NDT Benefits
Career — Health — Security

NDT Industry National Training Trust Fund

Rules and Regulations

Introduction

The NDT Industry National Training Trust Fund ("NTF") is a partnership between the Quality Control Council of Canada ("QCCC") and the Nondestructive Testing Management Association ("NDTMA"). The NTF, 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 reasonable expenses incurred during training and certification.

While NTF contributions are calculated on the overall man hours worked by all Members, contributions are not individual Members personal training accounts. The NTF is jointly Trusteed by an equal number of representatives from both the QCCC and NDTMA who have established Rules and Regulations for the administration and collection of contributions required under the Quality Control Council of Canada Agreement.

The following document outlines the Rules and Regulations for reimbursement of eligible expenses. Note: the below rules may not apply to some employer-sponsored training.

Basic Coverage:

Subject to the Rules and Regulations, the NTF reimburses for all eligible costs associated for the courses, exams, and certification/renewals for CGSB and CWB disciplines, most often required by the Members:

- Math Preparation (tutorial)
- NRCan/CGSB Certification/Renewal/Recertification
- Certified Exposure Device Operator (CEDO)
- Engineering Materials and Components (Materials and Processes)
- Radiography (RT) CGSB levels 1 & 2
- Ultrasonic (UT) CGSB levels 1 & 2
- Eddy Current (ET) CGSB levels 1 & 2
- Liquid Penetrant (LPI) CGSB levels 1 & 2
- Magnetic Particle (MPI) CGSB levels 1 & 2
- CWB Visual Inspection CWB level 1 & 2. (Courses will only be covered for Members who provide proof of holding at least one current CGSB certification.)

Additional courses outside of and beyond the approved list**, such as Phased Array and TOFD – PCN Level 2,** may also be covered through special approval by the NTF Trustees**, provided they are pre-approved and meet specific eligibility criteria. Please contact the NTF for details.** Level 3 courses are the individual's responsibility; however, most contributing employers provide some sponsorship. *The Trustees require a reasonable amount of time to investigate and consider all applications for special approval. Insufficient notice may result in the rejection of applications.*

Basic Reimbursement Eligibility Rules:

In order to be deemed eligible for reimbursement, the Member:

- Must be a Member in Good Standing;
- Must be registered on the Quality Control Council of Canada website;
- **Must provide receipts;**
- Members must complete and submit the appropriate approved forms, available on the NTF website, **http://www.ndtbenefits.org/training-fund/** along with **receipts**;
- Must have worked 1,500 hours, without interruption, for signatory employers;
- May take courses before they have reached 1,500 hours worked, however they will not be reimbursed until they meet the hours requirement;
- Must not have more than one outstanding course that has not resulted in certification, (only LPI and MPI may be taken together), unless approved in writing by the NTF Trustees. This does not apply to Math Preparation or EMC; and
- Must submit reimbursement forms so they are received within 90 days of course pass or CGSB certification. (Subject to 1,500-hour threshold).

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 receiving reimbursement.

Courses

The NTF requires that Members take in-house courses (courses sponsored either by the National Training Society (NTS) or through a signatory employer that is an NRCan-Recognized Training Organization (RTO)) 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 on fees. To clarify, an in-house course is defined as:

- A course offered at an NTS school; or
- A course offered by a signatory employer that is an RTO; or
- A course offered by a signatory company in conjunction with the NTS. The NTS should be given the right of first refusal to offer their services to a company before considering other contractual arrangements to deliver courses by a third party.

Failure to comply with this intent may result in requests that are denied or receive reduced reimbursement of fees.

Eligibility Rules:

- Members must obtain written pre-approval prior to taking any course from a 3rd 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.
- Online or blended courses are only acceptable for Math Preparation, EMC, CWB Level 1* & 2* and CEDO.

**Added June 1, 2023*

- Courses are eligible only for initial certification. Courses taken in conjunction with re-certification or re-validation are ineligible.
- Required form for courses: F1 *NTF Pre-Approval Application*
- Required form for courses: F2 *NTF Training Courses Application for Reimbursement*

Reimbursement (with proof of completion) Covers:

- CGSB and CEDO course fees (CWB Courses are only reimbursed after certification)
- Travel (if eligible)
- LOA (if eligible)

Certification, Recertification and Renewals

Members are expected to make every effort to take certification and recertification examinations at the closest approved facility to their regular place of residence; however, if Travel and LOA are required, Members may be required to attend centralized training. If Members elect to take their examination elsewhere, Members may either be denied or receive reduced reimbursement of fees. When in-house facilities are available for workshops, certification, or recertification exams, those facilities will be given preferential treatment.

