NMAPC
NATIONAL MAINTENANCE AGREEMENTS POLICY COMMITTEE, INC.

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Stephen R. Lindauer
Impartial Secretary/CEO

To: Contractors applying to work under the terms of the NMA

From: Stephen R. Lindauer
               Impartial Secretary/Chief Executive Officer

Subject: **Requesting site extensions under the NMA**

Contractors submit NMA site extension requests through the NMAPC Web site at **www.NMAPC.org**. Upon completion, the form is transmitted **directly** to the applicable international union(s) for review.

Site Extension Procedure:

1. Visit **www.NMAPC.org**;
2. Click "**Site Extension Requests**," located in the second navigation row;
3. The next screen will require you to login;
   - Enter your username and password;
   - Use the 'Login Help' link or contact 703.841.9707 if you need this information;
4. The next screen will explain what the Site Extension Request is;
   - Click "**File a Site Extension Request**," located at the middle of the page;
5. The next screen will be the Site Extension Request Form;
   - To complete the Form you will need: Facility Owner Name, Plant Name, Project Name, Approximate Start & End Dates, Local Union Number(s), Approximate Number of Craftsmen, and a Brief Description of the Work;
   - Complete the form;
   - Fields marked with an asterisk (*) are required;
   - Click "**Continue**," located at the bottom of the page.
6. You will receive an Email when the Union(s) have taken action, You can also Refer back to **www.NMAPC.org** to follow the progress of your request;
   - **If you have questions regarding the status of a request, or need to expedite your request, please contact the international union directly;**
     - Contact information for each international union can be found by visiting www.NMAPC.org, selecting **Using the NMA,** and selecting **Union Contacts**.

Should you have questions about this process, please contact us at 703.841.9707.

For more information, please visit the **NMA I.Q. – eLearning Resource Center**.
(http://www.nmaiq.org/site-extension-requests/)