

Member Eligibility

To qualify for training reimbursement:

- Your Local 955 membership must be in good standing when the course is booked.
- You must have worked a minimum of 350 hours for a contributing employer within the 12 months before completing the course.
- If you have not yet met the 350-hour requirement, or you are a permit holder or new or pending member, reimbursement may be considered once you have worked the required 350 hours for a contributing employer. The hours must be completed within six months of course completion.
- Members who have been expelled or suspended are not eligible for training reimbursement.

Course Eligibility

- Courses must be relevant to the Operating Engineers.
- ESC-endorsed safety courses may be eligible for reimbursement when taken in any Canadian province.
- Equipment and apprenticeship courses must be taken in Alberta through a recommended provider.
- Recertification courses must be taken within six months of the current certification's expiry date.
- Basic courses, including PCST, Ground Disturbance, WHMIS, Wildlife Awareness and TDG, are available online at no cost to qualifying members. Courses may also be available through the Calgary and Fort McMurray halls. Members should contact Apprenticeship and Education to confirm availability before registering with a third-party provider.
- Members who successfully complete MC1 or MC3 apprenticeship courses should refer to the Mobile Crane Grant Agreement Policy.

Pre-Approval and Reimbursement Requirements

Members must contact Apprenticeship and Education before booking training with a third-party provider.

- Members must first try to book courses offered through Apprenticeship and Education before using an alternate provider.
- **Third-party training requires pre-approval. Members must wait until they receive written email confirmation of pre-approval from Apprenticeship and Education before booking or paying for the training. Booking or paying for**

training before receiving written pre-approval may result in the reimbursement request being declined.

- Pre-approval applies only to the course and arrangements approved by Apprenticeship and Education. Any changes to an approved course, including changes to the course, training provider, location or course date, must be communicated to Apprenticeship and Education before the change is made. Additional approval may be required to maintain reimbursement eligibility.
- Courses taken through third-party providers will be deducted from the member's annual training allowance.
- If an eligible reimbursement request is submitted before the member is in good standing, it will be held for review until the member's status changes to good standing or the 350-hour requirement is met, provided the requirement is satisfied within six months of course completion.
- Members who have been out of work for more than 90 days and live within 100 km of Edmonton must complete their training through the hall.
- The maximum annual reimbursement is \$750 per member, excluding qualifying apprenticeship tuition.

Required Documentation

The following documents must be submitted with the Member Reimbursement Form:

- Invoice and proof of payment, such as a credit card receipt, electronic receipt or credit card statement.
- Certificate(s) confirming successful completion.
- For apprenticeship courses, your Government Issued Completion letter from Apprenticeship and Industry Training (AIT).
- Direct deposit form or void cheque. Handwritten direct deposit information cannot be accepted to help ensure accuracy and financial security.

All required documentation must be received within six months of course completion.

The submission date is the date on which all required documents have been received.

Incomplete reimbursement requests will be declined.

Cancellations and No-Shows

Cancellation policies are established by individual training providers.

If a member does not attend a scheduled course, the cost of the seat will be charged against their annual training allowance. After two no-shows, the member may be ineligible for training or reimbursement for 12 months.

Processing Time and Questions

Please allow 4 to 6 weeks for reimbursement requests to be processed.

Before making training arrangements, contact Apprenticeship and Education at reimbursements@oe955.com or 780-483-8955 to confirm eligibility and reimbursement requirements.