

# Kenosha Area Electrical Joint Apprenticeship & Training Trust (JATT)

## Request for Training Cost Reimbursement -

Participant Name (print/type) \_\_\_\_\_ Classification \_\_\_\_\_

Participant Address \_\_\_\_\_

Participant Phone Number \_\_\_\_\_ Date Submitted \_\_\_\_\_

Course Title \_\_\_\_\_ **Course Cost \*** \_\_\_\_\_

Total Hours Scheduled \_\_\_\_\_ Total Hours Actually Attended \_\_\_\_\_

**This is to certify that the above-named participant successfully completed the prescribed course material, and attended at least eighty percent (80%) of the scheduled course hours.**

Instructor name (print/type) \_\_\_\_\_

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

**\* Should be accompanied by proof of payment (receipt, cancelled check, etc.)**

Note: All courses sponsored by the JATT or IBEW 127 are already pre-approved for reimbursement. All other courses must be PRE-APPROVED (prior to requesting reimbursement.) IBEW 127 should be contacted to determine which courses are pre-approved by the JATT and/or Executive Board.

## Request for Pre-Approval of Course

Note: Complete this portion ONLY if you are formally requesting PRE-APPROVAL of a course for eventual reimbursement of costs. Please submit the form, *plus any pertinent information on the course* (e.g., contents, outline, CEU approval, etc.) to the JATT, for review at their next meeting.

Course Title \_\_\_\_\_ Course Dates \_\_\_\_\_

Course Provider/Instructor \_\_\_\_\_

Course length (hours) \_\_\_\_\_ Is this course currently approved for continuing ed. credits by governmental or educational institutions (e.g., State of Wisconsin Dept. of Commerce, tech schools, etc.)? Yes \_\_\_ No \_\_\_

If yes, please list: \_\_\_\_\_

Request Approved  Request Denied

JATT representative (sign) \_\_\_\_\_ Date \_\_\_\_\_