

**This document constitutes the Working Rules and Regulations in accordance with Article 4:17 of the Nondestructive Testing Prairie Region Training Fund (PRTF) Agreement.**

It is the Prairie Region Training Fund (PRTF) Trustees' intention to encourage the members to take in-house or Union/Company sponsored courses whenever they are available, to the extent that members may be denied reimbursement for outside courses if it was reasonable and possible for the member to take in-house courses.

Members are strongly encouraged to complete a PRTF Pre-approval Application form before registering for any courses. The pre-approval form must be submitted well in advance of the course start date to allow for the authorization process to be completed and confirmation sent before the course starts. Late or last-minute requests for pre-authorization will not be approved.

Members not in good standing with their local Union at the time of the courses and/or certification will not receive reimbursement.

Members will not receive reimbursement until they have provided all of the information requested on the reimbursement forms and have an accumulated 1500 hours of employer contributions to the training fund.

All PRTF forms are available on the QCC website <http://www.qcccanada.com/training/prairie.htm>

## **GENERAL**

It is the intention of the Board of Trustees to provide courses in the disciplines most required by the members. All course, exam and certification/renewal fees are subject to approval by the Board of Trustees and shall include the following.

- NRCan/CGSB Certification/Renewals
- Radiography Level I & II
- Ultrasonic Level I & II
- Eddy Current Level I & II
- Liquid Penetrant & Magnetic Particle Level I & II
- Materials & Processes
- CEDO
- CWB (member can opt for a classroom based course but will only be reimbursed the current value of the CWB correspondence course)

**Fees for Practical Workshops and Tutorials are not reimbursable.**

**Courses and certifications not listed may be approved at the discretion of the Board of Trustees.**

1. Reimbursement applications will be processed the first week of each month. Applications received after the first day of the month will not be processed until the following month.
2. Members must use the PRTF forms for reimbursement application. The original, signed form must be submitted along with the original receipts and proof of certification; photocopies/faxes or scans are not acceptable.
3. Members will be reimbursed for NRCan/CGSB exam fees only upon written confirmation of successful completion and certification from NRCan.
4. If an applicant terminates employment from the QCCC segment of the NDT service industry or works for a non-signatory contractor within 3 years of receiving reimbursement from the NDT Prairie Region Training Fund, these monies, as well as any and all expenses incurred by the Trustees in the collection of the funds, will be repaid in full to the Fund by the applicant.
5. Members previously working for non-signatory or non-contributing contractors will, upon their return to work for a signatory contractor, be required to work 1500 hours before they receive reimbursement.

### **In-house Courses**

The Trustees, at their discretion, may sponsor courses at Union or Employers' facilities; in which case the PRTF will pay for the instructor, material costs and reasonable facility rental fees only. The Training Fund will not pay individual student registration fees so that no contractor or Union will profit from sponsoring courses.

1. QCC Prairie Region members will not be required to make payment to take in-house courses but will not have access to any other Training Fund sponsored courses if the member:
  - a. failed to attend a Training Fund sponsored course without two weeks notice of cancellation or a reasonable excuse.
  - b. failed to complete a Training Fund sponsored course.
  - c. was removed from a Training Fund sponsored course for inappropriate behaviour.
  
2. Members who do not successfully complete the Training Fund sponsored course:
  - a. will not be admitted to other Training Fund sponsored courses.
  - b. will not be reimbursed for third-party courses.
  - c. will not be reimbursed for certification fees.
  
3. Travel and Living Out Allowance (LOA) will only be paid for training courses, NOT for certification or exams. To be eligible members must:
  - a. have at least 7,500 hours of training fund contributions remitted on their behalf, or PRTF Trustee approval (verified by Pre-approval Application).
  - b. have a permanent residence more than 80 kilometres from the in-house training centre.
  
4. Reimbursement for course travel and LOA will be paid as follows:
  - a. travel will be equivalent to return bus fare.
  - b. LOA rates will be based on values listed in Article 9.06 of the Prairie Region QCCC Collective Agreement, provided original receipts for hotel accommodations are attached to the reimbursement application. Without hotel receipts members will be reimbursed \$47.00/day for meal portion of LOA.

### **Third-party Courses**

It is the member's responsibility to fully investigate the availability of in-house courses (posted on the QCC website) before applying for pre-approval to take any third-party courses.

1. To be eligible for reimbursement of outside/third-party courses, applicants must:
  - a. be a member in good standing of an affiliated local Union.
  - b. complete the PRTF Pre-approval Application in advance of course start date and have confirmation of acceptance prior to taking the course. 4 weeks prior to course commencement is recommended.
  - c. successfully complete the NRCan/CGSB examinations upon course completion.
  
2. Members will be reimbursed the course and certification fees after meeting the above criteria and providing:
  - a. written proof of certification.
  - b. the signed course PRTF Pre-approval Application
  - c. an original, signed PRTF reimbursement application form
  - d. original receipts.**
  
3. Travel and Living Out Allowance (LOA) will only be paid for training courses, NOT for certification or exams. To be eligible members must:
  - a. have at least 7,500 hours of training fund contributions remitted on their behalf.
  - b. have a permanent residence more than 80 kilometres from an approved training centre.
  
4. Reimbursement for course travel and LOA will be paid as follows.
  - a. Travel will be equivalent to return bus fare.
  
5. LOA rates will be based on values listed in Article 9.06 of the Prairie Region QCCC Collective Agreement, provided original receipts for hotel accommodations are attached to the reimbursement application. Without hotel receipts members will be reimbursed \$47.00/day for meal portion of LOA.

**All of the above expenses are subject to the approval and discretion of the Board of Trustees.**