

2800 WINONA AVENUE
BURBANK, CA 91504



T 818.847.0040
F 818.847.0048
www.csatf.org

**Approved Skills Training for 2012/2013
Local #600, 800 & 839
Vendor Provided Training**

SKILLS TRAINING APPLICATION / COURSE PRE-APPROVAL FORM

Eligibility: In order to attend Skills Training, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification. You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access. Non-Roster Classification individuals, please see "Special Notes" located on the Reimbursement Acknowledgement Form.

In order to attend CSATTF Skills Training courses, your Skills Training Application **must** be approved by CSATTF **prior** to taking the requested course. You will receive written notification, via e-mail, from CSATTF indicating approval or denial. You are not eligible until you have received pre-approval notification from CSATTF. All approved applications will have expiration dates. **Training must commence before the expiration date indicated on your notification of approval. NO EXCEPTIONS WILL BE MADE.**

The Skills Training Application consists of the following three (3) forms:

- Course Pre-Approval Form
- Course Selection Form
- Reimbursement Acknowledgement Form

All forms **MUST** be completed, signed, and returned as instructed below. Please allow 1-2 weeks for processing.

(PLEASE PRINT ALL INFORMATION CLEARLY)

Name: _____ SSN: _____ Local/Classification: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Number: _____ E-mail Address: _____

Course Name (one course per application): _____ Course Number: _____

At the completion of the Skills Training course, you will be asked to complete an anonymous electronic survey of your experience in the program. We request that you complete the survey and appreciate your cooperation.

I have read and understood the CSATTF Skills Training Application and Reimbursement Guidelines (where applicable), and I hereby agree to abide by all of the terms and conditions contained therein.

Applicant Signature: _____ Date: _____

For pre-approval determination, please return all forms to CSATTF via e-mail to Kkemp@csatf.org, or fax or U.S. Mail.

CSATTF Attn: Skills Training
2800 Winona Avenue
Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
Fax Number: 818.847.0048

FOR OFFICE USE ONLY

Form I-9 Date: _____ Safety: _____ Completed by: _____

Skills Training Application Expires: _____ Application Approved Application Denied



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Local # 600, 800 & 839
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SKILLS TRAINING APPLICATION/REIMBURSEMENT ACKNOWLEDGEMENT FORM

In order to attend Skills Training, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification (please see "Special Notes" below). You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access.

Skills Training Application consists of three (3) forms (one course per application):

- Course Pre-Approval Form
- Course Selection Form
- Reimbursement Acknowledgement Form

Skills Training Application questions: 818.847.0040 extension 1260.

For training dates, course content and scheduling questions, please contact the Vendor on the attached sheet.

Special Notes:

In order to be pre-approved to attend CSATTF Skills Training Courses and be eligible for 2/3 reimbursement, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification. You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access. If your name is not reflected on the Online Roster, please provide proof of at least 30 Union workdays of applicable AMPTP Producer/Local #600, 800 or IATSE Local #839 covered employment within the past two years. You must include, along with your pre-approval application, an employment verification letter showing your exact work dates, job classification and social security number OR copies of supporting paystubs showing actual work time (sick or vacation time is not eligible). *****Please Note***** More than one form of employment verification may be needed for pre-approval. Your application will be denied if no employment verification is submitted.

Reimbursement Guidelines:

Requests for reimbursement are subject to the "Reimbursement Policy", as set forth on the attached "Reimbursement Guidelines, Policy, and Requests Form". The specific training course must have been approved in advance, by CSATTF. Non-approved courses will not be reimbursed. The entire course must be successfully completed in order to receive reimbursement. Incomplete or unsuccessfully completed courses will not be reimbursed. One "Request for Reimbursement Form" is required per course. The "Request for Reimbursement Form" must be completed and submitted with supporting documentation within 45 days after course completion date in order to be eligible for reimbursement.

