



IATSE ENTERTAINMENT & EXHIBITION INDUSTRIES TRAINING TRUST FUND

NEW PROGRAM POLICIES and PROCEDURES

Supported Course Program

Supported courses are fixed reimbursements to Local Unions setting up their own courses. These reimbursements are intended to help defray the costs of providing group training. Course instruction is supported at a set rate. Pre-approval is needed for all supported courses.

To apply local unions must submit a [“Supported Training Application”](#) for consideration before the training takes place* and preferably before any training vendor contracts have been signed. Locals must also submit a description of the course content, topics covered and instructor bio along with their application.

If a "Supported Training Application" is pre-approved, the Local Union will be notified of the amount of pre-approved support** and the process of submitting for reimbursement after the course. The paperwork and policies for reimbursement will be sent to the local union upon approval of the reimbursement. At the conclusion of the training, local unions need to submit the TTF invoice and all receipts to the TTF office for reimbursement processing. Reimbursements are based on receipts so if the amount spent is less than the pre-approved amount, only the actual amount spent is reimbursed.

**The TTF cannot consider applications for courses that have already taken place.*

***Please note that we may not be able to support your course application at the full amount requested. Supported course funding is limited in order for funds to be available to as many locals as possible that need them to help support their training.*

- 1) Approved supported training invoices must be submitted for reimbursement within 45 days of completion of the training. After 45 days, the Approved Supported Training funds will be forfeited and redistributed to others applying for supported training
- 2) Supported courses must take place within the year in which they were originally scheduled. Approved Supported Funds cannot be transferred to a course or year different from what is approved.
- 3) If for some reason, the date needs to be changed on a supported course, approved locals must contact the TTF as soon as possible to avoid funds being redistributed.

Certification/Exam Reimbursement Program

The IATSE Entertainment and Exhibition Industries Training Trust Fund Certification/Exam Reimbursement program pays up to \$300 for exam certification or re-certification. The Certification/Exam Reimbursement program currently offers reimbursement to successful candidates for ETCP Certification, ETCP Re-Certification and the CTS Exam. Applications for reimbursement must be submitted within 6 months or in the calendar year of the exam being taken.

Review courses and other fees incurred during the certification/re-certification process are not reimbursable. This is a first-come, first-served program as the budget permits. Applicants need to allow 4-6 weeks for the processing of reimbursements.

All requests for reimbursement shall be submitted using the [“Student Reimbursement Application”](#). The application may be submitted electronically, via fax or mail to the IATSE Training Trust Fund.

THESE POLICIES, PROCEDURES, CRITERIA AND GUIDELINES ARE SUBJECT TO CHANGE AT ANY TIME BY THE TRUSTEES. THE APPLICATION AND/OR INTERPRETATION OF THESE POLICIES, PROCEDURES AND CRITERIA SHALL AT ALL TIMES BE SUBJECT TO THE DISCRETION OF THE TRUSTEES, TO THE FULLEST EXTENT PERMITTED BY LAW.

Approved by the Board of Trustees of the IATSE Training Trust Fund on 12.19.2014