

2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org



Approved Skills Training for 2010/2011 Local #700 Vendor Provided Training

SKILLS TRAINING APPLICATION / COURSE PRE-APPROVAL FORM

UUEligibility: 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, Online Roster, 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 from CSATTF indicating approval. You are not approved until you have received this 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 (all forms **MUST** be completed, signed, and returned as instructed below):

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

(PLEASE PRINT ALL INFORMATION CLEARLY)

Name: _____ SSN: _____ Local/Classification: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ Cell: () _____

E-mail Address: _____

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

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: _____

You will be notified by email unless the box below is checked.

Please send my notification of approval VIA US Mail

For pre-approval determination please return all three (3) forms to CSATTF via email 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

Course Selection Form (One selection per form, you MUST check one and only one selection)

Autodesk Media & Entertainment Division (310)314-6640 www.autodesk.com/me		Moviola Cont...		Studio Arts Cont...				
<input type="checkbox"/>	Flame Level 1	\$ 2,500.00	<input type="checkbox"/>	PH101 Photoshop	\$ 595.00	<input type="checkbox"/>	AE310 Final Cut - Color	\$ 750.00
<input type="checkbox"/>	Lustre Grading	\$ 2,250.00	<input type="checkbox"/>	PH201 Photoshop Level II	\$ 595.00	<input type="checkbox"/>	MAX101 Intro to 3DS Max	\$ 1,500.00
<input type="checkbox"/>	Smoke Level 1	\$ 2,500.00	<input type="checkbox"/>	PH205 Photoshop for Nonlinear Editors	\$ 595.00	<input type="checkbox"/>	MA101 Maya 101	\$ 1,500.00
Moviola (323)467-1116 www.moviola.com			<input type="checkbox"/>	AE101 After Effects	\$ 695.00	<input type="checkbox"/>	MA101-OL Maya 101 (online)	\$ 1,500.00
			<input type="checkbox"/>	AE201 After Effects Level II	\$ 695.00	<input type="checkbox"/>	C4D101 Cinema 4D 101	\$ 1,500.00
<input type="checkbox"/>	FC101 Introduction to Final Cut Pro	\$ 1,195.00	<input type="checkbox"/>	AE301 After Effects Level III	\$ 695.00	<input type="checkbox"/>	C4D201 Cinema 4D 201	\$ 1,500.00
<input type="checkbox"/>			<input type="checkbox"/>	FL101 Flash	\$ 895.00	<input type="checkbox"/>	MV101 Matchmoving 101	\$ 1,500.00
			<input type="checkbox"/>	DW101 Dreamweaver	\$ 895.00	<input type="checkbox"/>	TB110 Toon Boom 1	\$ 1,500.00
<input type="checkbox"/>	FC102 Introduction to Effects	\$ 395.00	<input type="checkbox"/>	PA101 Principles & Aesthetics of Editing	\$ 695.00	<input type="checkbox"/>	FA110 Flash 1	\$ 1,500.00
<input type="checkbox"/>	FC300 Advanced Editing Techniques	\$ 995.00	<input type="checkbox"/>	CE101 Understanding Color in Editing	\$ 395.00	<input type="checkbox"/>	RC105 Red Camera Basics	\$ 750.00
<input type="checkbox"/>	FC320 Color Correction & Effects	\$ 995.00	Studio Arts (323)227-8776 www.studioarts.tv			<input type="checkbox"/>	RC210 Red Camera Workflow in Post	\$ 750.00
<input type="checkbox"/>	FC310 Working with Hi-Def in FCP	\$ 695.00				<input type="checkbox"/>	PS101 Photoshop 101	\$ 1,500.00
<input type="checkbox"/>	FC315 Working with RED in FCP	\$ 395.00	<input type="checkbox"/>	PS101-OL Photoshop 101 (online)	\$ 1,500.00	Video Symphony (818)557-7200 www.videosymphony.com		
<input type="checkbox"/>	FC250 Final Cut Pro for Avid Editors	\$ 995.00	<input type="checkbox"/>	PS201 Photoshop 201	\$ 1,500.00			
