

Boilermakers Lodge 146

Training Course Reimbursement Policy

Guidelines for Members Applying for Course Reimbursement

Revised 11/26/18



The Boilermakers Lodge 146 Training Trust Fund offers reimbursement upon successful completion of approved trade related courses. If you are planning on taking an approved course (see page three), please follow the steps outlined below.

1. A **Pre-Authorization for Reimbursement Application Form** must be submitted to the Boilermaker Lodge 146 Training Centre PRIOR to course start date.
2. Applicant must be a member in good standing with the Boilermakers Lodge 146 for a minimum of one year and must have worked through Lodge 146 in the last 12 months to qualify. The Boilermakers Lodge 146 Training Trust Fund must be receiving employer contributions on the applicant's behalf.
3. The course(s) MUST BE listed on the **Courses Approved for Reimbursement** list (see page three).
4. Refund amount and eligibility will be reviewed on a case by case basis. Refunds will be issued in full or in part as determined by the Education Training Trust Fund at time of pre-approval. Please allow 5 to 10 business days for review of the **Pre-Authorization for Reimbursement Application**. If a response is not received within 10 business days please contact Jennifer at (780) 451-5992 Ext. 255.
5. Refunds will only be issued upon receipt of the following:
 - a) Copy of tuition/course receipt from course provider.
 - b) Copy of certification or final marks. Applicant must successfully complete the course with a passing grade.
 - c) Any additional documentation as may be requested at time of pre-approval.
 - d) Copy of the Pre-Approval letter. The Pre-Approval letter is valid for 12 months. If the approved course is not completed within 12 months applicant must re-apply.
6. ABSA Initial B Pressure exam fee reimbursements DO NOT require pre-approval; however, a copy of the original ABSA receipt and a copy of ABSA Initial B Pressure ticket must be submitted to gdecosta@boilermakers.ca within 6 months from the ABSA exam date. Only members who obtain an ABSA Initial B Pressure ticket will be reimbursed.
(Maximum \$242.00)
Should you have any questions please contact Gillian at (780) 451-5992 Ext. 248.

Pre-Authorization for Reimbursement Member Application Form

Please complete the following information and submit prior to course start date.
Should you have questions please contact Jennifer at (780) 451-5992 Ext. 255.



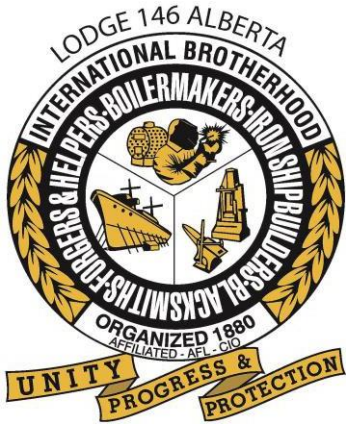
Date Submitted:
Name:
Contact Number:
Email Address:
Course Name:
Course Provider:
Course Start Date:
Course Fee / Cost:
FOR OFFICE USE ONLY
Refund Approved: Reason Rejected:
Last Dispatched:
Completion Deadline:
Conditions:
Max Amount:

MAIL:
BOILERMAKERS LODGE 146
Apprenticeship and
Mechanical Training Centre
15330-114 AVENUE
EDMONTON, AB T5M 2Z2

EMAIL: jboard@boilermakers.ca
CONTACT: (780) 451-5992 EXT. 255

Courses Approved for Reimbursement

Revised: November 29, 2018



The Boilermakers Lodge 146 Training Trust Fund offers reimbursement to members upon successful completion of the courses listed below. Members must complete a **Pre-Authorization for Reimbursement Application Form**, PRIOR to the course start date and receive a pre-approval letter to be eligible for reimbursement. This training is available for members seeking upgrading and is not intended to reimburse contractors for employee training. All course costs are subject to change without notice. Should you have any questions please contact Jennifer at 780-451-5992 Ext. 255.

Course Name	Course Provider	Maximum Amount Reimbursed	Additional Information
ABSA Initial B Pressure Exam	ABSA -The Pressure Equipment Safety Authority	Max. \$242.00	Once you pass the Initial Pressure Exam please submit a copy of your ticket and proof of payment to: gdecosta@boilermakers.ca
Advanced Work Packaging (AWP) and Workface Planning (WFP) Fundamentals Course	Alberta Pipe Trades College (in partnership with Bentley Construction Academy Program)	Max. \$1000.00	http://albertapipetrades.ca/course/advanced-work-packaging-awp-and-workface-planning-wfp-fundamentals-course-in-partnership-with-bentley-construction-academy-program/
Achievement in Business Competency (Blue Seal)	Alberta Apprenticeship and Industry Training (AIT)	Max. \$25.00	http://www.tradesecrets.alberta.ca T: 780-427-8517
BSV Better Supervision	Better SuperVision Ltd.	Max. \$1050.00	www.bettersupervision.org T: 1-800-450-7204
CWB Initial (SMAW)	Various Providers	Max. \$200.00*	*Members must provide proof of residency outside Edmonton and Calgary. Maximum value to be reimbursed is \$200. Passed plates only. One-time reimbursement.
CWB Renewal (SMAW)	Various Providers	Max. \$50.00*	* Members must provide proof of residency outside Edmonton and Calgary. Passed plates only.
Industrial Construction Crew Supervisor (ICCS)	Alberta Apprenticeship and Industry Training (AIT)	Max. \$150.00	http://www.tradesecrets.alberta.ca T: 780-427-8517
Introduction to Computers	Southwinds Software Training & Consulting Ltd.	Max. \$100.00	http://www.southwind.ab.ca T: 780-963-6080
Leadership for Safety Excellence (LSE)	Alberta Construction Safety Association (ACSA)	\$105.00	T: 1-800-661-2272
Standard First Aid Training	Various Providers	Max. \$141.75	Various Providers