

FTI Instructor Course Registration Process

Get Started

- ▶ Go to Finishing Trades Institute Web site: www.finishingtradesinstitute.org.
- ▶ Review the Course Description page for a detailed description of all course offerings.
- ▶ Click here: [FTI Course Description](#)
- ▶ Review the Course Calendar for the scheduled date and hours of courses.
- ▶ Click here: [FTI Course Calendar](#)

Access the Course Registration Screen

Access the FTI Course Registration “Members Login” page through the link in the “Instructors Only” section on the left side of the FTI homepage; or [click here](#).

Enter your “User Name” and “Password.”

- ▶ Your username is the same as your IUPAT e-mail address.
- ▶ Your password is the same as that used to download curriculum materials online.
- ▶ To access the registration form for a password, use the “click here” link at the top of “Members Login” page.
- ▶ (Contact your Training Director if you obtained a password prior to April 2006. You will need a new
- ▶ password to register for courses.)

** All fields with a red asterisk (*) are required to complete the registration.*

** Verify and update, if needed, all listed contact information on the form as well as new entries.*

Now you can register for FTI courses.

Select Courses

- ▶ Under Course Selection, use the “Week Beginning” drop-down menu to select the scheduled week of the course for which you are registering, and then click “Next.”
- ▶ Using the “Course Selection” drop-down menu, select the course for which you are registering.
- ▶ Verify that the information is correct, and then click “Submit.”

You are now registered for the class.

** Please Note: If a course must be rescheduled or canceled because of low enrollment, you will receive an e-mail notification from the Registrar’s Office.*



Accommodations

Please Note: Travel arrangement must be made 21 days prior to the start of the class.

Choose one:

1. Stay at the IUPAT Residence Hall
2. Commute

- ▶ **Guests of the Residence Hall** will receive 3 meals per day and roundtrip transportation from and to the airport. **The cost is \$227.43 per day.**

For Hotel Reservations, contact the IUPAT Residence Hall at 410-564-5840.

- ▶ Commuters will receive lunch breaks while the class is in session. **The cost is \$20.41/day.**

* Commuters not staying at the Residence Hall are responsible their your own transportation from and to the airport and are not eligible for reimbursement for transportation or other meals.

For Travel Arrangements, call Metropolitan Travel at 800-662-6363.

No air travel costs will be reimbursed if not made through **Metropolitan Travel**.

Automobile costs will be reimbursed at 30 cents per mile, not to exceed the lowest 30-day airfare and the shortest route as determined by **Map Quest**.

If you have questions, contact FTI Executive Assistant Director Sarah M. Coyne at 1-800-276-7289 or [e-mail](#).

