



To Whom it May Concern,

The new membership year will begin September 1, 2017. FY2018 membership materials, including the application, invoice, and other applicable documents are enclosed. The Membership application process can be accomplished in a few simple steps:

1. Verify the amount provided on the enclosed invoice by using the worksheet on the Membership Application. Make corrections as necessary.
2. The Organization Vice President (or above) / Assistant Chief (or above) who is authorized to appoint representation must sign the FY2018 Membership Renewal Application. (*Contact NCTTRAC Administration at 817-608-0390 or admin@ncttrac.org with any questions related to your signatory.*)
3. Provide the name and contact information for your Primary Voting Representative.
4. Review the billing information* on your invoice.
*Your annual dues are based on the most recent DSHS state licensure classification as of the invoice date. Contact NCTTRAC Administration at 817-608-0390 or admin@ncttrac.org with any questions related to your dues calculation.
5. Provide your DSHS Hospital, Free Standing Emergency Department, or EMS Licensure Number (if applicable).
6. Provide your current or in active pursuit trauma and stroke designation levels (if applicable).
7. An electronic copy of the NCTTRAC membership application, bylaws, system plans, and other reference documents are available on our website at www.ncttrac.org.
8. Mail your total dues/fees payment along with your completed Membership application to the following address:

NCTTRAC
ATTN: Membership
600 Six Flags Drive, Suite 160
Arlington, TX 76011

9. You can also submit your application online and process payment via PayPal by visiting the [How to Become a Member](#) page on the NCTTRAC website.

Your signed membership renewal application and fees payment are due by October 30th.

Thank you for your commitment and dedication to our mission.