

National Heat Treatment Training Trust Fund

Rules and Regulations

Introduction

The National Heat Treatment Training Trust Fund (NHTTF), 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 defined eligible expenses incurred during training and certification.

While Training Fund contributions are calculated on the overall man hours worked by all Members, contributions are not individual Members personal training accounts. The Training Funds are jointly Trusteed by an equal number of representatives from both the QCC and Employer representatives who have established rules and regulations for the administration and collection of contributions required under the Quality Control Agreement.

The following document outlines the rules & regulations for reimbursement of eligible expenses. Note: below rules may not apply to some employer sponsored training.

Deposit and Cancellation Policy:

Training course registrants are required to pay a deposit of \$500.00 to the QCCC National Training Society at the time of registering for a course. **This deposit will be refunded upon completion of the course.** If a registrant cancels, they will receive a refund of the \$500.00 deposit *less a 10% cancellation fee*, provided the cancellation is made in writing 7 or more business days before the scheduled course date, and the refund will be issued in the same form as the deposit payment. If the registrant cancels less than 7 business days before the scheduled course date, no refund will be issued.

Basic Coverage:

Subject to the Rules and Regulations and individual course requirements, the NHTTF reimburses for all eligible costs associated for the courses, exams, and certification most often required by the Members:

- QCCC Field Heat Treatment Program Levels I-IV
- Combustion Level 1
- Occupational/Certification Examinations (for Members who complete required program Levels I-IV)
- Leadership for Safety Excellence (or similar provincially accredited course)
- NAUSC accredited UA Foreman Course (or similar accredited supervisor training course)
- Work Ready Safety Training: Basic Safety Orientation (BSO), Confined Space, Fall Arrest, First Aid (standard), H2S Alive, (Course costs only. Hours, Travel and LOA are not reimbursable).

Additional courses outside of and beyond the approved list may also be covered by special approval of the Training Fund Trustees. *Trustees require a reasonable amount of time to investigate and consider all applications; insufficient notice may result in the rejection of applications.*

Eligibility Rules:

- Members must have worked 1500 hours without interruption for signatory employers
- Members may take courses before they have worked 1500 hours (unless otherwise specified), however they will not be reimbursed until they meet the 1500 hours requirement
- Levels I-III – Members must be within 500 hours of Level completion as per the Collective Agreement
- Level IV – Members must have completed all hours and time as per the Collective Agreement
- 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 taking training or receiving reimbursement.
- Members must obtain written pre-approval prior to taking any course from a third 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.
- Required form for courses: *Application for Reimbursement - Courses*

Reimbursement (with proof of completion) Covers:

- Approved courses and testing fees
- Travel (if eligible)
- LOA (if eligible)

Basic Reimbursement Rules:

- Must be a Member in good standing and working for a QCCC employer contributing to the NHTTF.
- Must be registered on the Quality Control Council of Canada website.
- Original receipts are preferred. Legible certified copies will be accepted. Members must complete and submit the appropriate approved forms, available on the QCCC website, <http://www.qcccanada.com/>, along with original receipts or certified copies.
- Members must not have any outstanding courses that have not resulted in completion or certification.
- Reimbursement forms must be received within 90 days of passing the course. (Subject to minimum requirements being met)

The NHTTF requires that Members take in-house courses (courses sponsored either by the QCCC Training Society or through a signatory employer) 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 of fees.

Work Ready Safety Training expenses should be gathered and submitted for reimbursement on a monthly basis, but expenses incurred in the current calendar year must be submitted for reimbursement before January 31st of the new calendar year.

Travel and Living Out Allowance (LOA) Expenses

Travel Eligibility Rules and Coverage: (changes January 1, 2026)

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
 - If flying - Basic economy airfare with one bag
 - If driving you must retain and submit original fuel receipts (credit card or debit statements will not suffice, not paid on kms)
 - Ubers and Taxi fares are eligible for return travel between airport and accommodations only (not daily).

Living Out Allowance (LOA) Eligibility Rules and Coverage:

Regular place of residence is greater than 100kms from the Training Facility or Exam Centre

- LOA will only apply to the days spent in classroom training or when doing the exam
- The amount for LOA will be up to a maximum of \$125.00 for lodging and meals will be capped at \$60.00 (per eligible day)
 - Official receipts for commercial hotel /lodging (Airbnb, VRBO etc.) are required
 - Meal portion of the LOA is a flat rate, no receipts required but must accompany proof of travel
- For exceptional travel time - may include one additional day of LOA (reasoning documentation for the extra day must be supplied)

Ineligible Expenses

- Parking at course or testing facilities (do not submit receipts as they may not be returned)
- Rewrite/Retest Exams
- Any late fees or penalties
- Rental car
- Parking fees

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:

National Heat Treatment Training Trust Fund c/o

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Brantford ON N3P 1N4

Phone: 226.666.2230
Email: httf@qcccanada.com

Disclaimer: The above rules and regulations of the National Heat Treatment 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 NHTTF Working Rules and Regulations, please go to <http://www.qcccanada.com/>