

**Form 740E
Training Reimbursement
Small Wind Program**



To be completed by Small Wind Trade Ally Contractor

Energy Trust is making a pool of reimbursement funds available to participating Small Wind trade allies (approved through Energy Trust's Small Wind program) who complete a qualifying small wind training between August 1, 2011 and July 31, 2012. The training reimbursement is limited to 50% of the cost of qualifying training up to a maximum total reimbursement of \$1,600 per eligible trade ally company.

Eligible trainings include courses on small and mid-scale installation; dealer training for Energy Trust-eligible wind turbines; site assessment; system design; operation and maintenance. General renewable energy or non-wind-specific courses, international installation classes and home-built turbine trainings do not qualify. Trade allies with questions about course eligibility should contact the Program at wind@energytrust.org prior to enrolling in a class. Final determination of eligibility rests with Energy Trust.

Small Wind Trade Ally Information (Applicant)

Company		Contact Name		
Telephone	<input type="checkbox"/> office <input type="checkbox"/> cell	Email		
Billing Address	City	State	Zip	

Training Reimbursement

Training Company Name		Training Date		
Training Company Address		State	Zip	
Training Company Contact Name		Contact Phone Number		
Name of Trade Ally Employee Trained	Course Completed	Cost of Training	x 50%	= Reimbursement
		\$	x 50%	= \$
		\$	x 50%	= \$
		\$	x 50%	= \$
		\$	x 50%	= \$
		\$	x 50%	= \$
Total Training Reimbursement Requested (not to exceed \$1,600, from 8/1/2011 – 7/31/2012)				\$

In order to receive reimbursement, Applicant must submit to Energy Trust:

- An accurate and complete **Form 740E**,
- Copies of the invoices(s) from the training identifying the total training cost, per participant,
- Proof that payment was made (e.g. invoice marked "Paid in Full", copy of deposited check or credit card payment),
- Proof of successful completion of the training (e.g. reference from training instructor or copy of completion certificate).

Energy Trust will provide the reimbursement described in this application to the Wind trade ally Applicant, NOT to individual employees trained, in accordance with this application and its terms and conditions. The reimbursement amount approved by Energy Trust and paid to Applicant may be different than the total amount requested by Applicant in this application.

**Form 740E
Training Reimbursement
Small Wind Program**



To be completed by Small Wind Trade Ally Contractor

Terms and Conditions

1. **APPLICATION:** This **Form 740E: Training Reimbursement–Small Wind System Installation** must be filled out completely, truthfully and accurately. Applicants are encouraged to keep copies of this document and any accompanying documentation submitted to Energy Trust for your records. Reimbursements are available for applications received by Energy Trust by no later than August 31, 2012, for qualifying training courses attended during the August 1, 2011 to July 31, 2012 time period. Funds for the reimbursement are limited and available on the first-come first-served basis. Energy Trust may close this offering earlier than the time period indicated if funds for the reimbursement are exhausted.
2. **ELIGIBILITY:** Funding for Energy Trust’s small wind system training reimbursement is available to Small Wind trade ally contractors approved through Energy Trust’s Small Wind program. Eligible trainings include courses on small and mid-scale installation; dealer training for Energy Trust-eligible wind turbines; site assessment; system design; operation and maintenance. General renewable energy or non-wind-specific courses, international installation classes and home-built turbine trainings do not qualify. Only those employees of the Applicant who will be performing the Energy Trust Small Wind trade ally work in the Oregon service territories of Portland General Electric or Pacific Power will be eligible for the training reimbursement. Final determination of eligibility rests with Energy Trust.
3. **REQUIRED DOCUMENTATION FOR PAYMENT:** Applicant must submit all of the following documentation to request the reimbursement: (i) an accurate and complete **Form 740E** application, and (ii) copies of the invoice(s) from the training location identifying the total training cost and verification of Applicant’s payment. The reimbursement payment will be made to the Small Wind trade ally company Applicant, not to individual employees trained. Energy Trust may request additional documentation from Applicant for verification purposes. Please allow 45 days for receipt of payment after Energy Trust’s verification of Applicant’s submitted documentation.
4. **REIMBURSEMENT AMOUNT:** The one-time training reimbursement is limited to 50% of the cost of the training, not to exceed \$1,600 per eligible trade ally company.
5. **TAX LIABILITY:** Energy Trust is not responsible for any tax liability imposed on the Applicant as a result of payment of the reimbursement.
6. **NO ENDORSEMENT:** Energy Trust does not endorse any particular manufacturer, contractor, or equipment, in promoting the Small Wind program. The fact that the names of particular manufacturers, contractors, equipment or systems may appear on this application or in the Small Wind program does not constitute an endorsement. Manufacturers, contractors, equipment, or systems not mentioned are not implied to be unsuitable or defective in any way.
7. **DISCLAIMER / NO LIABILITY:** Applicant understands that, while Energy Trust may provide Applicant with reimbursement funding as described in this application, Energy Trust is not supervising Applicant or Applicant’s training nor is Energy Trust responsible in any way for proper training or performance by Applicant. Energy Trust is simply providing funding to assist Applicant in attending small wind system training.
8. **FACSIMILE/SCANNED:** Facsimile transmission of any signed original document, and the retransmission of any signed facsimile transmission, shall be the same as delivery of the original signed document. Scanned original documents transmitted to Energy Trust as an attachment via electronic mail shall be the same as delivery of the original signed document. At the request of Energy Trust, Applicant shall confirm documents with a facsimile transmitted signature or a scanned signature by providing the original document.
9. **SURVIVAL OF TERMS AND CONDITIONS:** Unless stated otherwise in this document, regardless of whether or not this application is approved, these terms and conditions shall survive the payments of any reimbursement payments provided hereunder.

By signing below, Applicant agrees that he/she has the authority to sign this **Form 740E** and has read, understands, and agrees to the terms and conditions set forth in this application.

Small Wind Trade Ally Applicant <i>(printed name)</i>	Applicant / Trade Ally Signature	Date
--	----------------------------------	------