



ETCP Stipend and Exam Fee

Reimbursement Policy and Reimbursement Form (for IBEW Local 40)

This form explains how Industry Professionals working under the IBEW Local 40 Agreement may request a \$500 stipend and/or the reimbursement of examination fees associated with the Entertainment Technician Certification Program (ETCP). If you meet the eligibility criteria below, use this form to submit your request.

Eligibility Criteria

To be eligible for a \$500 stipend or reimbursement of ETCP examination fees, you must meet the following criteria:

1. You must have worked at least 600 hours under the IBEW Local 40 Agreement in the 12-month period preceding the date on which you obtained your ETCP certification (or recertification). (For example, if you obtained your certification on 8/1/2024, you must have worked 600 qualifying hours in the period 8/1/2023 through 8/1/2024.)
2. You must appear on the Industry Hub and be compliant with your training requirements at the time you submit your request. (To check whether you are compliant, visit the Industry Hub (thehub.org) and log into your Portal.)
3. You must submit your request no later than six (6) months after the date of your (re)/certification.
4. To be eligible for the stipend, you must have obtained your ETCP (re)/certification on or after August 1, 2024.

Request Form

Step 1. Tell us whether you are requesting the \$500 stipend, reimbursement of exam fees, or both. Check one or both boxes:

ETCP Certification - Stipend

ETCP Certification – Reimbursement of Exam Fees

Step 2. Complete and sign the form below:

Local/Classification:		
Local: Local 40	Job Classification:	
Personal & Contact Information:		
First Name:	Middle Name:	
Last Name:	Suffix (Jr., Sr., II, etc.):	Last 4 of SSN:
Mailing Address:		Unit # (Apt., Ste., etc.):
City:	State:	ZIP Code:
Country (if not United States):		

This reimbursement program described herein is an "accountable plan" as provided in Internal Revenue Code Section 62(a)(2)(A) and the Treasury Regulations promulgated thereunder. To receive reimbursement for eligible employment-related expenses, I understand that I must meet several requirements. I will be required to return to Contract Services within a reasonable time any excess reimbursement that is made to me in the event of any inadvertent overpayment.

I have read and understood the stipend and reimbursement policy and terms and conditions described herein. If I am requesting reimbursement of exam fees, I certify that I paid the exam fees for which I am seeking reimbursement, and that I have not been reimbursed from any other source for the reimbursement of exam fees I hereby request.

Signature: _____ Date: _____

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Additional Required Documentation

Step 3. Gather additional required documentation.

In addition to completing and signing the form above, you must include the following documentation with your request:

1. A copy of your ETCP Certificate showing the date the certification was issued.
2. Proof of payment (e.g., a copy of your canceled check from your bank, a copy of your credit card receipt or credit card statement)
3. Proof of 600 hours worked as described in eligibility criteria #1 above. This may be in the form of:
 - a. Paycheck stubs with your name and the production you worked on listed on them,
 - b. A work experience verification letter from a payroll company, or
 - c. A Work History Report from the Motion Picture Industry Pension and Health Plans (MPI).

If you have questions about obtaining proof of qualifying work experience, please contact us for assistance.

How to Submit Your Request

After you complete and sign this form and collect the required documentation listed above, you may submit your request to Contract Services in several ways:

1. Using your Portal: visit the Industry Hub (thehub.org) to log into your Portal. Use the "Contact Us" tool to submit your request and upload your documents.
2. By email to roster@csatf.org.
3. By mail to 2710 Winona Avenue Burbank, CA 91504.
4. In person by visiting our offices during business hours.
5. By fax to (818) 565-0535.

Remember: your request and all required materials must be submitted no later than 6 months from the date of your ETCP certification (or recertification). If you have questions or require assistance, please contact us.