2012/2013 Skills Training courses for Local #600, 800 & 839:

See the attached list(s) of approved classes and vendors that qualify for reimbursement.

I, _____, have read and understood the CSATTF Skills Training Application,
Print Name

Special Notes and Reimbursement Guidelines, and I hereby agree to abide by all of the terms and conditions contained therein.

Signature of Applicant: _____ **Date:** _____

Contract Services Administration Training Trust Fund ("CSATTF")

Locals #600, 800 839

2012/2013 Approved Skills Training

Course Selection Form - FXPHD

Please select one "Background Fundamentals" course along with up to three additional electives from the "FXPHD Available" section at no cost.

**** Background Fundamentals MUST be successfully completed in order to receive the other "available" courses at no charge.**

"Vault" courses are available in addition to the four chosen "available" courses for an additional \$110 each.

FXPHD Available www.FXPHD.com				<input type="checkbox"/>	DIR301	Directing	N/C	<input type="checkbox"/>	NUK303	Nuke Stereoscopic Masterclass	N/C
				<input type="checkbox"/>	DOP202	On-Set Lighting	N/C	<input type="checkbox"/>	NUK304	Advanced Nuke III	N/C
<input type="checkbox"/>	BKD102	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	DOP203	Tools of the DOP	N/C	<input type="checkbox"/>	NUK305	Project Masterclass: The Machine	N/C
<input type="checkbox"/>	BKD103	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	DOP211	DSLR Cinematography: Nature	N/C	<input type="checkbox"/>	PFM101	Introduction to PFMatchIt	N/C
<input type="checkbox"/>	BKD104	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	DOP212	Scripted DSLR	N/C	<input type="checkbox"/>	PFT203	PFTrack 2011: Tracking Challenges	N/C
<input type="checkbox"/>	BKD210	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	DOP213	DSLR Filmmaking	N/C	<input type="checkbox"/>	PFT302	Advanced PFTrack II	N/C
<input type="checkbox"/>	BKD220	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	EDT202	Crafting the Scene	N/C	<input type="checkbox"/>	PHY101	Introduction to Physics	N/C
<input type="checkbox"/>	BKD221	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	FUM201	Intermediate Fume FX	N/C	<input type="checkbox"/>	PNT204	Matte Painting & Digital Environments	N/C
<input type="checkbox"/>	BKD222	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	GRD201	The Craft of Color Grading	N/C	<input type="checkbox"/>	PRM201	Intermediate Premiere Pro CS5	N/C
<input type="checkbox"/>	BKD223	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	HOU202	Intermediate Techniques for Houdini TDs	N/C	<input type="checkbox"/>	PRM202	Premiere Pro for the Filmmaker	N/C
<input type="checkbox"/>	BKD224	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	HOU203	Water Effects	N/C	<input type="checkbox"/>	PYT101	Python Scripting for Compositors	N/C
<input type="checkbox"/>	BKD225	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	MAR101	Introduction to Mari	N/C	<input type="checkbox"/>	PYT201	Python Fundamentals for the Pipeline	N/C
<input type="checkbox"/>	BKD226	Background Fundamentals**	\$ 359.00	<input type="checkbox"/>	MAR301	Advanced Mari	N/C	<input type="checkbox"/>	RED210	Comprehensive Guide to RED Shooting	N/C
<input type="checkbox"/>	AFX203	After Effects: Project A-Z	N/C	<input type="checkbox"/>	MAX202	Visual Effects Techniques w/ 3DS MAX	N/C	<input type="checkbox"/>	RED220	EPIC on Location	N/C
<input type="checkbox"/>	AFX205	After Effects: Motion Graphics II	N/C	<input type="checkbox"/>	MOC210	Mocha Pro in Production	N/C	<input type="checkbox"/>	RED302	RED EPIC Grading Workflow	N/C