<input type="checkbox"/>	AC101 Apple Color	\$ 995.00	<input type="checkbox"/>	PS220 Painting with Photoshop	\$ 1,500.00	<input type="checkbox"/>	101/101MC Intro to Media Composer Editing	\$ 1,165.50
<input type="checkbox"/>	DV101 DVD Studio Pro	\$ 995.00	<input type="checkbox"/>	PS310 Digital Mattes	\$ 1,500.00	<input type="checkbox"/>	203/102 Film Editing Workflow	\$ 715.50
<input type="checkbox"/>	MO101 Motion	\$ 795.00	<input type="checkbox"/>	PS410 Photoshop for Compositing	\$ 1,500.00	<input type="checkbox"/>	104 Intro to Decks & Mixers	\$ 715.50
<input type="checkbox"/>	MO201 Motion Level II	\$ 795.00	<input type="checkbox"/>	IL101 Illustrator 1	\$ 1,500.00	<input type="checkbox"/>	105 Intro to Editing Aesthetics	\$ 1,345.50
<input type="checkbox"/>	SP101 Soundtrack Pro	\$ 695.00	<input type="checkbox"/>	IL101-OL Illustrator 1 (online)	\$ 1,500.00	<input type="checkbox"/>	107 Basic Editing Workshop	\$ 1,165.50
<input type="checkbox"/>	LG101 Logic	\$ 995.00	<input type="checkbox"/>	CM101 Intro to Compositing and Motion Graphics	\$ 1,500.00	<input type="checkbox"/>	108 Intermediate Editing Workshop	\$ 1,165.50
<input type="checkbox"/>	MC101 Introduction to Avid Editing	\$ 1,595.00	<input type="checkbox"/>	AE110 After Effects 1	\$ 1,500.00	<input type="checkbox"/>	110 Avid Intro to Media Composer Effects	\$ 895.50
<input type="checkbox"/>	MC110 Introduction to Effects	\$ 1,195.00	<input type="checkbox"/>	AE210 After Effects 2	\$ 1,500.00	<input type="checkbox"/>	1201 Maya Essentials	\$ 1,345.50
<input type="checkbox"/>	MC201 Editing Tools & Techniques	\$ 1,195.00	<input type="checkbox"/>	AE310 After Effects 3	\$ 750.00	<input type="checkbox"/>	136 The Rough Cut Part 1: Dailies to Cutting	\$ 895.50
<input type="checkbox"/>	MC205 Effects Tools & Techniques	\$ 1,195.00	<input type="checkbox"/>	AM101 Motion 101	\$ 750.00	<input type="checkbox"/>	199 HD Essentials	\$ 355.50
<input type="checkbox"/>	MC239 Color Correction	\$ 795.00	<input type="checkbox"/>	NU101 Nuke 101	\$ 1,500.00	<input type="checkbox"/>	201 Advanced Avid Techniques	\$ 895.50
<input type="checkbox"/>	MC102 Working with Film & 24P	\$ 695.00	<input type="checkbox"/>	NU201 Nuke 201	\$ 1,500.00	<input type="checkbox"/>	202 Advanced Avid Database Management	\$ 895.50
<input type="checkbox"/>	MC113 Trimming Workshop	\$ 695.00	<input type="checkbox"/>	SH101 Shake 101	\$ 1,500.00	<input type="checkbox"/>	204 Advanced Decks and Mixers	\$ 715.50
<input type="checkbox"/>	MC240 Creative Editing Workshop	\$ 695.00	<input type="checkbox"/>	DF101 Digital Fusion 101	\$ 1,500.00	<input type="checkbox"/>	206 Editing Audio in Avid	\$ 895.50
<input type="checkbox"/>	MC315 Digital Cinema: RED, Avid & Beyond	\$ 895.00	<input type="checkbox"/>	DF201 Digital Fusion 201	\$ 1,500.00	<input type="checkbox"/>	207 Advanced Editing Workshop	\$ 715.50
<input type="checkbox"/>	CS400 Mac/Win System Support Certification	\$ 2,750.00	<input type="checkbox"/>	AMC101 Avid Media Composer 1	\$ 1,500.00	<input type="checkbox"/>	208 Advanced Editing Aesthetics	\$ 715.50
<input type="checkbox"/>	UN402 Unity System Support Certification	\$ 2,750.00	<input type="checkbox"/>	AMC201 Avid Media Composer 2	\$ 1,500.00	<input type="checkbox"/>	209 Intermediate Avid MC & AVX Effects	\$ 715.50
<input type="checkbox"/>	CS410 Mac/Win System Support Recertification	\$ 995.00	<input type="checkbox"/>	FCP101 Final Cut Pro 101	\$ 1,500.00	<input type="checkbox"/>	212 Graphics Importing, Exporting & Formatting	\$ 895.50
<input type="checkbox"/>	UN412 Unity Support Recertification	\$ 995.00	<input type="checkbox"/>	FCP200 Final Cut Pro 200	\$ 1,500.00			

