

**To qualify for base wage and vacation time reimbursement the following must occur:**

- The person must be a designated certified member representing workers on a construction project
- **Note:** The construction project must last 3 or more months and employ 50 or more workers
- The person must have successfully completed Part 1 and Part 2 of the training and have a certification number

**The following information must be provided:**

- A letter from the person's union stating that the person has been selected as a designated certified member representing workers; and/or
- A letter from the employer or general contractor stating that the person was selected as the designated worker representative and is the designated certified member representing workers on a construction project

Company or Union Contact Name		Company or Union Contact Telephone	
Address ((number, street, apt., suite, unit), City/Town, Province, Postal Code)			
Contact Email			
Designated Certified Member's Name		Certification ID Number / Provider	
Part 1 Training Dates/Hours (3 days/19.5 hours)			
Part 2 Training Dates/Hours (3 days/19.5 hours)			
Project Name			Project Number
Project Address ((number, street, apt., suite, unit), City/Town, Province, Postal Code)			
Size (number of people employed) (50 or more)	Project Start Date (dd/mm/yy)	Project End Date (dd/mm/yy)	
Cheque Payable to:			

**Invoice Requirements**

- An invoice must be on company or union letter head outlining the hourly rate (rate set at the time of taking the training), from either the employer or union and the total reimbursement amount requested
- The maximum reimbursement for Part 1 and Part 2 is for 6 days, at the set base hourly rate and 4% vacation effective when the training was taken. A breakdown of the wages may be requested.

**Submit this form and all documentation by email to [marie\\_babic@wsib.on.ca](mailto:marie_babic@wsib.on.ca) or by mail to:**

Marie Babic, Executive Assistant, Workplace Safety & Insurance Board, 200 Front St West, 11th Floor Toronto, ON M5V 3J1

**For further information please contact:** Marie Babic, 416-344-2664