<input type="checkbox"/>	AFX207	After Effects: From the Archives	N/C	<input type="checkbox"/>	MOD301	Advanced Environment Modeling	N/C	<input type="checkbox"/>	RFL201	Particles & Dynamics using RealFlow	N/C
<input type="checkbox"/>	AFX210	Introduction to After Effects Scripting	N/C	<input type="checkbox"/>	MOG202	Design Thinking for Motion Graphics	N/C	<input type="checkbox"/>	RFL202	RealFlow 5 Project Workshop	N/C
<input type="checkbox"/>	AFX211	After Effects Project - The Open	N/C	<input type="checkbox"/>	MOG203	Broadcast MoGraph Integration	N/C	<input type="checkbox"/>	RMS101	Introduction to Renderman Studio	N/C
<input type="checkbox"/>	AFX212	After Effects Project - The Open Part 2	N/C	<input type="checkbox"/>	MOG210	The Broadcast Ident	N/C	<input type="checkbox"/>	RND101	Introduction to Renderman	N/C
<input type="checkbox"/>	AFX213	After Effects Broadcast Design w/ Red Giant	N/C	<input type="checkbox"/>	MRY201	Production Rendering Techniques w/ Mental Ray	N/C	<input type="checkbox"/>	RND201	Intermediate Renderman	N/C
<input type="checkbox"/>	AFX215	After Effects: Compositing for Project Arbitrator	N/C	<input type="checkbox"/>	MTH101	Mathematics for Visual Effects & Design	N/C	<input type="checkbox"/>	RTO210	Secrets of Paint & Roto	N/C
<input type="checkbox"/>	AFX216	Motion Graphics Design Workshop	N/C	<input type="checkbox"/>	MYA102	Introduction to Maya 2011	N/C	<input type="checkbox"/>	RTO211	Roto Techniques for Stereoscopic	N/C
<input type="checkbox"/>	AFX222	After Effects Broadcast Design	N/C	<input type="checkbox"/>	MYA103	Introduction to Maya 2012	N/C	<input type="checkbox"/>	SIL201	Intermediate Silhouette FX	N/C
<input type="checkbox"/>	ANI101	Introduction to Character Animation	N/C	<input type="checkbox"/>	MYA212	Integrating Maya & Nuke	N/C	<input type="checkbox"/>	SMK104	Introduction to Smoke on Mac	N/C
<input type="checkbox"/>	AUD102	An Audio Production Primer	N/C	<input type="checkbox"/>	MYA213	Maya Rendering & Lighting	N/C	<input type="checkbox"/>	SMK204	Intermediate Smoke/Flame II	N/C
<input type="checkbox"/>	AUD204	Intermediate Audio Post Production	N/C	<input type="checkbox"/>	MYA214	Maya Lighting & Rendering in Production	N/C	<input type="checkbox"/>	SMK205	Intermediate Smoke/Flame IV	N/C
<input type="checkbox"/>	AVD201	Avid Media Composer 5.5	N/C	<input type="checkbox"/>	MYA301	Maya in Production: Moving Day	N/C	<input type="checkbox"/>	SMK206	Intermediate Smoke/Flame 2012	N/C
<input type="checkbox"/>	C4D101	Introduction to Cinema 4D	N/C	<input type="checkbox"/>	NUK103	Introduction to Nuke	N/C	<input type="checkbox"/>	STR201	Stereoscopic Production	N/C
<input type="checkbox"/>	C4D102	Introduction to Cinema 4D II	N/C	<input type="checkbox"/>	NUK203	Nuke & Stereoscopic	N/C	<input type="checkbox"/>	SYN102	Introduction to SynthEyes 2011	N/C
<input type="checkbox"/>	C4D204	MoGraph & More	N/C	<input type="checkbox"/>	NUK204	Intermediate Nuke	N/C	<input type="checkbox"/>	TYP102	Using & Understanding Type	N/C
<input type="checkbox"/>	C4D205	Cinema 4D & Design III	N/C	<input type="checkbox"/>	NUK212	Nuke 2D to 3D Stereo Conversion	N/C	<input type="checkbox"/>	VUE201	A Comprehensive Guide to Vue	N/C
<input type="checkbox"/>	C4D211	Intermediate Cinema 4D	N/C	<input type="checkbox"/>	NUK213	Nuke Stereoscopic Workshop	N/C	<input type="checkbox"/>	VUE301	Advanced Vue Techniques	N/C
<input type="checkbox"/>	DAV101	Introduction to Resolve on Mac	N/C	<input type="checkbox"/>	NUK214	Nuke & the VFX Pipeline	N/C	Additional courses available on the next page...			
<input type="checkbox"/>	DAV202	Creative Techniques for Resolve on Mac	N/C	<input type="checkbox"/>	NUK215	Nuke Zombie Apocalypse	N/C				

