

**RULES & REGULATIONS related to REIMBURSEMENT OF TRAINING COSTS from the ATLANTIC REGION TRAINING TRUST FUND (Effective May 1, 2011)**

**REIMBURSEMENTS ARE SUBJECT TO PRE-APPROVAL: Call (877) 218-7577**  
**REIMBURSEMENTS ARE BASED ON SUCCESSFUL COMPLETION**

- 1 **Renewal Fees:** CGSB/CWB/CEDO Certifications
- 2 **Annual Eye Exam Fee (maximum of \$ 50.00).** NRCAN Form must be submitted with claim.
- 3 **CGSB Course/Application & Examination Fees:** (RT, UT, EC, LPI, MPI Levels 1, 2, & 3, Math Prep., Material & Processes, AUT Endorsement). Course Fees are limited to the current price offered from CINDE
- 4 **CWB Course/Certification Fees:** (Visual Inspection Levels 1, 2, & 3).
- 5 **Workshops:** Maximum of 3 days (RT, UT, EC, LPI, MPI). Workshop Fees are limited to the current price offered from CINDE and must include proof of certification.
- 6 **CEDO Course/Application & Examination Fees/Certification Fee.**
- 7 **LOA** after (5) years of continuous union membership and whose permanent residence is 100 kms. or more from the training /exam centre. Claim must include **original** hotel receipt showing check in/check out to receive maximum of \$ 75.00. Without receipt: \$ 35.00.
- 8 **Travel.** Return bus fare equivalent for those members whose permanent residence is 100 kms or more from the training /exam centre. Must include receipts.

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| <b>ELIGIBILITY REQUIREMENTS</b>                   | <ol style="list-style-type: none"> <li>1) <b>Member in Good Standing</b> of BM Locals 73 &amp; 203 or UA Locals 740 &amp; 772.</li> <li>2) Member must have <b>at least 500 hours of contributions</b> after Initiation or Re-Instatement date into Local <b>for CGSB and CWB Courses &amp; Certification.</b></li> <li>3) Member must have <b>2 years of continuous union membership</b> or <b>request letter from Employer</b> for CEDO Course/Certification.</li> <li>4) Member must have had Training Fund Contributions (<b>3 months within previous 12 months</b>) from date claim received at QCCC Office.</li> <li>5) Member must have <b>successfully completed either the CGSB/CWB/CEDO Course or Exam</b>, prior to submitting the claim. <b>Proof required with claim.</b></li> <li>6) All documentation, related to the reimbursement, must be <b>submitted within (60) sixty days of completing the Course and/or Exam.</b></li> </ol> |
| <b>Maximum number of reimbursements per year.</b> | <ol style="list-style-type: none"> <li>1) Member will be eligible for reimbursement for <b>(2) methods only</b> per year. A “method” is any CGSB/CWB/CEDO Certification. MPI &amp; LPI shall count as (1) method.</li> <li>2) Annual pre-approvals, if started, must be successfully completed (course &amp; exam) prior to another pre-approval being given.</li> </ol>   |
| <b>PRE-APPROVALS</b>                              | A written pre-approval shall be provided to the Member. A <b>pre-approval</b> shall remain <b>valid for up to (1) one year</b> , from the pre-approval date. After the (1) one year, the pre-approval expires and the Member must apply again.   |
| <b>Ineligible for reimbursement.</b>              | <ol style="list-style-type: none"> <li>1) Books, Parking, and Photos (<b>Do not submit receipts</b>).</li> <li>2) Members working within the Scope of the QCC/NDTMA Collective Agreement for a non-signatory or non-contributing employer shall <u>not be eligible</u> for reimbursement from the Fund.</li> </ol>   |
| <b>Required documentation for reimbursements</b>  | <ol style="list-style-type: none"> <li>1) “Request for Reimbursement Claim Form” (obtain by calling 877-218-7577) or go to <b>qcccanada.com</b></li> <li>2) Proof (copy) of <b>successful completion of Course and/or Certification.</b></li> <li>3) All <b>Original (no copies)</b> receipts (<b>NO Visa/Debit/Money Order Stubs</b>) from the Training Centre, Government of Canada, Hotel, Optometrist, etc.</li> </ol>   |

**THE APPLICANT SHALL REPAY THE FUND IF ANY OF THE FOLLOWING CONDITIONS ARE MET WITHIN TWO (2) YEARS OF RECEIVING REIMBURSEMENT:**

- **HE/SHE LEAVES THE QCCC/NDTMA INDUSTRY**
- **WORKS FOR A NON-SIGNATORY/NON-CONTRIBUTING EMPLOYER**
- **BECOMES EXPELLED/SUSPENDED FROM THEIR HOME LOCAL/LODGE**

**Approved by the Atlantic Training Fund Trustees on September 10, 2009.**