



5. During this class, we will be providing most of the class materials in electronic format. If you are selected, would you be able to bring a device which will allow you to view PDF and Microsoft files?

YES  NO

6. Has your branch approved your attendance for this training?

YES  NO

Participants will be selected based on availability and consideration will be based on the above information and the needs of the branch. Once selected, participants will be notified they have been selected and will be provided with further details and payment deadline information.

**The cost of attending this training will be the branch/participant's responsibility.**

The NALC has secured a rate of \$292.40 (single occupancy) or \$432.04 (double occupancy), per day, based on a five-night stay at the Maritime Conference Center for 2026. This includes lodging, all meals, and refreshments during breaks. The total cost of this training (for 5 nights) is \$1,462.00 (single) or \$2,160.20 (double). The double occupancy rate breaks down to \$216.02 per person per night.

**Please do not make travel arrangements until you are officially notified that you have been selected to attend the Informal Step A Training Class.**

Payment must be made prior to your attendance at the training. If you are selected, NALC headquarters will contact you with payment information.

Are you applying together with someone else from your branch?

YES  NO

If you answered Yes to the previous question, and both are selected, are you planning to share a room?

YES  NO

If you are planning to share a room, please provide the name of the other applicant.

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If you are not selected for the September 20-25, 2026 class, would you like to be considered for future classes?

YES  NO

**I certify that I meet the above-referenced criteria needed to attend this training program.**

Applicant's Signature \_\_\_\_\_

Mail completed form to: National Association of Letter Carriers  
Attn: Informal Step A Training Class  
100 Indiana Ave. NW  
Washington, DC 20001-2144