Contract Services Administration Training Trust Fund ("CSATTF")

Locals #600, 800 839

2012/2013 Approved Skills Training

Course Selection Form - FXPHD

Please select one "Background Fundamentals" course along with up to three additional electives from the "FXPHD Available" section at no cost.

**** Background Fundamentals MUST be successfully completed in order to receive the other "available" courses at no charge.**

"Vault" courses are available in addition to the four chosen "available" courses for an additional \$110 each.

FXPHD Vault			<input type="checkbox"/>	FLM203	Flame in Production II	\$ 110.00	<input type="checkbox"/>	NUK204	Intermediate Nuke	\$ 110.00	
www.FXPHD.com			<input type="checkbox"/>	FLM204	Flame, Smoke, Expression & More	\$ 110.00	<input type="checkbox"/>	NUK212	Nuke 2D to 3D Stereo Conversion	\$ 110.00	
<input type="checkbox"/>	AFX203	After Effects: Project A to Z	\$ 110.00	<input type="checkbox"/>	FLM205	Flame on Red Dwarf	\$ 110.00	<input type="checkbox"/>	NUK213	Nuke Stereoscopic Workshop	\$ 110.00
<input type="checkbox"/>	AFX205	After Effects Motion Graphics II	\$ 110.00	<input type="checkbox"/>	FUM201	Intermediate Fume FX	\$ 110.00	<input type="checkbox"/>	NUK214	Nuke & the VFX Pipeline	\$ 110.00
<input type="checkbox"/>	AFX207	After Effects: From the Archives	\$ 110.00	<input type="checkbox"/>	FUS101	Introduction to Fusion	\$ 110.00	<input type="checkbox"/>	NUK215	Nuke Zombie Apocalypse	\$ 110.00
<input type="checkbox"/>	AFX210	Introduction to After Effects Scripting	\$ 110.00	<input type="checkbox"/>	FUS202	Intermediate Fusion 6	\$ 110.00	<input type="checkbox"/>	NUK303	Nuke Stereoscopic Masterclass	\$ 110.00
<input type="checkbox"/>	AFX211	After Effects Project - The Open	\$ 110.00	<input type="checkbox"/>	GRD201	The Craft of Color Grading	\$ 110.00	<input type="checkbox"/>	NUK304	Advanced Nuke III	\$ 110.00
<input type="checkbox"/>	AFX212	After Effects Project - The Open Part 2	\$ 110.00	<input type="checkbox"/>	HOU101	Introduction to Houdini	\$ 110.00	<input type="checkbox"/>	NUK305	Project Masterclass: The Machine	\$ 110.00
<input type="checkbox"/>	AFX213	After Effects Broadcast Design w/ Red Giant	\$ 110.00	<input type="checkbox"/>	HOU201	Houdini Production Techniques	\$ 110.00	<input type="checkbox"/>	PFM101	Introduction to PFMatchIt	\$ 110.00
<input type="checkbox"/>	AFX215	After Effects Compositing for Project Arbitrator	\$ 110.00	<input type="checkbox"/>	HOU202	Intermediate Techniques for Houdini TDs	\$ 110.00	<input type="checkbox"/>	PFT202	PFTrack in Production	\$ 110.00
<input type="checkbox"/>	AFX216	Motion Graphics Project Workshop	\$ 110.00	<input type="checkbox"/>	HOU203	Water Effects	\$ 110.00	<input type="checkbox"/>	PFT203	PFTrack 2011: Tracking Challenges	\$ 110.00
<input type="checkbox"/>	AFX222	After Effects Broadcast Design	\$ 110.00	<input type="checkbox"/>	MAR101	Introduction to Mari	\$ 110.00	<input type="checkbox"/>	PFT302	Advanced PFTrack II	\$ 110.00
<input type="checkbox"/>	ANI101	Introduction to Character Animation	\$ 110.00	<input type="checkbox"/>	MAR301	Advanced Mari	\$ 110.00	<input type="checkbox"/>	PHT201	Digital Photography	\$ 110.00
<input type="checkbox"/>	AUD102	An Audio Production Primer	\$ 110.00	<input type="checkbox"/>	MAX202	Visual Effects Techniques w/ 3DS MAX	\$ 110.00	<input type="checkbox"/>	PHT202	Digital Photography for VFX	\$ 110.00
<input type="checkbox"/>	AUD204	Intermediate Audio Post Production	\$ 110.00	<input type="checkbox"/>	MIN201	Stop Frame Animation & Miniatures	\$ 110.00	<input type="checkbox"/>	PHY101	Introduction to Physics	\$ 110.00
