

INSTRUCTIONS FOR THE SPONSOR TRAINING SUMMARY

Part A: Ten days before the *Start Date* – Enter your name in *Submitted by*. Enter your *Gmail account*. Within thirty days after the *End Date* – Enter *Date submitted*; *Payment method*; and *Payment instructions*. The *Payment method* uses a dropdown menu: check or credit card.

PART A for SPONSOR	
Submitted by <small>[your name]:</small>	Date submitted:
Gmail account:@gmail.com	Payment method: <small>[see drop-down]:</small>
	Payment instructions: <small>e.g. (Name on card ending ...5566)</small>

Part B: In the first available row of Part B, enter the first participant's *First name*, *Last name*, and *Email* followed by the ENTER key. Their *Last*, *First*, *Arica ID* and *Training Roster Format* will fill automatically. Repeat this procedure for all participants.

If *Arica I.D.* is 000, backspace to remove any extra spaces before or after the *First name* and/or *Last name*. Remove accents (e.g. Fernández becomes Fernandez). If 000 remains, click on *Names & IDs* link above *Arica I.D.* for other spellings or alternative names; write a note in the *Sponsor Comments* box or email TASC.

PART B for SPONSOR		
First name	Last name	Email

Part C: Enter the *Function*, *Tuition Fee Type* and *Royalty Type* from the dropdown menus in Part C. First-time repeats *Apprentice-I* and *Assistant/Support Staff*. Multiple repeats *Apprentice-II* and *Asst/Staff Discount-I*.

PART C for SPONSOR		
Function	Tuition Type	Royalty Type

Part D: Enter in Part D the names of multiple repeats (*Apprentice-II* and *Asst/Staff Discount-I*) with the discounted tuition fee that was pre-arranged with the Sponsor.

PART D: Apprentice-II and Asst/Staff Discount-I Variances			
Pre-training: Complete up to 10 days prior to the Start Date			
NOTE: Discounted Tuition Fees are arranged by the Sponsor in advance for Apprentice-IIs and Asst/Staff Discount-IIs who have repeated the training at least once.			
Last, first	Discounted Tuition Fee	Royalty Percent	Discounted Royalty
		20% ▾	\$ -
		20% ▾	\$ -
Subtotal of Apprentice-II Discounted Royalties			\$ -