



# NWCCA

NW Wall & Ceiling Contractors Association

## NWCCA Carpenter Training Program FAQ

	Question	Answer
1.	<b>When are funds going to be available?</b>	While funds will start being accrued on June 1 <sup>st</sup> , funds will not be available for use on the program until August 1 <sup>st</sup> due to funds not being collected and accounted for until 45 days after the start of the program.
2.	<b>Am I limited to the funds in my account?</b>	Yes. While your firm may spend whatever it wishes on training, approved training hours will only be withdrawn up to the amount in your account on the date of the request for training authorization.
3.	<b>Are funds issued retroactively?</b>	Yes, retroactive to the date the training was performed. For example, if your firm provides \$10K in training, but you only have \$5k in your account, you can delay submitting for withdrawal until your account has accrued sufficient funds to cover the entire amount. However, you may only submit one time for any training event.
4.	<b>Can I submit multiple withdrawal requests per training?</b>	No. You may only submit one request for withdrawal per training session. The Association will consider the first request for withdrawal as the only one to be reimbursed.
5.	<b>Explain the three-year limitation?</b>	Training funds must be used within a three-year period. Funds are processed on a first-in-first-out basis. Unused funds from year one remaining at the end of year three will revert to the Association for use on Association-sponsored training programs. Each dollar has a 36-month lifespan (e.g. funds remitted in November 2017 will expire in November 2020).
6.	<b>Who is eligible to participate?</b>	Carpenters of all brackets, including carpenter finishers, including Utility Men, are eligible for NWCCA CTP training.
7.	<b>Who approves trainings?</b>	The NWCCA Carpenter Training Program (CTP) Committee, which includes the Association Director, will approve all training programs. For programs deemed proprietary by any firm, the Director can review and approve training programs for withdrawal at his/her discretion without review by the entire committee.
8.	<b>Will training be offered by NWCCA?</b>	Yes. It is the Association's intent to offer high-quality training to our membership in the future. Our focus is currently on setting up the structure for disbursement of withdrawal requests for member-sponsored training. However, the Association will, at a future date, provide training to member firms as part of the CTP program. NWCCA-sponsored training will also be eligible for withdrawal requests.
9.	<b>What happens if we leave NWCCA?</b>	If a member firm leaves the Association, any unused training funds revert back to the Association for Association-sponsored CTP training.
10.	<b>Are any other costs reimbursable?</b>	No. Only the adjusted carpenter Schedule A wages, benefits, and payroll taxes for the training time will be reimbursed.
11.	<b>Can I be reimbursed for training held prior to June?</b>	No. You may only be reimbursed for training held after June 1, 2017.
12.	<b>What if my training is proprietary?</b>	If a training is considered proprietary, the Association Director can review and approve the training content. However, the firm must designate the training as propriety to avoid full Committee review.

13.	<b>How will the Association confirm that a training meets the standards set in the governance documents?</b>	All training programs submitted for withdrawal must enable a member of the CTP committee to attend the training. In the event a program is proprietary; the Director will audit the training.
14.	<b>How is a training approved by the Association?</b>	Our training committee will review the learning objectives (established in the Governance Documents), course outline, and instructor qualifications to determine if a training meets the objectives of the CTP program.
15.	<b>How were training topics determined by the Association?</b>	The CTP met for five sessions this winter to outline courses and training content members felt would be most valuable for our membership. We also reached out to industry experts across topic areas to identify additional courses and develop detailed learning objectives.
16.	<b>Can I get reimbursed for a program not listed by the CTP program Governance Documents?</b>	Yes. The CTP and the Director are always looking for additions to the program. As member firms submit quality training programs, we will add them to our list of approved topics.
17.	<b>How are approved trainers and/or training programs brought to the attention of the Association?</b>	In April of this year, we will be sending a Request for Qualifications to industry trainers through a variety of venues. Trainers and training organizations are invited to submit qualifications, courses, and trainers for review by the CTP. After reviewing qualifications and references, we will designate approved trainers and post their contact information and course(s)/area(s) of expertise on the NWCCA website.
18.	<b>Do I need to get preapproval when using an NWCCA approved trainer?</b>	No. Those trainers and/or courses will have been pre-approved by the Association. However, you must still submit a preapproval form with the box checked "Preapproved trainer or program."
19.	<b>What are learning objectives and why are they important?</b>	Learning objectives identify what participants should know or be able to do as a result of being trained. A firm can understand the core content of a course based on the learning objectives, and participants can evaluate the performance of the trainer based on whether learning objectives have been achieved.
20.	<b>How do I know a training program and/or trainer is any good?</b>	The list of NWCCA-approved trainers and training programs is a good place to start to find quality training. As the program develops, we will have performance data available, which we will make available to all member firms via our website.
21.	<b>Who makes sure all courses are evaluated?</b>	The NWCCA will submit evaluation forms to each participant in a training to enable a candid review of each program. We will use sign-in sheets provided at each training to send out a confidential survey within a week post-training. Member firms may also elect to use paper surveys to be sent to the NWCCA with the request for withdrawal.
22.	<b>How do I submit a Preapproval or Withdrawal request?</b>	The forms for both Preapproval and Withdrawal are available on our website. You will have the ability to submit your forms electronically directly to the CTP Committee at the address provided on the website.