<input type="checkbox"/>	AVD201	Avid Media Composer 5.5	\$ 110.00	<input type="checkbox"/>	MOC101	Introduction to Mocha	\$ 110.00	<input type="checkbox"/>	PNT204	Matte Painting & Digital Environments	\$ 110.00
<input type="checkbox"/>	C4D101	Introduction to Cinema 4D	\$ 110.00	<input type="checkbox"/>	MOC210	Mocha Pro in Production	\$ 110.00	<input type="checkbox"/>	PRM201	Intermediate Premiere Pro CS5	\$ 110.00
<input type="checkbox"/>	C4D102	Introduction to Cinema 4D II	\$ 110.00	<input type="checkbox"/>	MOD301	Advanced Environment Modeling	\$ 110.00	<input type="checkbox"/>	PRM202	Premiere Pro for the Filmmaker	\$ 110.00
<input type="checkbox"/>	C4D204	MoGraph & More	\$ 110.00	<input type="checkbox"/>	MOG202	Design Thinking for Motion Graphics	\$ 110.00	<input type="checkbox"/>	PST201	Building a Post Boutique: Hootenanny Case Study	\$ 110.00
<input type="checkbox"/>	C4D205	Cinema 4D & Design III	\$ 110.00	<input type="checkbox"/>	MOG203	Broadcast MoGraph Integration	\$ 110.00	<input type="checkbox"/>	PYT101	Python Scripting for Compositors	\$ 110.00
<input type="checkbox"/>	C4D211	Intermediate Cinema 4D	\$ 110.00	<input type="checkbox"/>	MOG210	The Broadcast Ident	\$ 110.00	<input type="checkbox"/>	PYT201	Python Fundamentals for the Pipeline	\$ 110.00
<input type="checkbox"/>	DAV101	Introduction to Resolve on Mac	\$ 110.00	<input type="checkbox"/>	MRY201	Production Rendering Techniques w/ Mental Ray	\$ 110.00	<input type="checkbox"/>	RED203	RED One Production	\$ 110.00
<input type="checkbox"/>	DAV202	Creative Techniques for Resolve on Mac	\$ 110.00	<input type="checkbox"/>	MSV101	Introduction to Massive	\$ 110.00	<input type="checkbox"/>	RED210	Comprehensive Guide to RED Shooting	\$ 110.00
<input type="checkbox"/>	DIR301	Directing	\$ 110.00	<input type="checkbox"/>	MSV201	Massive in Production	\$ 110.00	<input type="checkbox"/>	RED220	EPIC on Location	\$ 110.00
<input type="checkbox"/>	DOP202	On-Set Lighting	\$ 110.00	<input type="checkbox"/>	MTH101	Mathematics for Visual Effects & Design	\$ 110.00	<input type="checkbox"/>	RED302	RED EPIC Grading Workflow	\$ 110.00
<input type="checkbox"/>	DOP203	Tools of the DOP	\$ 110.00	<input type="checkbox"/>	MYA102	An Introduction to Maya 2011	\$ 110.00	<input type="checkbox"/>	RFL201	Particles & Dynamics using RealFlow	\$ 110.00
<input type="checkbox"/>	DOP210	DSLR Cinematography	\$ 110.00	<input type="checkbox"/>	MYA103	An Introduction to Maya 2012	\$ 110.00	<input type="checkbox"/>	RFL202	RealFlow 5 Project Workshop	\$ 110.00
<input type="checkbox"/>	DOP211	DSLR Cinematography: Nature	\$ 110.00	<input type="checkbox"/>	MYA212	Integrating Maya & Nuke	\$ 110.00	<input type="checkbox"/>	RMS101	Introduction to Renderman Studio	\$ 110.00
<input type="checkbox"/>	DOP212	Scripted DSLR	\$ 110.00	<input type="checkbox"/>	MYA213	Maya Rendering & Lighting	\$ 110.00	<input type="checkbox"/>	RND101	Introduction to Renderman	\$ 110.00
<input type="checkbox"/>	DOP213	DSLR Filmmaking	\$ 110.00	<input type="checkbox"/>	MYA214	Maya Lighting & Rendering in Production	\$ 110.00	<input type="checkbox"/>	RND201	Intermediate Renderman	\$ 110.00
<input type="checkbox"/>	EDT202	Crafting the Scene	\$ 110.00	<input type="checkbox"/>	MYA301	Maya in Production: Moving Day	\$ 110.00	Additional courses available on the next page...			
<input type="checkbox"/>	FFW1001	Resolve Fundamentals	\$ 110.00	<input type="checkbox"/>	NUK103	Introduction to Nuke	\$ 110.00				
<input type="checkbox"/>	FLM102	Introduction to Flame	\$ 110.00	<input type="checkbox"/>	NUK203	Nuke & Stereoscopic	\$ 110.00				

