

National Heat Treatment Training Trust Fund

Rules and Regulations

Introduction

The National Heat Treatment Training Trust Fund (NHTTTF), and its predecessor Regional Training Funds, were established to ensure that adequate funding was available to provide all Members the opportunity to enhance their skills and ensure a competent certified pool of technicians were available for all employers through providing reimbursements to Members for defined eligible expenses incurred during training and certification.

While Training Fund contributions are calculated on the overall man hours worked by all Members, contributions are not individual Members personal training accounts. The Training Funds are jointly Trusteesd by an equal number of representatives from both the QCC and Employer representatives who have established rules and regulations for the administration and collection of contributions required under the Quality Control Agreement.

The following document outlines the rules & regulations for reimbursement of eligible expenses. Note: below rules may not apply to some employer sponsored training.

Deposit and Cancellation Policy:

Training course registrants are required to pay a deposit of \$500.00 to the QCCC National Training Society at the time of registering for a course. **This deposit will be refunded upon completion of the course.** If a registrant cancels, they will receive a refund of the \$500.00 deposit *less a 10% cancellation fee*, provided the cancellation is made in writing 7 or more business days before the scheduled course date, and the refund will be issued in the same form as the deposit payment. If the registrant cancels less than 7 business days before the scheduled course date, no refund will be issued.

Basic Coverage:

Subject to the Rules and Regulations and individual course requirements, the NHTTTF reimburses for all eligible costs associated for the courses, exams, and certification most often required by the Members:

- QCCC Field Heat Treatment Program Levels I-IV
- Combustion Level 1
- Occupational/Certification Examinations (for Members who complete required program Levels I-IV)
- Leadership for Safety Excellence (or similar provincially accredited course)
- NAUSC accredited UA Foreman Course (or similar accredited supervisor training course)
- Work Ready Safety Training: Basic Safety Orientation (BSO), Confined Space, Fall Arrest, First Aid (standard), H2S Alive, (Course costs only. Hours, Travel and LOA are not reimbursable).

Additional courses outside of and beyond the approved list may also be covered by special approval of the Training Fund Trustees. *Trustees require a reasonable amount of time to investigate and consider all applications; insufficient notice may result in the rejection of applications.*

Eligibility Rules:

- Members must have worked 1500 hours without interruption for signatory employers
- Members may take courses before they have worked 1500 hours (unless otherwise specified), however they will not be reimbursed until they meet the 1500 hours requirement
- Levels I-III– Members must be within 500 hours of Level completion as per the Collective Agreement
- Level IV – Members must have completed all hours and time as per the Collective Agreement
- Members previously working for non-signatory or non-contributing contractors and/or who have unauthorized breaks in service will, upon their return to work for a signatory employer, be required to re-qualify before taking training or receiving reimbursement.
- Members must obtain written pre-approval prior to taking any course from a third party training facility. In-house courses do not require pre-approval however obtaining a pre-approval is recommended.
- Where in-house courses are not available, Members are expected to take courses at the closest approved facility to their regular place of residence.
- Where in-house courses are not available, course reimbursement fees (including Travel and LOA) will be limited to the industry standard fee for the closest training institute, to the Member's regular place of residence.
- Required form for courses: *Application for Reimbursement - Courses*

Reimbursement (with proof of completion) Covers:

- Approved courses and testing fees
- Travel (if eligible)
- LOA (if eligible)

Basic Reimbursement Rules:

- Must be a Member in good standing and working for a QCCC employer contributing to the NHTTTF.
- Must be registered on the Quality Control Council of Canada website.
- Original receipts are preferred. Legible certified copies will be accepted. Members must complete and submit the appropriate approved forms, available on the QCCC website, <http://www.qcccanada.com/>, along with original receipts or certified copies.
- Members must not have any outstanding courses that have not resulted in completion or certification.
- Reimbursement forms must be received within 90 days of passing the course. (Subject to minimum requirements being met)

The NHTTTF requires that Members take in-house courses (courses sponsored either by the QCCC Training Society or through a signatory employer) whenever possible. If it is reasonable to expect the Member to take an in-house course and they elect to take courses elsewhere, Members may either be denied or receive reduced reimbursements of fees.

Work Ready Safety Training expenses should be gathered and submitted for reimbursement on a monthly basis, but expenses incurred in the current calendar year must be submitted for reimbursement before January 31st of the new calendar year

Travel and Living Out Allowance (LOA) Expenses

Travel Eligibility Rules and Coverage:

- Regular place of residence is greater than 100kms from the Training Facility or Exam Centre.
- Travel will be covered for courses and exams to a maximum of two trips per related course & certification combined.
- Travel expense reimbursement will be based on the lesser of:
 - the “standard bus fare” between the Member’s regular place of residence and the closest approved training or testing centre (to a maximum of \$750.00) or,
 - where no bus service is available, mileage as per the Collective Agreement may be submitted for travel between the Member’s regular place of residence and the closest training or testing facility (to a maximum of \$1000.00)
 - When mutually agreed that bus or vehicle is not appropriate or may be of excess burden to the Member then return “economy/coach airfare” may be used from the Member’s regular place of residence and the closest training or testing facility (to a maximum of \$1000.00)
 - Members who travel via bus or air will be eligible for a daily transportation allowance with original receipts to a maximum of \$75.00 per day. (maximum allowed will be day before course start, during all days of course and following day of course end)
 - Mileage, local transit or taxi service will be covered to and from the Member’s regular place of residence one way to and one way from the nearest airport or bus terminal.
 - Economy parking at airport or bus terminal with original receipts will be covered (maximum allowed will be day before course start, during all days of course and following day of course end)

Online mapping services or GPS services will be utilized to confirm travel mileage with “travel free zone” as per the Collective Agreement or defined in the Rules and Regulations.

Living Out Allowance (LOA) Eligibility Rules and Coverage:

- Regular place of residence is greater than 100kms from the Training Facility or Exam Centre.
- The amount for LOA will be based on the QCCC’s Collective Agreement’s regional appendix.
- If receipts for commercial lodging are provided the Members may claim for the entire amount of LOA (Lodgings and Meals). If receipts for commercial lodgings are not provided the Member will only be eligible for the meal portion of the LOA as long as proof of travel was submitted.
- LOA will only be for the days spent in classroom training or when doing the written exams. If it is unreasonable for the Member to travel home on the last day of course an extra day for LOA as per the Collective Agreement will be allowed.

Ineligible Expenses

- Parking at course or testing facilities (do not submit receipts as they may not be returned)
- Rewrite/Retest Exams
- Any late fees or penalties

Repayment to the Training Fund

The Member must agree to repay the Training Fund the full amount of reimbursement, and any costs associated with the Collection of those funds, if the Member;

- Works for a non-signatory contractor OR
- Terminates employment from the NDT service industry; OR
- Becomes expelled/suspended from their home local or lodge within 3 years of receiving a reimbursement from the fund.

For more information, please contact:

National Heat Treatment Training Trust Fund c/o D.A. Townley

4250 Canada Way
Burnaby, BC V5G 4W6

Phone: 604-299-7482 or 1-800-663-1356

Fax: 604-299-8136

Disclaimer: The above rules and regulations of the National Heat Treatment Training Trust Fund are subject to updates and modifications as required by the board of trustees. For more information, or to ensure that you have the most up-to-date version of the NHTTF Working Rules and Regulations, please go to <http://www.qccanada.com/>