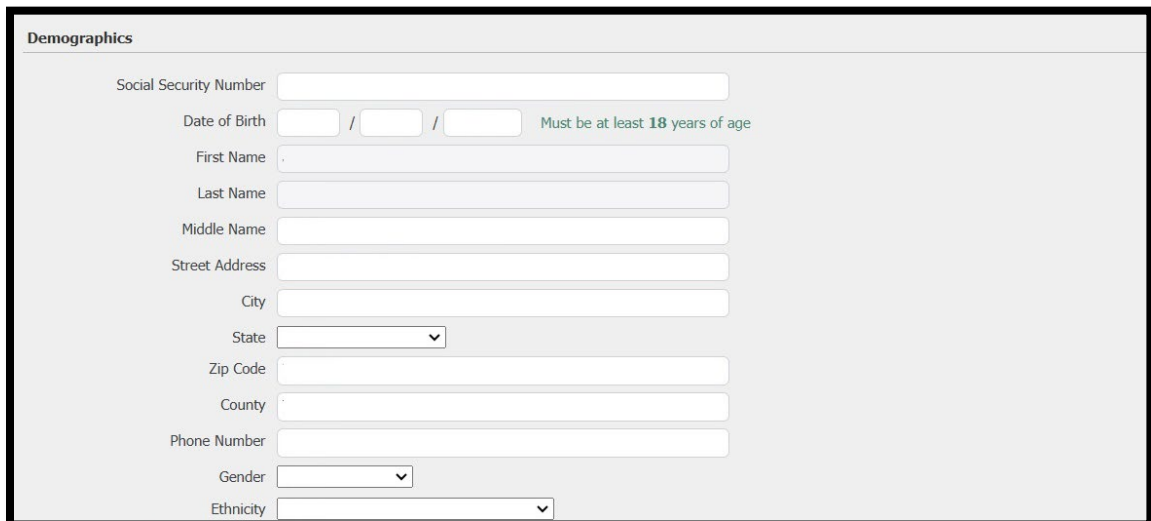
The screenshot shows the navigation bar of the North Texas Electrical JATC website. It includes the organization's name, address (680 W. Tarrant Rd, Grand Prairie, TX, 75050), and phone number (972-266-8383). Below this, there is a dark blue navigation bar with buttons for 'Logout', 'Class Schedule', 'My Account', 'Applications' (which is circled in blue), and 'Apprentice'.

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



The screenshot shows the 'North Texas Electrical JATC Online Application' page. It contains a heading, a paragraph about the application process, and a section titled 'Select Apprenticeship Program'. In this section, there is a dropdown menu labeled 'Program of Interest' with the text '-- Select Program --'. A blue arrow points from a text box labeled 'Select the “Inside” Program' to this dropdown menu. Below the dropdown is a 'Start Application' button.

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



The screenshot shows the 'Demographics' form. It contains various input fields for personal information: Social Security Number, Date of Birth (with a note 'Must be at least 18 years of age'), First Name, Last Name, Middle Name, Street Address, City, State (dropdown), Zip Code, County, Phone Number, Gender (dropdown), and Ethnicity (dropdown).

# Application Instructions

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

**Application Availability**

Applications to North Texas Electrical JATC are available in two different formats. One method is to complete the application online. The other option is to complete the application in person. Applications in person are at a specific time, 8:30 AM, and specific days, Monday, Wednesday, and Thursday. Choosing one method over the other will not increase or decrease your chance of being selected as an apprentice. Choose the method that is the most convenient for you.

☐ I understand that there are two different ways to complete the application and choose to continue with the process.

**Payment Information**


**Payment Information** A \$20.00 fee is required to apply.


**Sales Policy** No refunds are provided for applications. Please keep in mind that if you cannot provide all documents or meet the requirements of the program within 30 days your application will be canceled.

☐ I have read and understand the "Sales Policy"

[Start Application](#)

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

×

 Card number

[Autofill link](#)

[Pay \\$20.00](#)

15. Click “OK” to continue application process

**secure2.tradeschoolinc.com says**

Your application has been started. Click OK to finish the application steps.

[OK](#)

# Application Instructions

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

**Edit Application**

AppNo	Date	Program	Incomplete	Pending	Expires	Days Left	
	11/21/24	Inside	10	0	12/21/24	30	<input type="button" value="Applications"/>

**Application Steps**

You must complete the following steps as fulfillment of your application requirements. Each step will provide you with an opportunity to click **Save and Exit** or **Save and Submit**. If you click *Save and Exit* your data will be stored for later submission and you must enter that step later and click *Save and Submit* to complete the step. If you click *Save and Submit* your data will be sent to us for review, leaving that step in a **Pending** or **Completed** state. You must click **Save and Submit** for each step in order to fulfill your application requirements.

We may leave comments for you to read, and guide you through the process. Our comments will be visible **in red font**, below the name of the step. If you have questions or need assistance while completing your application please contact our office. You do not have to complete your application in one login session. You can log in as many times as you need to finish the application process. You now have **30** days to complete your online application.

1	Application Form	<input type="button" value="Incomplete"/>
2	EEOC Supplemental Information Form	<input type="button" value="Incomplete"/>
3	Requested Transcripts	<input type="button" value="Incomplete"/>
4	Application Document Verification	<input type="button" value="Incomplete"/>
5	Drivers License Upload	<input type="button" value="Incomplete"/>
6	Social Security Card Upload	<input type="button" value="Incomplete"/>
7	Birth Certificate Upload	<input type="button" value="Incomplete"/>
8	DD214 Upload - Military Only	<input type="button" value="Incomplete"/>
10	Transcripts Received	<input type="button" value="Incomplete"/>
11	Voluntary Disability Disclosure	<input type="button" value="Incomplete"/>

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.

