Certification Incentive Program Policy

Purpose:
The Certification Incentive Program was established to encourage the self-pursuit of certifications. Distribution of funds began on a monthly basis, as of January 1, 2013, for certifications received as reported in A&J's database system.

Eligibility:

- UA members in good standing from a District Council 16 Southern California Local Union.
- Journey Workers must follow A&J's cancellation protocol and provide A&J notice of cancellation for any course enrollment by the Monday prior to the scheduled start date of the class. Failure to cancel by this deadline will result in a $50 fee. If a member fails to attend the first day of a scheduled class ("no show"), a $50 fee will be charged for each day of the class, up to a maximum of $200. Additionally, no shows will have their eligibility to enroll in future A&J classes suspended until all outstanding fees are paid.
- Members must be in good standing with A&J; no outstanding unpaid invoices and active status in A&J database.
- Any outstanding unpaid A&J invoice amount(s) shall be deducted from any Journey Worker reimbursement payment(s).

Reimbursement:

- The maximum reimbursement for each eligible member is $550.00 per calendar year.
- If a reimbursement request is submitted in the last three months of a calendar year the payment may be issued in the following calendar year. The reimbursement will be applied to the limit for the calendar year in which the reimbursement is processed, not the year the training occurred.
- Reimbursements may take up to ninety (90) days from the date the request is received.
- Reimbursement checks not cashed after 12 months shall be forfeited.
- Eligible members must submit reimbursement requests utilizing the Certification Training Incentive Program and Class Reimbursement Request E-Form at www.ajtraining.edu within 60 days of training and/or testing: https://ajtraining.edu/ctip-form.aspx
- Requests utilizing this E-Form, with all information provided as requested, shall be considered.
- Certifications earned as outlined on page 3 shall be considered.
- Classes completed with certification(s) as outlined on page 4 shall be considered.

Funds shall be distributed until this account is depleted. At that time, reimbursements will be placed on moratorium for a period of one (1) year while the account is replenished.

The Trustees of the Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry adopted and maintain this policy. The Board of Trustees has the sole right to revise eligibility, requirements, and certifications eligible for reimbursement at any time.

Certification Requirements for Reimbursement Consideration

General Requirements:

- Certifications earned through classes taught at an A&J Training Center shall be eligible for reimbursement consideration. *Exceptions: Journey Workers completing 20 Hour High Hazard Facility Safety Training for Refineries equivalent completed at OSCA: Equivalent equals completion of all 3 certifications: Safety as It Pertains to Crafts, Principles of Petroleum Refining and Refinery Safety Overview. Contributing District Council 16 Members, completing approved classes with Natural Trade University. Submission of class certification and receipt of payment required.*
- Members must complete all class hours as a student; not as an instructor or during A&J instructor paid class time for training. No absences are allowed.
- Members must pass the certification exam/test.
- Should an eligible member not pass the test given at the end of class, he/she has up to one (1) year to re-take the test and request reimbursement.

UA Welding and NITC Large Bore Brazing Certification Requirements:

- Certifications earned through practice and/or testing at an A&J Training Center shall be eligible for reimbursement consideration.
- Members must legibly fill out and sign A&J's welding roll sheet when practicing and/or testing.

Eligible Certifications and Recertifications by Reimbursement Value

The maximum reimbursement for each eligible member is $550.00 per calendar year.

$50.00	ASSE 12010 ICRA Recertification
	NITC Medical Gas Installer 6010 Recertification (Test Only, Does Not Include Brazing)
	UA/EPRI Industrial Rigger Recertification
$100.00	UA/EPRI Valve Repair Technician Recertification
$150.00	Additional UA Welding Certifications Earned in a Particular Process (GMAW, GTAW, SMAW) After the 1st Certification
	Additional Large Bore Brazing Certifications After the 1st Certification: BTS 2 and Larger
	ASSE 5110 Backflow Prevention Assembly Tester Recertification
$200.00	UA 50 3/4" Non-Medical Gas Braze
	UA-51 1-1/2" Non-Medical Gas Braze
	UA Crane Signal Person
	UA/EPRI Valve Repair Technician
$250.00	ASSE 12010 ICRA Certification
$550.00	UA/EPRI Instrumentation Technician Level I
$550.00	1st NITC Large Bore Brazing Certification BTS 2 and Larger
	1st UA Welding Certification Earned in a Particular Process (GMAW, GTAW, SMAW)
	A&J Journey Worker CAD 2 Year Program Completion
	ASSE 5110 Backflow Prevention Assembly Tester
	NITC Medical Gas Installer 6010 (includes brazing portion) Braze certification must be earned in 6 months of the installer portion.
	UA/EPRI Industrial Rigger
	UA/EPRI Instrumentation Technician Level II

Eligible Classes for Reimbursement

The maximum reimbursement for each eligible member is $550.00 per calendar year.

Cost of Course	Becoming a Natural Detailer: Course 1 – The Program (16 hours) **
	Becoming a Natural Detailer: Course 2 – Detailing & Standards Revit Piping (8 hours) **
	Becoming a Natural Detailer: Course 3 – Drawing in MEP Fabrication (8 hours) **
	Becoming a Natural Detailer: Course 4 – Drawing in MEP Fabrication (8 hours) **
	Navisworks: Course 1 – Novice to Navis Natural (8 hours) **

**Submission of class certification and receipt of payment is required with reimbursement E-Form

$275.00	Journey Workers Only: 20 Hour High Hazard Facility Safety Training for Refineries completed at an A&J facility.
	Journey Workers Only: 20 Hour High Hazard Facility Safety Training for Refineries completed at OSCA and paid by member upon proof of completion. Not reimbursable if sent by a contractor/employer to complete the training. Equivalent equals completion of all 3 certifications: Safety as It Pertains to Crafts, Principles of Petroleum Refining, and Refinery Safety Overview.