Course Selection Form (One selection per form, you MUST check one and only one selection)

Video Symphony Cont...		Video Symphony Cont...		Video Symphony Cont...				
<input type="checkbox"/>	236 The Rough Cut Part 2: Scenes to Sequence	\$ 1,345.50	<input type="checkbox"/>	FCP200 A Comprehensive Intro to Final Cut Pro	\$ 1,525.50	<input type="checkbox"/>	PT321 Stereo & 7.1 Surround Digital Mixing Techniques	\$ 895.50
<input type="checkbox"/>	239 Color Correction with Avid MC & Xpress Pro	\$ 715.50	<input type="checkbox"/>	FCP300 Editing. Color Correction & Effects in FCP	\$ 1,165.50	<input type="checkbox"/>	PT322 5.1 Surround Digital Mixing Music	\$ 355.50
<input type="checkbox"/>	301 Intro to Short-form Editing	\$ 715.50	<input type="checkbox"/>	PT101 Intro to Pro Tools (8.0)	\$ 715.50	<input type="checkbox"/>	PT333 Spotting Music	\$ 355.50
<input type="checkbox"/>	302 EDL Manager & Film Scribe: Managing Lists	\$ 715.50	<input type="checkbox"/>	PT110 Essentials of Pro Tools (8.0)	\$ 895.50	<input type="checkbox"/>	PT335 Advanced Audio & Music Editing	\$ 715.50
<input type="checkbox"/>	205/305 Effects Tools & Techniques for Avid	\$ 1,165.50	<input type="checkbox"/>	PT111 Intro to Pro Tools Plug-ins and Effects	\$ 715.50	<input type="checkbox"/>	PT339 Creating Video Game Audio Assets	\$ 535.50
<input type="checkbox"/>	306 Promo Editing	\$ 715.50	<input type="checkbox"/>	PT115 Intro to Audio Engineering Tools & Workflows	\$ 715.50	<input type="checkbox"/>	PT340 CD, Vinyl, Stereo Download & Surround Mastering Techniques	\$ 355.50
<input type="checkbox"/>	308 Sapphire Plug-in Effects for Avid	\$ 895.50	<input type="checkbox"/>	PT120 Sound Recording Principals & Techniques	\$ 715.50	Weynand (818)995-1719 www.weynand.com		
<input type="checkbox"/>	336 The Fine Cut: Sequences to Movie	\$ 1,345.50	<input type="checkbox"/>	PT121 Sound Recording Principals & Techniques	\$ 355.50			
<input type="checkbox"/>	501 Intermediate Apprenticing	\$ 715.50	<input type="checkbox"/>	PT140 Post Production Sound	\$ 355.50	<input type="checkbox"/>	FCP101 Basic Final Cut Pro 7	\$ 785.00
<input type="checkbox"/>	601 Intro to Adobe Illustrator	\$ 535.50	<input type="checkbox"/>	PT201 Pro Tools Production Essentials (8.0)	\$ 895.50	<input type="checkbox"/>	FCP300 Advanced Final Cut Pro 7	\$ 785.00
<input type="checkbox"/>	603 Typography Design	\$ 895.50	<input type="checkbox"/>	PT210M Music Production Techniques (8.0)	\$ 940.50	<input type="checkbox"/>	FCP350 Final Cut Pro for Avid Editors	\$ 785.00
<input type="checkbox"/>	605 Color Theory in Design	\$ 895.50	<input type="checkbox"/>	PT210P Post Production Techniques (8.0)	\$ 940.50	<input type="checkbox"/>	CO101 Color	\$ 750.00
<input type="checkbox"/>	607 Layout and Composition	\$ 715.50	<input type="checkbox"/>	PT211 Pro Tools Music Studio Session	\$ 715.50	<input type="checkbox"/>	ST101 Sound Editing in Final Cut Studio	\$ 750.00
<input type="checkbox"/>	610 Intro to Adobe Photoshop	\$ 535.50	<input type="checkbox"/>	PT212 Vintage Analog Equipment, Plug-ins and Applications	\$ 355.50	<input type="checkbox"/>	MO101 Motion	\$ 895.00
<input type="checkbox"/>	611 Intermediate Photoshop	\$ 535.50	<input type="checkbox"/>	PT219 Strategic Sound Design	\$ 895.50	<input type="checkbox"/>	PS101 Photoshop Basics	\$ 695.00
<input type="checkbox"/>	612 Advanced Photoshop	\$ 715.50	<input type="checkbox"/>	PT220 Music Recording & Production	\$ 895.50	<input type="checkbox"/>	PS102 Photoshop Intermediate	\$ 695.00
<input type="checkbox"/>	619 Intro to After Effects for Editors	\$ 715.50	<input type="checkbox"/>	PT222 Intro to 5.1 Surround Sound Mixing	\$ 715.50	<input type="checkbox"/>	SH101 Shake	\$ 895.00
<input type="checkbox"/>	620 Intro to Adobe After Effects	\$ 895.50	<input type="checkbox"/>	PT225 Editing Sound Effects	\$ 715.50	<input type="checkbox"/>	NU101 Nuke	\$ 895.00
<input type="checkbox"/>	621 Intermediate After Effects	\$ 715.50	<input type="checkbox"/>	PT 235 Editing Backgrounds	\$ 715.50	<p><i>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 from CSATTF .</i></p> <p>NO EXCEPTIONS WILL BE MADE</p> <p><i>The Skills Training Application consists of three (3) forms. All forms MUST be completed, signed and returned to CSATTF.</i></p> <p>1. Course Pre-Approval Form 2. Course Selection Form 3. Reimbursement Acknowledgement Form</p>		
<input type="checkbox"/>	622 Advanced After Effects	\$ 715.50	<input type="checkbox"/>	PT240 Television & Foley Production Techniques	\$ 715.50			
<input type="checkbox"/>	635 Digital Media Delivery	\$ 715.50	<input type="checkbox"/>	PT245 Foley Editing	\$ 715.50			
<input type="checkbox"/>	640 Storyboarding for Motion	\$ 895.50	<input type="checkbox"/>	PT280 Voice Over Recording & Production	\$ 805.50			
<input type="checkbox"/>	650 Compositing and Rotoscoping for Film and Television	\$ 895.50	<input type="checkbox"/>	PT291 Editorial Conforming and Final Dub	\$ 715.50			
<input type="checkbox"/>	670 Title Graphics for Film and Television	\$ 895.50	<input type="checkbox"/>	PT310M Advanced Music Production Techniques (8.0)	\$ 1,525.50			
<input type="checkbox"/>	694 Motion Graphics Synthesis	\$ 1,345.50	<input type="checkbox"/>	PT310P Advanced Post Production Techniques (8.0)	\$ 1,525.50			
<input type="checkbox"/>	703 Intro to DVD Studio Pro	\$ 895.50	<input type="checkbox"/>	PT320 Field Film & Recording	\$ 715.50			
<input type="checkbox"/>	706 Designing DVD menu Graphics with After Effects & Photoshop	\$ 715.50	<input type="checkbox"/>	PT315 Pro Tools Advanced Post Production Session	\$ 715.50			
<input type="checkbox"/>	920 Intro to Flash for TV and DVD	\$ 535.50	<input type="checkbox"/>	PT319 Implementing Sound Design	\$ 535.50			
<input type="checkbox"/>	930 Motion Graphics & 3D	\$ 715.50	<input type="checkbox"/>	PT320 Field & Film Recording	\$ 715.50			

