

Adult Education Division

2022 Mail-in Student Registration Instructions

www.nccvtadulthoodeducation.com

(302) 683-3652

Prospective students can access the NCCVT's AED Student Registration Form, Program Schedule, Program Offerings and AED Student Handbook documents by clicking the "Registration" link on NCCVT's AED Website:

<https://nccvtadulthoodeducation.com/>

- Please mail your completed Student Registration Form (the information on this form must be typed so we ensure we have accurate student data and contact information), a completed copy of your State of Delaware Registered Apprenticeship Agreement (if applicable), and your full payment to:

Apprenticeship and Technical Training Office

Marshallton Education Center

1703 School Lane,

Wilmington, DE 19808

- Once a student's registration has been processed and he/she has been enrolled in their Program, he/she will receive an emailed receipt from the AED Office. The receipt will be sent to the student's email address provided on the AED Registration Form.
- 2022 – 2023 Registration Fees: Tuition - \$350.00 + Administrative Fee - \$150.00 = \$500.00 for all programs except for CNA and Auto Body. **Students interested in registering for the CNA Program must call the AED Office and schedule a TABE Placement test prior to being able to enroll in the Program.**
- All tuition and fees must be paid at the time of registration. Mail-in payments must be in the form of check or money order and accompany a student's Registration Form and State of Delaware Registered Apprentice Agreement (if applicable). **If a student needs a copy of their State of Delaware Registered Apprenticeship Agreement, they should contact their employer or Delaware's Department of Labor Apprenticeship Office at (302) 761-8328. Checks and money orders must be made payable to NCCVTSD. Registrations will not be accepted via telephone, payments must be made in full, and payments cannot be made online or with a credit card.**
- All students must pay the \$150.00 non-refundable administrative fee. State of Delaware Registered Apprentices must provide a copy of their current, signed Apprenticeship Agreement at the time of registration to receive the tuition waiver. All required paperwork and payment must be included in order to successfully register for a Program. **This includes a fully completed student registration form, fully completed State of Delaware Registered Apprentice Agreement (if applicable), and full payment for their program.**
- ALL STUDENT REGISTRATIONS will close at 3:00 PM on Wednesday, August 31, 2022. **No Registrations will be accepted after this time.**
 - NCCVT's AED will accept mail-in student registrations with a post marked date of June 6th, 2022 – August 31st, 2022.

All first-year classes begin on either Monday, October 3rd or Tuesday, October 4th, 2022.

All second, third, and fourth year classes begin on either Monday, October 10th or Tuesday, October 11th, 2022.