

MWEA Online Training Procedures

1. From the MWEA website (www.mi-wea.org), click on Online Training on the left side of the Home Page
2. Click on the Online Training Order Form, print it and fill it out and send it in with your payment. Training modules are \$30 per module for MWEA members and \$35 per module for non-members. If non-members purchase 7 or more modules at one time, the price is \$30 per module. (note: if you need to be invoiced before you can send in a payment, fill out the order form and send it in with a note and we will invoice you for the training modules.)
3. Once your check is processed, we will email you a copy of the Online Training Contact Information Form. This form should be filled out by each person who plans to do online training. Note: Each Email Address and password must be unique to each individual.
4. Fax, email, or mail in the Online Training Contact Information Form and we will enter each individual into the system. Please note that the username and password will be entered in all lowercase letters.
5. Each person will be emailed once they are entered and are ready to start training.

If you have any questions, please feel free to call me at 517-641-7377 or email mwea@mi-wea.org.