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**Approved Skills Training for 2010/2011
Local #700
Vendor Provided Training**

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, Online Roster, 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.

Training dates, course content, and scheduling questions please contact the Vendors on the attached list.

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, Online Roster, General Access.

Reimbursement Guidelines:

Requests for reimbursement are subject to the "Reimbursement Policies", 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; non completed or unsuccessfully completed courses will not be reimbursed. One "Request for Reimbursement Form" is required per course. "Request for Reimbursement Form" must be completed and submitted with supporting documentation within 45 days after course completion in order to be eligible for reimbursement.

2010/2011 Skills Training courses for Local #700:

See attached list of approved classes and vendors. Only approved classes on the attached list qualify for reimbursement.

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

Application, special notes and reimbursement guidelines, and I hereby agree to abide by all of the terms and conditions contained therein.

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

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**Approved Skills Training for 2010/2011
Local #700**

Vendor Provided Training

Reimbursement Guidelines, Policy, and Requests Form

Reimbursement Guidelines:

- 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; non completed or unsuccessfully completed courses will not be reimbursed
- One "Request for Reimbursement" form per course
- "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 Policies," 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 thereunder. 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 submit one completed "Request for Reimbursement" 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, or a copy of the front & back of the canceled check. 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: _____

Email Address: _____ Phone Number: _____

You may submit your "Request for Reimbursement" with documentation via email 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

Please allow 2 to 4 weeks for processing of your reimbursement request.

FOR OFFICE USE ONLY

Reimbursement Approved Date: _____ Course Cost: \$ _____

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