

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

Central Region Office: Call (877) 218-7577

**ALL REIMBURSEMENTS ARE BASED ON SUCCESSFUL COMPLETION AND
LIMITED TO THE FOLLOWING:**

- 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.)

ELIGIBILITY REQUIREMENTS	<ol style="list-style-type: none"> 1) Member in Good Standing of BM Local 128 or UA Local 46. 2) Member must have at least 300 hours of contributions after Initiation or Re-Instatement date into Local for CGSB and CWB Courses & Certification. 3) Member must have 2 years of continuous union membership or request letter from Employer for CEDO Course/Certification. 4) Member must have had Training Fund Contributions (3 months within previous 12 months) from the date claim is received at QCCC Office. 5) Member must have successfully completed either the CGSB/CWB/CEDO Course or Exam, prior to submitting the claim. Proof required with claim. 6) All documentation, related to the reimbursement, must be submitted within (60) sixty days of completing the Course and/or Exam.
PRE-APPROVALS	NO Pre-Approval required for CINDE or INTEG Courses. Pre-Approval required for out of region training and training by others within region.
Ineligible for reimbursement.	<ol style="list-style-type: none"> 1) Books, Parking, and Photos (Do not submit receipts). 2) Members working under the Scope of the QCCC/NDTMA Collective Agreement for a non-signatory or non-contributing employer shall <u>not be eligible</u> for reimbursement from the Fund. 3) CGSB Recertification Exams.
Required documentation for reimbursements	<ol style="list-style-type: none"> 1) "Request for Reimbursement Claim Form" (obtain by calling 877-218-7577) or go to qcccanada.com 2) Proof (copy) of successful completion of Course and/or Certification. 3) All Original (no copies) receipts (NO Visa/Debit/Money Order Stubs) from the Training Centre, Government of Canada, Hotel, Optometrist, etc.

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 Central Region Training Fund Trustees on September 10, 2009.