Contract Services Administration Training Trust Fund ("CSATTF")

Locals #600, 800 839

2012/2013 Approved Skills Training

Course Selection Form - FXPHD

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"Vault" courses are available in addition to the four chosen "available" courses for an additional \$110 each.

FXPHD Vault cont...			
<input type="checkbox"/>	RTO210	Secrets of Paint & Roto	\$ 110.00
<input type="checkbox"/>	RTO211	Roto Techniques for Stereoscopic Conversion	\$ 110.00
<input type="checkbox"/>	SIL201	Intermediate SilhouetteFX	\$ 110.00
<input type="checkbox"/>	SMK104	Introduction to Smoke on Mac	\$ 110.00
<input type="checkbox"/>	SMK204	Intermediate Smoke/Flame II	\$ 110.00
<input type="checkbox"/>	SMK205	Intermediate Smoke/Flame IV	\$ 110.00
<input type="checkbox"/>	SMK206	Intermediate Smoke/Flame 2012	\$ 110.00
<input type="checkbox"/>	STR201	Stereoscopic Production	\$ 110.00
<input type="checkbox"/>	SYN102	Introduction to SynthEyes 2011	\$ 110.00
<input type="checkbox"/>	SYN201	Intermediate SynthEyes	\$ 110.00
<input type="checkbox"/>	TYP102	Using & Understanding Type	\$ 110.00
<input type="checkbox"/>	VFX101	Intro to Compositing with Ron Brinkmann	\$ 110.00
<input type="checkbox"/>	VRY101	Introduction to V-Ray	\$ 110.00
<input type="checkbox"/>	VUE201	A Comprehensive Guide to Vue	\$ 110.00
<input type="checkbox"/>	VUE301	Advanced Vue Techniques	\$ 110.00
<input type="checkbox"/>	XSI201	Lighting in XSI	\$ 110.00
<input type="checkbox"/>	XSI202	Production with XSI	\$ 110.00

