



Course Registration Process

Getting Started

- In your Web browser, type in the FTI URL -- www.finishingtradesinstitute.org
- Review the [Course Description](#) page for a detailed description of all course offerings. Then, review the [Course Calendar](#) for the scheduled date and duration/contact hours of the course.

To Access the Course Registration screen:

- Follow the link to *FTI Course Registration* under the Members only box at the bottom left of the www.finishingtradesinstitute.org homepage.
 - ❖ Or click on the [Members Only](#) link in the middle of the page.
- Enter your **User Name** and **Password**
 - ❖ Your username is the same as your IUPAT email address.
 - ❖ Your password is the same as that used to download curriculum materials online.
- (Contact your Training Director if you obtained a password prior to April 2006. You will need a new password to register for courses.)

To access the registration form, follow the “click here” link at the top of the page, stated: **“Introducing the New Year Round Schedule for Finishing Trades Institute”**

Register for FTI Courses now [Click Here](#)

*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.

Accommodations:

- Choose one:
 1. Stay at the [Maritime Institute](#) (MITAGS)
 2. Commute
- Guests of the Maritime Institute will receive 3 meals per day and roundtrip transportation between the airport, the Maritime and the International Training Center. The cost is **\$175/day**.
- Commuters will receive lunch and coffee/tea breaks while the class is in session. The cost is **\$35/day**. Commuters not staying at the Maritime are responsible for your own transportation to and from the airport and are not eligible for reimbursement for transportation or other meals.

Course Selections:

- 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 cancelled due to low enrollment, you will receive an email notification from the Registrar’s Office.

Hotel Accommodations and Travel Arrangements

- For Hotel Reservations, please contact the Maritime Institute at 866-900-3517 or register via the website at [Maritime Institute](#) (MITAGS).
- For Travel Arrangements, please call Metropolitan Travel at 800-662-6363.

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

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 any questions, please contact Nalini Roy, FTI Registrar, at 202-637-0740 Ext 801 or nroy@iupat.org.

Congratulations!!!!!!!!!!!!!! You are now registered for your course. We look forward to seeing you soon.