



## Quick Guide for Registering for ETF-Approved Courses at HEC

1. **Before** registering for an ETF-approved course at HEC, email HEC at [registrars@hecouncil.org](mailto:registrars@hecouncil.org) to receive: (a) a special ETF registration code; and (b) the ETF Forms (the Employer Referral Agreement and the Course Registration Agreement) required by the state ETF Office.
2. Register for the HEC ETF-Approved course on HEC's Website using the special ETF registration code. The code will enable you to register for the course at 50% off the published fee.
3. Fully complete the Employer Referral Agreement (page 1 of the forms).
4. For the Course Registration Agreement (page 2 of the forms) complete:
  - a. Section I; and
  - b. Section IV, Employer section
5. Email **only** the Course Registration Agreement to HEC at [registrars@hecouncil.org](mailto:registrars@hecouncil.org) so that HEC can confirm your registration and fill in the "Training Vendor" section.
6. After receiving back the Course Registration Agreement from HEC, review both forms for accuracy and completeness, and that all forms are signed by the appropriate persons (original signatures only)
7. Submit both forms by mail, fax, or email to your local ETF Office **at least 10 state working days prior to the start date of the class**. If submitting via fax or email, contact the appropriate ETF office to verify receipt.
8. The ETF Office will determine eligibility and provide final approval to the employer and HEC.
9. In the event that you do not receive approval from the ETF Office for the 50% ETF subsidy prior to the start date of the course, **you will be responsible for paying the remaining 50% of the course fee before the start date of the course**. If HEC does not receive the remaining 50% of the course fee before the start date of the course, **your registration will be cancelled and you will not be able to participate in the course**. In that event, HEC's cancellation policy applies:
  - a. > 7 days before the start date of the course: the 50% amount already paid will be reimbursed in the original form of payment.
  - b. < 7 days before the start date of the course: you will receive a *credit* in the 50% amount already paid to apply to any future HEC training/course within that same calendar year.