

Apprentice Schedule Change Request

To Request a Schedule Change , please complete this form and return it to the IEC office. For convenience, you may fax to (505) 266-6557 or email to valeriem@nnmiec.org. Your request will be reviewed and a decision will be made to approve or deny within 7 days. Please attach any additional information needed to support your request.

Apprentice Name			
Program	Electrical <input type="checkbox"/>	Low Voltage <input type="checkbox"/>	
Class Year (check one)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4
Contractor Name and Phone Number			
Current Class Dates	TO		
Form Completed By:		Phone #:	
Reason for Request			
<input type="checkbox"/> Contractor Request <input type="checkbox"/> Documentation Attached (if necessary)			
Explain:			
<input type="checkbox"/> Preplanned Event <input type="checkbox"/> Documentation Attached (if necessary)			
Explain:			
<input type="checkbox"/> Childbirth/Child Adoption <input type="checkbox"/> Documentation Attached (if necessary)			
Explain:			
<input type="checkbox"/> Severe Illness/Death <input type="checkbox"/> Documentation Attached (if necessary)			
Explain:			
<input type="checkbox"/> Other <input type="checkbox"/> Documentation Attached (if necessary)			
Explain:			
For NNMIEC Use Only			
Date Received Class Change Request			
Next Available Class Dates	<input type="checkbox"/> 1st Quarter	<input type="checkbox"/> 2nd Quarter	<input type="checkbox"/> 3rd Quarter <input type="checkbox"/> 4th Quarter
Who Is Requesting the Class Change? (check one)	<input type="checkbox"/> Apprentice	<input type="checkbox"/> Contractor	
Documentation Attached (check one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Decision: (check one)	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	Reason:
Notification calls made to:	<input type="checkbox"/> Contractor	<input type="checkbox"/> Apprentice	
Signature		Date	