

#### **OVERVIEW:**



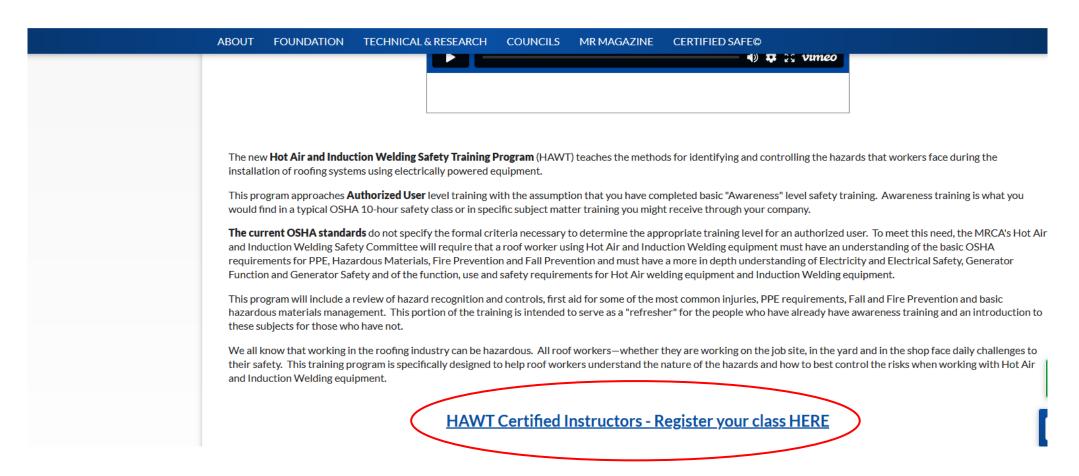
- 1. Visit MRCA.org/hawt
- 2. Fill out the HAWT Instructor form to notify MRCA of your upcoming class.
- 3. Use the links in your emailed receipt to access course files and roster templates.
- 4. Instructors can use the online roster template, or .pdf version (for print).
- 5. After conducting the class, fill out your class roster and email to <a href="mailto:jwhite@mrca.org">jwhite@mrca.org</a>
- 6. The instructor will receive an invoice from MRCA based on how many attendees participated in your class.
- 7. Once MRCA has received payment, attendees will receive a HAWT Certification card in the mail



#### **STEP 1:**



#### Visit MRCA.org/hawt and use the link to register your class





choose one

# **STEP 2:**



## Fill out the form to register your class

1. Trainer Info			Steps after registering:
Name:		*	<ol> <li>You will receive an email confirmation containing a link to access course documents and a class roster template.</li> <li>These documents can also be accessed from the HAWT portal on the MRCA website.</li> </ol>
Email:		*	2. Conduct the class, and send your completed roster to MRCA.
Company Name:		*	3. MRCA will invoice you for the attendees trained. Once paid, MRCA will distribute the HAWT certification cards.
Phone Number:	*		NOTE: Participants that register for <u>recertification</u> will have to provide their certification number
2. Class Info *Enter dates as "dd/mm/	/yyy " or click the question mark		Hold Harmless Agreement  By checking the box below, you agree to hold harmless MRCA & HAWT from liability and claim for any damages, injury
Course Date:	*?		death, or sickness. □≭
Class Training Location:		*	(For MRCA Office use only, ignore this field)
			Click NEXT to finish your registration
3. Estimated pa	articipants		
(You will be billed after th	e class has been conducted)		★ - denotes required fields  Next >
Max of 20 Attendees:			_



### **STEP 3:**



Use the links in your emailed receipt to access course files and roster templates.

#### HAWT Instructor - Class Registration Receipt



PLEASE REPLY TO THIS EMAIL IF YOU HAVE QUESTIONS

This email is confirmation of your HAWT class registration CLICK HERE to Download Course Files

**CLICK HERE to access a roster template Online.** 

**CLICK HERE to print your roster template.** 

Fill it out, and send to jwhite@mrca.org after your class!

Call MRCA at 800.497.6722 if you have questions!

#### MRCA HAWT - Certified Instructor - Class Registration

Name	Jack White Test
Email	jwhite@assnsoffice.com
Company	Midwest Roofing Contractors Association - MRCA
Phone	(123) 456-7891 0
Preferred date1	09/15/2025
Traininglocation	n/a



### **Course Files**



≡ ~ NFBA / MRCA / HAWT <u>↑</u> Upload ∨ + Create > ☐ Organize ∨ ··· Suggested from your activity ① Hide As you use Dropbox, suggested items will automatically show up here. Learn more Drop files here to upload, or use the 'Upload' button Name ↑ Who can access Modified Files for Applicators Parent Files for Instructors Parent 4/21/2023 11:24 am 01. MRCA HAWT Classroom and Hands-On Program Guide (2021\_12\_29 20\_03\_39 UTC).pdf Parent by you 4/21/2023 11:18 am hot-air-welding-training-11-4-21.mp4 (360p).mp4 Parent by you 4/21/2023 11:24 am hot-air-welding-training-11-4-21.mp4 (1080p).mp4 Parent by you 4/21/2023 11:24 am New\_Teaser\_Updated\_120321.mp4.mp4 Parent by you 4/21/2023 11:24 am RST Services (2022\_01\_04 21\_04\_26 UTC).pdf Parent by you