*In order to attend Skills Training courses, your Skills Training Application **MUST** be approved by CSATTF prior to taking the requested course. You are not approved until you have received written verification, via email, from CSATTF.*

NO EXCEPTIONS WILL BE MADE

*The Skills Training Application consists of three (3) forms. All forms **MUST** be completed, signed and returned to CSATTF.*

Please allow 1-2 weeks for processing.

- 1. Course Pre-Approval Form*
- 2. Course Selection Form*
- 3. Reimbursement Acknowledgement Form*

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Vendor Provided Training**

REIMBURSEMENT GUIDELINES, POLICY AND REQUESTS FORM

Reimbursement Guidelines:

- The specific training course must have been pre-approved in advance, by CSATTF. Non-approved courses will **not** be reimbursed.
- The entire course must be successfully completed in order to receive reimbursement; incomplete or unsuccessfully completed courses will not be reimbursed.
- Complete one "Request for Reimbursement Form" per course.
- The "Request for Reimbursement Form" must be completed and submitted with supporting documentation within 45 days after course completion date.
- Request for reimbursements are subject to the "Reimbursement Policy," set forth below.

CSATTF Reimbursement Policy:

This program, which is administered by Contract Services Administration Training Trust Fund (the "Fund") on behalf of your employers, has been created to provide reimbursements to you (or payments to vendors) for certain eligible training expenses that you incur in connection with your employment. This program is an accountable plan as provided in Internal Revenue Code Section 62(a) (2) (A) and the Treasury Regulations promulgated there under. To ensure that you (or the vendors providing you with training) receive prompt reimbursement for your eligible employment related expenses, you must meet several requirements.

You will need to provide the Fund with substantiation or proof that you, in fact, incurred the expenses for which you are receiving reimbursement (or for which the Fund is making payments to vendors). This substantiation must be submitted to the Fund within a reasonable time after the expense is incurred. For example, if you submit your substantiation within 45 days of incurring the expense or of completion of the training, whichever is later, that will be considered to be a reasonable time.

You will also need to return to the Fund any excess reimbursement that is made to you. In other words, if you discover that the Fund has paid you too much as a reimbursement, you must return the excess to the Fund within a reasonable time after you discover this error. If you have any questions, please call the Fund at 818.847.0040, extension 1260 and we will be happy to assist you.

Request for Reimbursement Form: *Please allow 2 to 4 weeks for processing your reimbursement request.*

Please submit one completed **"Request for Reimbursement Form"** per course and return it with the following items:

- A signed Certificate of Completion issued by the vendor, that includes the course description and vendor's name or submit a letter from the vendor indicating successful course completion.
- Proof of Payment: Either a copy of the applicant's original credit card receipt/credit card statement, a copy of the front & back of the canceled check or additional information if requested. Note: Receipts for cash payments are not eligible for reimbursement.
- A copy of the vendor invoice or a copy of the attendance record.

Name: _____ SSN: _____ Local: _____

Address: _____ City: _____ State: _____ Zip: _____

Course Name: _____ Date Completed: _____

Contact Number: _____ E-mail Address: _____

You may submit your "Request for Reimbursement Form" with documentation via e-mail to Kkemp@csatf.org, or fax or U.S. Mail.

CSATTF Attn: Skills Training
2800 Winona Avenue
Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
Fax Number: 818.847.0048

FOR OFFICE USE ONLY

Reimbursement Approved Date: _____ Course Cost: \$ _____

Reimbursement Amount (2/3rds): \$ _____ Approved by: _____ Code: _____