Upload your files to submit with this application.

1. Add your files by clicking **Add files...** or drag-n-drop onto this page
2. Upload your files by clicking the blue button **Start upload**
3. Click **Save and Submit** to submit your files with your application

**+ Add files...** **Start upload** **Cancel upload** **Delete** ☐

**1<sup>st</sup> Click "Add files"**  
**2<sup>nd</sup> Click "Start upload"**  
**3<sup>rd</sup> Click "Save and Submit"**

**Save and Exit** **Save and Submit**

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

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North Texas Electrical JATC: TradeSchool Web Services

**ALL REQUIRED ONLINE APPLICATION STEPS ARE COMPLETED**

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Applicant Name:  
Applicant Email:

Application Number:  
Application Program:

Application Date:  
Online Expires:

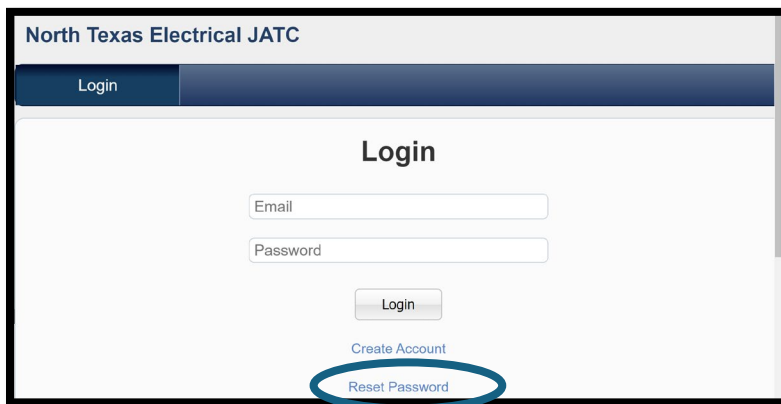
Important Information:

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”.



North Texas Electrical JATC

Login

Login

Email

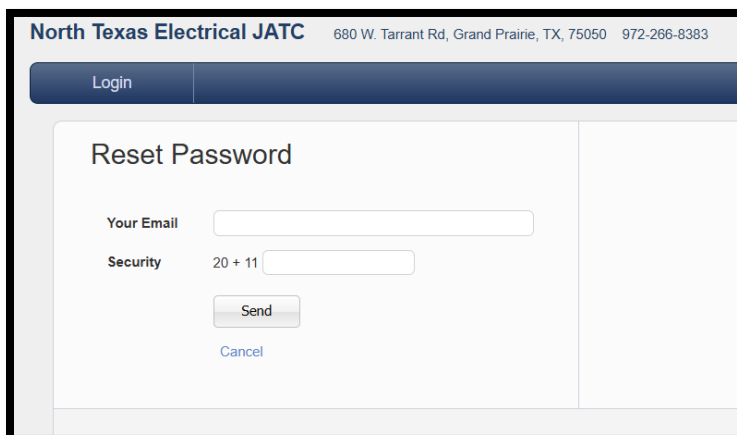
Password

Login

Create Account

Reset Password

3. Enter you email and add the security numbers together



North Texas Electrical JATC 680 W. Tarrant Rd, Grand Prairie, TX, 75050 972-266-8383

Login

Reset Password

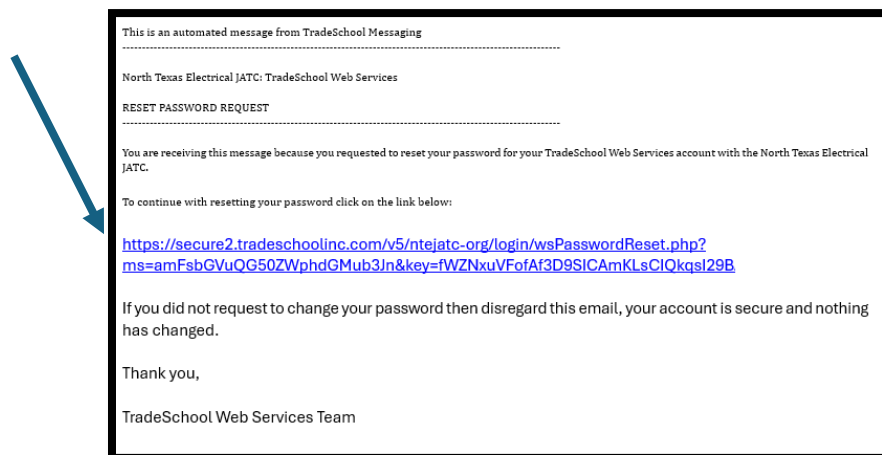
Your Email

Security 20 + 11

Send

Cancel

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



This is an automated message from TradeSchool Messaging

North Texas Electrical JATC: TradeSchool Web Services

RESET PASSWORD REQUEST

You are receiving this message because you requested to reset your password for your TradeSchool Web Services account with the North Texas Electrical JATC.

To continue with resetting your password click on the link below:

<https://secure2.tradeschoolinc.com/v5/ntejatc-org/login/wsPasswordReset.php?ms=amFsbGVuQG50ZWphdGMub3Jn&key=fWZNxuVFofAf3D9SICAmKLsClOkqsl29B>

If you did not request to change your password then disregard this email, your account is secure and nothing has changed.

Thank you,

TradeSchool Web Services Team