# **STEP 4:**



### Online Roster Template: Click the button in the top right to get started.

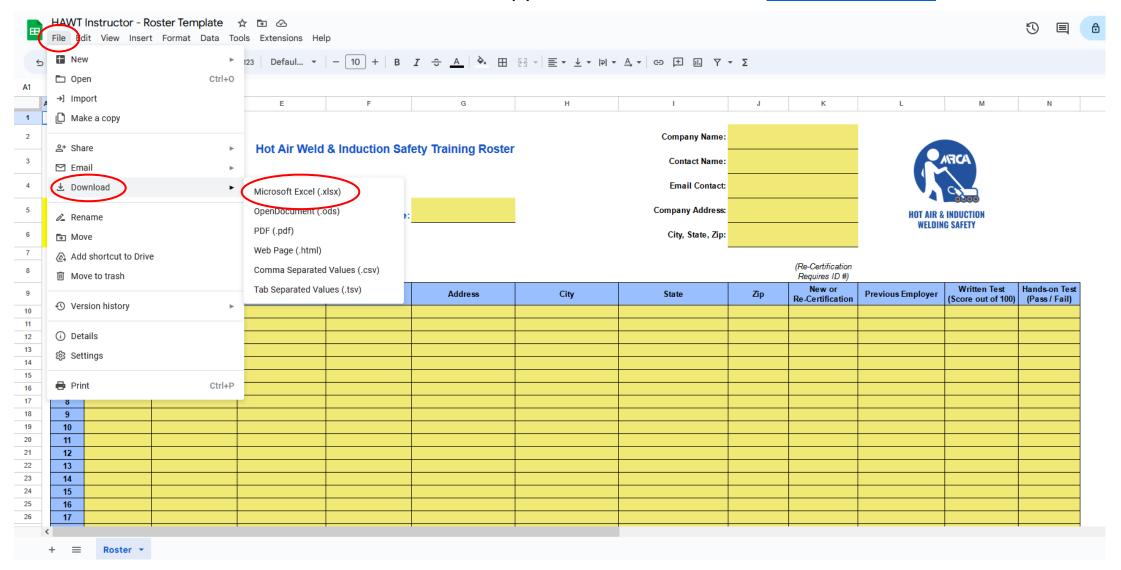
HAWT Instructor - Roster Template									USE TEMPLATE
MIDWEST	Hot Air Weld & Induction Safety	Training Roster	Instructor Company:						
CONTRACTORS			Instructor Name:				MACA		
TASSOCIATION			Instructor Email:				0000		
EMAIL ROSTER TO:	Training Session Dat	e:	Instructor Certification # :			HOT W	AIR & INDUCTION ELDING SAFETY		
Jwhite@mrca.org									
							(Re-Certification		
5 . W	ne Email	C 11		CV	C	71	Requires ID #) New or Re-	D (5.1	
First Name Last Na	ne Email	Company Name	Address	City	State	Zip	Certification	Pass / Fail	
2									
3									
4									
5									
6									4
7									1
9									1
10									
									4



### **STEP 5:**



Online Roster Template: After conducting the class, use the template to enter attendee information. Download a copy of the file and email to <a href="mailto:jwhite@mrca.org">jwhite@mrca.org</a>





# STEP 5 cont'd:



#### Printed Roster Template: Scan and email to <a href="mailto:jwhite@mrca.org">jwhite@mrca.org</a>

#### Full Roster for Instructors

IMIDWEST ROOFING CONTRACTORS ASSOCIATION		ot Air Weld & Induction Safety Training Roster	Instructor Company: Instructor Name: Instructor Email:	ARCA
	EMAIL ROSTER TO:	Training Session Date:	Instructor Certification # :	HOT AIR & INDUCTION WELDING SAFETY
	hadalda @waxaa aya			

									Requires ID #)	
	First Name	Last Name	Email	Company Name	Address	City	State	Zip	New or Re- Certification	Pass / Fail
1										
2	2									
3	3									
4										
	5									
6										
7										
8	3									
9										
1	0									
1	1									

#### *Individual Sheet to pass out to attendees*



Hot Air Weld & Induction Safety Training - Attendee Info



Training Date:	
First Name:	
Last Name:	
Email:	
Phone:	
Company Name:	
Address:	
City:	
State:	
Zip:	



## **STEP 6:**



Fri 4/21/2023 11:31 AM

⊕ Reply 
 ← Reply All 
 → Forward

After submitting your roster, you will receive an invoice from MRCA based on how many attendees participated in your class.

CONTRACTORS ASSOCIATION

#### INVOICE: HAWT Instructor - Class Registration



(i) If there are problems with how this message is displayed, click here to view it in a web browser.





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Email: mrca@mrca.org



## **STEP 7:**



Once MRCA has received payment, attendees will receive a HAWT certification card in the mail.

