

GL 2 – Community Services

November 25, 2009

TO: All General Vice Presidents, AAs, GLRs, SRs, Organizers, BRs, DBRs,
Railroad GCs, Airline GCs, District and Local Lodge Presidents, Communicators,
Educators and WWW Directors

This letter will serve to announce the 2010 Employee Assistance Professional - Two Program (EAP-II), at the William W. Winpisinger (W3) Education and Technology Center in Hollywood, Maryland from March 21 to March 26, 2010. This class is for members interested in EAP studies and who have previously attended EAP-I.

For your information, the IAM is in discussions with the National Labor College (NLC) regarding the development of a degree program for Machinists who desire a career in this field.

EAP-I has been assessed for accreditation through the NLC and is now worth three semester credits at the college or university level.

Similarly, the EAP-II program has been submitted for assessment for three semester hours of credit immediately following completion of the class. We are very excited about the possibility of implementing such a valuable and long overdue educational curriculum that will be fully recognized at the college level, your workplace, the employee assistance community and throughout the IAM. We encourage all Machinists eligible for EAP-II to participate.

Enclosed you will find detailed information and instructions on how your lodge may make reservations. Please read and follow the instructions carefully, keeping in mind that they are to be used in conjunction with the policy letter covering W3 tuition, transportation subsidy and curriculum. Also, keep in mind that enrollment is open only to members who have completed the EAP- I program.

OVER

Participants should be prepared to travel and arrive on Saturday, March 20, 2010, if travel is by commercial airlines. All participants must be at W3 no later than noon, Sunday, March 21, 2010 to begin Orientation at 2:00 p.m. and class immediately following.

I urge you to take prompt action in notifying Maria Cordone, Director of the Community Services/EAP/Retirees Department, by returning the enclosed "Official Lodge Reservation Form," no later than January 8, 2010. **Attendance to this class must be approved by an authorizing lodge officer.**

In solidarity,

A handwritten signature in cursive script that reads "R. Thomas Buffenbarger".

R. Thomas Buffenbarger
International President

RTB/MCC/lo

Enclosures: Policy letter, instruction sheet, registration form

cc: Director M. Cordone
Director C. Wagoner

In order to enroll participants in departmental programs, please provide the following information.

Participant Registration Form
William W. Winpisinger Education and Technology Center
2010 Departmental Programs
EMPLOYEE ASSISTANCE PROGRAM (EAP-II)

Mandatory - The following information must be filled in

Full Legal Name (as printed on your ID)

(PLEASE PRINT)

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Title: _____ Local Lodge: _____ District Lodge: _____

Gender: _____ Territory: _____

Mailing Address: _____

City: _____ Province/ State: _____ Postal Code/ Zip Code: _____

Home Phone: _____ - _____ Work Phone: _____ - _____

Cell Number: _____ - _____ Fax Number: _____ - _____

E-Mail Address: _____

Last 4 digits of SSN/SIN: _____ IAM Book No.: _____

Employer: _____

Program to be enrolled in: **EMPLOYEE ASSISTANCE PROFESSIONALS- TWO (EAP-II)**

Program Dates: **March 21, 2010 – March 26, 2010**

Enrollment is open only to members who have completed the EAP-I program.

Date EAP-I program completed: _____

THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED

APPROVED BY:

Name (please print) _____

Title _____ Local Lodge _____ Or District Lodge _____

Signature

Daytime Phone _____ Extension # _____

Address _____ City _____

State _____ Zip Code _____ E-Mail _____

General Vice President _____

Directing Business Representative _____

Or

General Chairman _____

How Will Participant Travel?

_____ Via public transportation arranged and paid for by the Grand Lodge

_____ Provide own transportation

_____ Flying on pass, but will need bus transportation

RETURN THIS FORM TO:

Maria Cordone

Director, Community Services/EAP/Retirees Dept.

9000 Machinists Place

Upper Marlboro, MD 20772

(301) 967-3433

Fax: (301) 967-3427

email: mcordone@iamaw.org

RETURN FORM NO LATER THAN JANUARY 8, 2010