



## NDT INDUSTRY NATIONAL TRAINING TRUST FUND RULES AND REGULATIONS



It is the NDT Industry National Training Trust Fund (NTF) Trustees' intention to encourage the members to take in-house courses (courses sponsored either by the Union or through their company) whenever possible. Members are expected to plan ahead and to make every effort to take in-house training when available and to take courses or testing at the closest approved facility to their home location (regular place of residence). If it was reasonable to expect the member to take an in-house course and they elect to take courses elsewhere members may be denied, or receive reduced reimbursements fees.

Members must complete and submit the appropriate approved forms, available on the QCCC Web site, <http://www.qcccCanada.com>, along with original receipts (photocopies, faxes, or scans are not acceptable receipts).

### **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 including the following:

- Math Preparation (tutorial)
- NRCan/CGSB Certification/Renewals
- 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 (Correspondence course value only). 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 may also be covered by special approval of the Training Fund Trustees.

### **Basic Reimbursement Eligibility Rules:**

- Must be a member in good standing.
- Must be registered on the Quality Control Council of Canada Website.
- Original receipts must be provided
- Members must have worked 1500 hours, without interruption, for signatory contractors.
- Members may take courses before they have reached 1500 hours worked however they will not be reimbursed until they meet the hour requirement.
- Members previously working for non-signatory or non-contributing contractors will, upon their return to work for a signatory contractor, be required to re-qualify before receiving reimbursement.
- Members must not have any outstanding courses that have not resulted in certification, (only LPI and MPI may be taken together), unless approved in writing by the fund trustees.
- Reimbursement forms must be received with-in 90 days of course pass or CGSB Certification. (Subject to 1500 hours threshold)

### **Courses and Practical Workshops Eligibility Rules:**

- Members must provide written confirmation of pre-approval.
- Course reimbursement fees will be limited based on the industry standard fee for the closest training institute, to the member's regular place of residence.



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- The maximum reimbursable amount for course will be based on the regional average of the CGSB Approved Training Facilities posted tuition fees.

**Course/ Workshop Reimbursement covers:**

- Course fees
- Workshop fees, to a maximum of \$400.00
- Travel (if eligible) and
- LOA (if eligible)

**Certification/Recertification/Renewal Eligibility Rules:**

- Members do not require pre-approval for Certification, Re-certification or Renewal reimbursement, however Members will not be reimbursed for Certification/ Recertification/Renewal fees before they have reached the 1500 hours worked requirement.
- Members will be reimbursed for NRCan/CGSB/CWB exam fees only upon written confirmation of successful completion and certification from the governing body.
- Members Medical and/or Eye Exam fees will only be reimbursed, from the Training Fund 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 employer directly.

**Certification/Recertification/Renewal Reimbursements Covers:**

- Certification Fees
- Recertification Fees
- Renewal Fees
- CGSB registration fees
- Written Test Centre Fees
- Practical Test Centre Fees
- Medical Fees: Fees associated with any medical examinations requests from CGSB.
- Eye examination fees (to a maximum of \$60.00 with a copy of the NRCan Eye Examination report)
- Photos (to a maximum of \$25)

**Travel Eligibility Rules**

- Members must have in excess of 7500 hours worked for signatory contractors, prior to taking the course or exam.
- Permanent residence is greater than 100kms from the Training Facility or Exam Centre.
- Travel expenses reimbursement will be based on the "standard bus fare" between the member's regular place of residence and the closest CGSB Approved Training or testing centre (to a maximum of \$750.00)
- Travel will be covered for courses and exams to a maximum of two trips per related course (if taking a workshop separately from the course/exam, separate travel expenses will not be eligible)
- Members electing to take the course at another location will be limited to the same value they would have received had they taken the course /workshop or certification nearest their place of residence.
- Members electing to take a CWB course, may be covered for Travel as indicated above, providing they submit proof of holding at least one current CGSB certification.



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**Living Out Allowance (LOA) Eligibility Rules/coverage:**

- Members must have in excess of 7500 hours worked for signatory contractors, prior to taking the course or exam.
- Permanent 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 in the region that the training was provided.
- 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.
- LOA will only be for the days spent in classroom training or when doing the written or practical exams.
- LOA will not be eligible on travel days or on practical workshops/exam refreshers.
- Members electing to take a CWB course, may be covered for LOA as indicated above, providing they submit proof of holding at least one current CGSB certification.

**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.
- Rewrite/Retest 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 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:  
NDT Industry National Training Trust Fund  
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