

TRAINING COURSE REIMBURSEMENT

International Brotherhood of Boilermakers
Lodge 146



GUIDELINES FOR MEMBERS APPLYING FOR COURSE REIMBURSEMENT

The Boilermakers Lodge 146 Training Trust Fund offers reimbursement upon successful completion of many trade related courses. A list of approved courses is listed on the following page. If the course is approved, follow the steps outlined below to apply for pre-approval for reimbursement.

1. A **Pre-Authorization for Reimbursement Application** must be submitted to 146safetytraining@boilermakers.ca, in person or via mail 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 **Approved Courses** list.
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 780-451-5992.
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 (email). The Pre-Approval letter is valid for 12 months. If the approved course is not complete 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 Pressure ticket must be submitted to khawco@boilermakers.ca within 6 months from the ABSA exam date. Only members who obtain an ABSA Initial Pressure ticket will be reimbursed. (Max \$242.00). Should you have any questions please contact Kyla at 780-451-5992 x278.

TRAINING COURSE REIMBURSEMENT

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APPROVED COURSES

The Boilermakers Lodge 146 Training Trust Fund offers reimbursement to members upon successful completion of the courses listed below. Members must complete a **Pre-Authorized for Reimbursement Application** 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 146safetytraining@boilermakers.ca or call 780-451-5992.

COURSE NAME	COURSE PROVIDER	MAXIMUM REIMBURSED	ADDITIONAL INFORMATION
ABSA Initial B Pressure Exam	ABSA – The Pressure Equipment Safety Authority	\$242.00	Once you pass the Initial B Pressure Exam, please submit a copy of your ticket and proof of payment to:
Achievement in Business Competency (Blue Seal)	Alberta Apprenticeship and Industry Training (AIT)	\$25.00	www.tradesecrets.alberta.ca T: 780-427-8517
BSV Better SuperVision	Better SuperVision Ltd.	\$1050.00	www.bettersupervision.org T: 1-800-450-7204
CWB Initial (SMAW)	Various Providers	200.00*	Maximum value to be reimbursed is \$200. Passed plates only. One-time reimbursement.
CWB Renewal (SMAW)	Various Providers	\$50.00*	Passed plates only.
Industrial Construction Crew Supervisor (ICCS)	Alberta Apprenticeship and Industry Training (AIT)	\$150.00	www.tradesecrets.alberta.ca T: 780-427-8517
Leadership for Safety Excellence (LSE)	Alberta Construction Safety Association (ACSA)	\$105.00	T: 1-800-661-2272
Standard First Aid Training	Various Providers	\$141.75	

*Members must provide proof of residency outside Edmonton and Calgary.

PRE-AUTHORIZATION FOR REIMBURSEMENT APPLICATION

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Please complete the following information and submit prior to course start date. Should you have questions please contact 146safetytraining@boilermakers.ca.

Date Submitted: _____

Name: _____

Contact Number: _____

Email Address: _____

Course Name: _____

Course Provider: _____

Course Start Date: _____

Course Fee/Cost: _____

OFFICE USE ONLY

Date Received: _____ Last Dispatched: _____

Approved Denied Reason for denying request: _____

Completion Deadline: _____ Max Amount: _____

Conditions: _____

Authorized by: _____

Signature

Date