



IMPACT Standard Procedure for Reimbursement of Fees for the Safety Trained Supervisor Construction® (STSC) Certification

REIMBURSEMENT TO INDIVIDUAL IRONWORKER MEMBERS:

1. All ironworker members that choose to benefit from STSC® Preparatory Training course and subsequent examination, whether self-sponsored or sponsored by a contractor, must have written confirmation from their Business Manager that they are a member in good standing and a suitable candidate for STSC® certification.
2. Once an ironworker member has successfully passed the STSC® examination, the member must submit copies of the following to their Local Union Business Manager:
 - 2.1. Written confirmation from their Business Manager that they are a member in good standing and a suitable candidate for STSC® certification, and submit the signed Acknowledgement Form.
 - 2.2. 2.2 provide copy of Acknowledgement Form
 - 2.3. Receipt for payment of the exam fee
 - 2.4. Receipt for payment of the prorated renewal fee
 - 2.5. A copy of the certificate sent by the Board of Certified Safety Professionals (BCSP) verifying that they passed the exam.
 - 2.6. A copy of the certificate sent by the Board of Certified Safety Professionals (BCSP) verifying that they passed the exam.
3. The Local Union Business Manager must submit a letter to Christie Rose at 2700 S. River Rd, Suite 118 Des Plaines, IL 60018 (847) 795-1714 or crose@iwintl.org. on local union letterhead requesting reimbursement on the ironworker member's behalf. Attached to the request for reimbursement must be the copies of the eligibility confirmation letter, receipts for the application, exam, and prorated renewal fees, and the BCSP-issued certificate.
4. IMPACT will issue a check payable to the ironworker member, and will send the check back to the Local Union Business Manager for distribution to the member.

REIMBURSEMENT TO CONTRACTORS FOR SPONSORED IRONWORKER MEMBERS AND MANAGEMENT PERSONNEL:

1. Contractor-sponsored ironworker members and management personnel who successfully pass the STSC® examination must submit to their employer a copy of the certificate sent by the Board of Certified Safety Professionals (BCSP) verifying that they passed the exam.
2. The contractor must submit a letter to Christie Rose (at 2700 S. River Rd, Suite 118 Des Plaines, IL 60018 (847) 795-1714 or crose@iwintl.org) on company letterhead requesting reimbursement of fees for the ironworker member or management personnel. Attached to the request for reimbursement must be copies of the receipts for the application, signed Acknowledgement Form, exam, and prorated renewal fees as well as the BCSP-issued certificate.
3. IMPACT will issue a check payable to the contractor.