Eligibility Rules:

- Members do not require pre-approval for certification and recertification reimbursement.
- Members are required to obtain pre-approval for workshops from a third party facility. Members are not required to obtain a pre-approval for workshops from the National Workshop Program and Members are expected to utilize the National Workshop Program or in-house workshops where available (please check **https://reg.learningstream.com/reg/reg_webpage.aspx?wk=0059-0004-30fef8e431824b43abc0ecce44e8a6dc** for more information).
- Members will be reimbursed for any eligible fees (see following list) only upon written confirmation of successful completion and proof of certification from the governing body.
- Members Medical and/or Eye Exam fees will only be reimbursed from the NTF as part of CGSB certification/recertification requirements only. A copy of the NRCan Eye Examination report must be included with claim for reimbursement in order to be eligible. Note: Medical or Eye Exams for the employer or client are to be fully reimbursed by the employer directly.
- Required form for exams (Initial Certification Only): F3 *NTF Exams & Workshops Application for Reimbursement*
- Required form for recertification exams: F5 *NTF Recertification Exams & Workshops Application for Reimbursement*
- Required form for renewals: F4 *NTF Renewals Application for Reimbursement*

Recertification Exam Process

- Each recertification exam will follow the same process as a regular certification exam (see above).
- Members will be reimbursed any eligible fees associated with each recertification exam, only after written confirmation of successful completion and proof of recertification from the governing body.
- Required form for recertification: F5 *NTF Recertification Exams & Workshops Application for Reimbursement* (one form per recertification exam and workshop)

National Recertification Program ("NRP")

The National Recertification Program ("NRP") is an initiative of the NTF to aid the Quality Control Council of Canada ("QCCC") Members and the signatory contractors meet their requirements for Recertification. The NRP has hired a certification coordinator to assist Members with their exams and workshops for recertification.

- The NRP will cover all five CGSB methods. The NTS will conduct MPI, LPI, and UT exams and workshops at their three locations across the country. For RT and ET exams, the coordinator will work with enrolled Members to make the necessary arrangements for RT/ET exams and workshops.
- The coordinator will work with enrolled Members to register for exams and workshops and will utilize all available exam centres throughout the country.
- The coordinator will utilize the NTS wherever possible unless the NTS centre is unable to accommodate or would incur an increase in cost.
- Workshops will be available for re-certification when coordinated through the NRP up to the maximum amount prescribed below.
- LOA will be available for workshops when coordinated through the NRP. Copy of the Confirmation of Participation in the National Recertification Program is required.

Reimbursement (upon proof of Certification or Recertification) Covers:

- CEDO Certification Fees
- Workshop fees for initial certification only, to a maximum of $800.00* (pre-approval required). Special rules for recertification above.

  **for expenses incurred on/after January 1, 2024*
- Recertification Fees
- NRCan application fees
- Written Test Centre Fees
- Practical Test Centre Fees
- Medical Fees: Fees associated with any medical examination requests from CGSB
- Eye examination fees (to a maximum of $75.00 with a copy of the NRCan Eye Examination report)
- Photos (to a maximum of $25.00)
- Criminal Record Name Checks or equivalent (to a maximum of $60.00, CEDO certification required)
- Travel for exam (if eligible) and LOA for exams (if eligible). Special rules for recertification above
- Renewal Fees (copy of certification not required)

Travel and LOA Expenses

Travel and LOA Eligibility Rules and Coverage

- Regular place of residence is greater than 100kms from the Training Facility or Exam Centre.
- Travel expense reimbursement, to a maximum of $800.00* combined, will be based on the lesser of:
  - Economy airfare or the "standard bus fare" between the Member's regular place of residence and the closest CGSB Approved Training or Exam Centre, and will include taxi or ride share for return travel between the airport and accommodations, or

**for expenses incurred on/after January 1, 2024*

  - where no bus service is available, fuel receipts may be submitted for travel between the Member's regular place of residence and the closest CGSB Approved Training or Exam Centre.
- Travel will be covered for courses and exams, up to a maximum of two trips per related course & certification combined.
- Travel costs will not be eligible for any practical workshops that are associated with certification or recertification.
- The amount for LOA will be $125.00 for lodging and meals will be capped at $60.00.*
  - If receipts for commercial lodging/lodging from the online marketplace (Airbnb, VRBO etc.) are provided, the Member may claim for the entire amount of LOA (Lodgings and Meals). If receipts for commercial lodging/lodging from the online marketplace (Airbnb, VRBO etc.) 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 apply to the days spent in classroom training or when doing the written or practical exams and include one day of travel (documentation for the extra day must be supplied)*.
- LOA will not be eligible on any practical workshops that are associated with certification or recertification.
- Members electing to take a CWB course, may be covered for Travel and LOA as indicated above, provided they submit proof of holding at least one current CGSB certification.

**for expenses incurred on/after January 1, 2024*

Ineligible Expenses

- Books
- Parking (do not submit receipts, as they may not be returned)
- CGSB recertification exams resulting from a failure to renew CGSB certifications.
- Re-write/Re-test exams and any costs in conjunction with.
- NRCan/CGSB late renewal penalty fee of $100.00

Repayment to the Training Fund

The Member must agree to repay the NDT Industry National Training Trust 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 NTF.

For more information, please contact:

NDT Industry National Training Trust Fund
Phone: 226.666.2230
Email: trainingfund@qcccanada.com

Disclaimer: The above Rules and Regulations of the NDT Industry National 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 NTF Rules and Regulations, please go to http://ndtbenefits.org/training-fund/

MAR 2024