



In the Community to Serve®

2016 Trade Ally Training Program

SECTION 1: TRADE ALLY ELIGIBILITY

Cascade Natural Gas Corporation (CNGC) is providing Active Trade Allies with Training Scholarship funds to offset a portion of training exam and certification costs for professional workforce development relating to installation of natural gas high-efficiency upgrades and weatherization from recognized training and certification providers or for conferences which confer Continuing Education Credits (CEUs) for certifications. This may include, *but not be limited to*, exams and certification provided through Building Performance Institute (BPI), North American Technician Excellence (NATE), Performance Tested Comfort Systems (PTCS), etc. Other training reimbursement, including conference registrations where CEUs are not awarded, will be considered on a case-by case basis. Active Trade Allies are eligible for either training reimbursement or bonus coupons, but not both.

The program period ends December 31 of the current year, or when funds are exhausted, whichever comes first.

SECTION 2: REIMBURSEMENT

HOW MUCH CAN A TRADE ALLY BE REIMBURSED?

Reimbursement is limited to \$750 per Active Trade Ally for pre-approved exams and/or certification costs incurred, if reserved by November 1 of the current year. Training exams and certification must be completed in the current calendar year and reimbursement form submitted within 60 days of pre-approval. Funding is limited and will be disbursed on a first come, first served basis. Active Trade Allies can be reimbursed for training, or receive bonus coupons, but not both.

WHAT PERCENTAGE IS AVAILABLE FOR REIMBURSEMENT?

CNGC will reimburse Active Trade Allies for up to 75% of the training exam and/or certification cost from pre-approved, recognized training and certification providers. If funds available in the Active Trade Ally's account are less than 75% of the cost requested for reimbursement, only the remaining account balance will be reimbursed.

SECTION 3: REIMBURSEMENT PROCESS

Active Trade Allies must follow these easy steps to receive training reimbursement from Cascade Natural Gas.

STEP 1: SUBMIT TRAINING EXAM AND CERTIFICATION COST ESTIMATE FOR PRE-APPROVAL

- Complete the "Training Pre-Approval" form and send it to EGIA via fax, email, or mail. The EGIA Training Program Coordinator will get back to you within five business days with approval/disapproval notification.

Cascade Natural Gas Training Program Coordinator

1600 Iowa Street

Bellingham, WA 98229

360.788.2396 Fax

conserve@cngc.com

1.866.626.4479 Phone

STEP 2: CONDUCT TRAINING EXAM AND BECOME CERTIFIED

- After receiving approval, Active Trade Ally should undergo the training and/or certification and pay the full cost of the training and any certification exam required. **Below are examples of approved training exam / certification providers.**
 - Building Performance Institute (BPI)
 - North American Technical Excellence (NATE)
 - Performance Tested Comfort Systems (PTCS)**Note:** Heat pump PTCS training does not qualify

STEP 3: SUBMIT REQUEST FOR REIMBURSEMENT.

- Complete and return the "Training Request for Reimbursement" form with a copy of the receipt for the training exam/certification. Reimbursement claims must be submitted within 60 days of training exam and/or certification. Payments will be made directly to the Active Trade Ally; checks will not be made payable or mailed to a third-party (such as training and or certification providers).
- Allow up to four weeks to receive your reimbursement from the date your request and all required materials are received in the Training Program Coordinator's office.



In the Community to Serve®

2016 Trade Ally Training Program

PRE-APPROVAL FORM

Pre-Approval Request Forms **MUST** be received by **November 1st** of the current calendar year to qualify for reimbursement.

STEP 1: TRADE ALLY INFORMATION

Trade Ally Name _____ Contact Person _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

STEP 2: TRAINING/CERTIFICATION INFORMATION

Estimated Date of Training	Name of Trainer/Certifier/Conference	Training Cost	Reimbursement Amount*	Amount Requested
		\$	up to \$750 / 75%	\$
		\$	up to \$750 / 75%	\$
		\$	up to \$750 / 75%	\$
		\$	up to \$750 / 75%	\$
TOTAL COST		\$	TOTAL REIMBURSEMENT	\$

REMAINING ACCOUNT BALANCE: \$750 – TOTAL REIMBURSEMENT = \$

Cascade Natural Gas does not partner with or endorse any specific training and/or certification providers. Signature assumes understanding and compliance with training and/or certification guidelines and agreement to deduct reimbursement from annual allotment.

STEP 3: SIGNATURE

Signature _____ Date _____

Funds are available first-come, first-served and are based on program budget availability. Cascade Natural Gas reserves the right to end or modify this program at any time without notice.

*Total cumulative reimbursement per trade ally company is limited to \$750 per program year, with any single training and/or certification activity reimbursement limited to no more than 75% of the training exam and/or certification cost.

STEP 4: SUBMIT

Make a copy of this page for your records and attach a copy of the training exam and/or certification registration.

Send this form and the above items to:

Cascade Natural Gas Training Program Coordinator
1600 Iowa Street
Bellingham, WA 98229
Fax: 360.788.2396
Email: conserve@cngc.com
Phone: 1.866.626.4479

DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY		
Status	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Name:	Date:	Tracking Number:
Account Balance:		



2016 Trade Ally Training Program

REIMBURSEMENT FORM

Reimbursement requests must be received within 60 days of the completion of training.

STEP 1: TRADE ALLY INFORMATION

Trade Ally Name _____ Contact Person _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

STEP 2: TRAINING/CERTIFICATION INFORMATION

Date of Training	Name of Trainer/Certifier/Conference	Training Cost	Reimbursement Amount*	Amount Requested
		\$	up to \$750 / 75%	\$
		\$	up to \$750 / 75%	\$
		\$	up to \$750 / 75%	\$
		\$	up to \$750 / 75%	\$
TOTAL COST		\$	TOTAL REIMBURSEMENT	\$

REMAINING ACCOUNT BALANCE: \$750 – TOTAL REIMBURSEMENT = \$

Cascade Natural Gas does not partner with or endorse any specific training and/or certification providers. Signature assumes understanding and compliance with training and/or certification guidelines and agreement to deduct reimbursement from annual allotment.

STEP 3: SIGNATURE

Signature _____ Date _____

Funds are available first-come, first-served and are based on program budget availability. Cascade Natural Gas reserves the right to end or modify this program at any time without notice.

*Total cumulative reimbursement per trade ally company is limited to \$750 per program year, with any single training and/or certification activity reimbursement limited to no more than 75% of the training exam and/or certification cost.

STEP 4: SUBMIT

Make a copy of this page for your records and attach the following to the original

- A copy of the approved **Training Pre-Approval Form**.
- A copy of the proof of registration with the approved training exam and/or certification organization or event registration form.
- A copy of the paid invoice. If sufficient proof is not provided, a cancelled check or other proof may be requested.

Send this form and the above items to:

Cascade Natural Gas Training Program Coordinator
1600 Iowa Street
Bellingham, WA 98229
Fax: 360.788.2396
Email: Conserve@cngc.com
Phone: 1.866.626.4479

DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY		
Status	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Name:	Date:	Tracking Number:
Account Balance:		