



Alaska Operating Engineers/Employers Training Trust (AOEETT)

CERTIFICATION REIMBURSEMENT POLICY

Anyone requesting travel reimbursement must be a Local 302 member in good standing as defined in the Union Bylaws and Constitution:

- a. Provide proof via dues card and registration slip for Local 302 in Alaska.
- b. Must be currently working out of the Local 302 in Alaska or registered for work on at least one Local 302 Out-of-Work List in Alaska.
- c. Worked and paid into Alaska Training at least **500** hours in the last **1** calendar year.

The Alaska Operating Engineer/Employers Training Trust (AOEETT) reimburses members for registration/test fees for the certifications listed below when successful completion of certification and **all** required guidelines (detailed guidelines available upon request) for reimbursement submission are met:

- Crane Certification –You will be reimbursed for the actual amount if you pass all tests required for the certification.
 - We do not pay for late fees, replacement cards, updated certification cards, or fees incurred outside required testing fees, including but not limited to date change fees, declined credit card or returned check fees.
- Commercial Drivers License (CDL) – Original issue of a Class A **OR** B license. You will be reimbursed for the actual amount, not to exceed \$120.00.
 - We do not pay for CDL permits, class C licenses, license renewals, lost/replacement cards or addition of endorsements after original license has been issued.
 - We do not pay for upgrade of class or removal of restrictions or reinstatement.
 - We do not pay for rental trucks or testing/training taken outside the AOEETT.
 - We do not pay for DOT Medical Examiners Cards.
 - We do not pay UMV fees.
- Hazardous Materials endorsement background check for CDL license. You will be reimbursed for the actual amount, not to exceed \$86.50.
 - We do not pay for background check renewal.
 - We do not pay for lost/misplaced/reissued background checks.
- TWIC Card – We will reimburse the actual amount, not to exceed \$129.75 for the original issuance of card. If you already have the background check done for the CDL Hazardous Endorsement you will be reimbursed the actual amount, not to exceed \$105.25.
 - We do not pay for TWIC card renewal.
 - We do not pay for lost/misplaced/reissued TWIC cards.
 - We do not pay for background checks when Hazmat Materials endorsement background check has previously been completed.

- Asbestos Abatement Certification – Initial certification only. Not to exceed \$695.00.
- VEE/Smoke School – Initial certification only. Not to exceed \$275.00.
- NSTC Certification and Renewal – Not to exceed \$164.50
- Other certification requirements may arise and will be dealt with on a case-by-case basis.

Reimbursement Submission Process:

Once you have received the certification card or document obtained from training attended you will need to complete a certification reimbursement request form* and STEP Grant** form (if not previously done) and submit it within the timeframes shown that apply to the training/certification you are requesting reimbursement for. When completing the certification reimbursement request form you must provide all the information requested. When turning the form into the Training Trust you must provide the documents stated above that apply to the training/certification you are requesting reimbursement for***.

Timeframes for reimbursement request submission:

- Crane Certification – within 2 weeks of NCCCO Passing Scores
- CDL License – within 2 weeks of license being issued.
- Hazardous Materials Endorsement Background Check – within 30 days of letter showing eligibility for endorsement.
- TWIC Card – within 30 days of TWIC card being issued.
- All other certifications – within 2 weeks of certification being issued, unless otherwise noted by the Training Trust at the time of training request.

*In the event that reimbursement requests are not received in the time stated above for the stated certification/training, reimbursement will be denied.

**Refusal/failure to complete a STEP Grant form and required documents will result in immediate denial of reimbursement.

***Failure to submit the required documents will result in immediate denial of reimbursement.

Additional Information:

The Training Trust will not reimburse for certification fees, transportation, lodging or meals in the event that you fail to obtain the certification/qualification on your first attempt or any attempts thereafter.

The Alaska Operating Engineers/Employers Training Trust staff is not responsible for the submission of the stated required documents; it is the responsibility of the person requesting reimbursement. AOETT staff may provide information regarding the submission of documents, however, they will not be held responsible for an individual's failure to follow the above guidelines.

Please see below for the detailed guidelines for the reimbursements listed.

Commercial Driver's License (CDL):

The Training Center in Palmer is a 3rd Party Tester for DMV, meaning our members may take the driving portion of their CDL exam at our location. We will reimburse for the initial issuance of a Class A or B CDL license. We will not reimburse for the rental of a truck to take your driving test directly through DMV, nor will we reimburse members for fees occurred to receive training or complete testing through an alternate location.

When submitting reimbursement request you must provide the following within 2 weeks of CDL License being issued (date is located on card):

- Receipt from DMV for the license.
- Copy of CDL License.
- Completed certification reimbursement request form.

***If you will be adding a Hazardous Materials endorsement at the time of the initial issuance of your CDL license you will be required to complete a threat assessment background check through TSA prior to the endorsement being issued. The Training Trust will reimburse for the actual fee, not to exceed \$86.50, charged for this check when you provide the Trust with the letter from TSA stating that it has been determined you are able to get you hazmat endorsement, a copy of CDL License showing endorsement, receipt from DMV, and a completed certification reimbursement request form. In the event that you are ineligible for the endorsement you will not be reimbursed for this fee.

When submitting reimbursement request you must provide the following within 30 days of receipt of letter showing eligibility for Hazardous Materials endorsement:

- Receipt from associated agency for fees associated with background check.
- Letter showing the background check has been completed and approved.
- Copy of CDL card showing endorsement.
- Completed certification reimbursement request form.

CDL fees that will **not** be covered:

- CDL Permit issuance.
- Class C license.
- Addition of endorsements after CDL license has been issued.
- Upgrade of class or removal of restrictions.
- Replacement card.
- Reinstatement of CDL license in the event of revocation.
- CDL Renewal fees.
- Hazardous Materials Endorsement background check renewal.
- Any other fees that are not associated with the original issuance of CDL license.
- Hazardous Materials Endorsement background check if TWIC card background check is already complete.
- DOT Medical Examiners Card.
- UMV fees

TWIC Card:

TWIC cards are required for any port facility employees, truck drivers, and others requiring unescorted access to secure areas of maritime facilities and vessels regulated by MTSA. There are two situations that apply to the reimbursement of the TWIC card fees; you will only be reimbursed for the actual fees that apply to your situation. We will not reimburse lost card fees or renewal fees, or any other fee applied outside the issuance fee.

- The current fee for a TWIC card is \$129.75. This fee includes fingerprinting for the TSA background check. **OR**
- If you have a current, comparable background check (CDL Hazardous Endorsement background check) the fee is \$105.25.

When submitting reimbursement request you must provide the following within 30 days of the TWIC card being issued (date is located on card):

- Receipt from TSA for fees associated with card.
- Letter from TSA showing the background check has been completed and approved.
- Copy of TWIC card.
- Completed certification reimbursement request form.

Other certifications:

If certifications are required that are not offered by the Training Trust i.e. Asbestos Abatement, Visible Emissions, ASE Certification, etc. members are required to complete a Non Standard Training Request form and submit it to the Training Trust Administrator with a completed STEP Grant for approval. In some cases further documentation or information may be required to review the training request. If the certification request is approved only the actual costs of the certification will be reimbursed. In some cases reimbursement requirements/amounts may be discussed and revised prior to training.

Other certification fees that will not be covered:

- Travel/lodging required to attend training or meals while attending training.
- Training paid for by an employer.
- Training/certification obtained without the completion/approval of a Non Standard Training Request form.

When submitting reimbursement request you must provide the following within 2 weeks of the certificate being issued:

- Copy of certificate – issued by individual/facility providing training.
- Receipt from individual/facility providing training.
- Certification reimbursement request form.

Following is a generalized list of items that are not reimbursable; this is not a complete list and is subject to change at anytime, without notice, by the AOEETT:

- Renewal fees.
- Late fees.
- Rescheduling fees.
- Any fees that are being paid or reimbursed by an employer or other party.
- Medical physicals.

- Training that is offered by the AOEETT which you choose to obtain through a different source for your convenience.
- Travel/lodging/meals required when coming from out of state to attend training.

By signing below I acknowledge that I have been given a copy of this Certification Reimbursement Policy for my review and understand that it is my responsibility to read and adhere to it. I further acknowledge that my failure to follow the above guidelines will result in the immediate denial of reimbursement.

Print Name

Signature

Date