



Notice of Application Opportunity for the HVAC Mechanic Apprenticeship Program

The Heating, Ventilation, Air Conditioning (HVAC) Mechanic Apprenticeship Program is a paid apprenticeship program, with sponsored education provided to the selected apprentices at no charge. Applicants must submit a completed application, pass the aptitude test, and attend an interview to be placed on a list to be selected by one of the major motion picture studios in the Los Angeles area. The list will be valid for two years. The applicants are not required to have prior work experience. **Spaces are limited**, for more information, please visit <https://www.csatf.org/training/other/apprenticeship-programs/>

Step 1: Submit a completed application in person

When: Applications will be accepted **in person** starting Monday, April 6 – Friday, April 10, 2026, from 9:00 a.m. - 5:00 p.m.

Where: Contract Services Administration Trust Fund: 2710 Winona Avenue, Burbank, CA 91504

For an application to be considered complete, **the following are required by the time of application:**

1. Complete an HVAC application **in person**; this application will be provided to you onsite.
2. Present a valid government-issued photo identification **in person** to show you are at least 18 years of age.
3. Present proof of High School completion in one of the following forms:
 - o An official and **sealed** copy of your High School transcripts signed by the Registrar's Office or
 - o GED certificate showing High School completion.
4. Present proof of Algebra completion in one of the following forms:
 - o An official and **sealed** copy of your High School transcript showing successful completion of **two semesters of high school algebra with a grade of C or better**, or
 - o An official and **sealed** copy of college or adult school transcript showing **one semester of college algebra with a grade C or better**, or
 - o A training certificate for the Online Tech Math course provided through the Electrical Training Alliance. The course must be completed **prior** to the time of application. The course can be found here: <https://www.electricaltrainingalliance.org/Learning/OnlineTechMath>

Documentations above must be received by the time of applying. Items #3 and #4 can be submitted in person, or by mail: Contract Services Administration Trust Fund: 2710 Winona Avenue, Burbank, CA 91504, or by email: apprentice@csatf.org Do not send documentations to IBEW Local 40.

Once the first 225 fully completed applications have been received, we will not accept additional applications.

Step 2: If you meet the requirements listed in Step 1, you will be scheduled to take an aptitude test.

Step 3: If you meet the passing test score, you will be scheduled for an interview.

Step 4: After completing the interview, your name will be placed on the dispatch list for a period of approximately two (2) years until the new dispatch list becomes available. If you were not selected as an apprentice within this two-year period, you must re-apply to the Program.

Applicants must meet the physical prerequisites including being able to safely perform the work of the trade/occupation, and drug testing is mandatory prior to employment.

If you have any questions, please contact us at 818.565.0550 ext. 1260 or apprentice@csatf.org.

Applicants who do not have all the required documents as listed above will not be considered. No exceptions.

We are not responsible for delays in obtaining official transcripts.

This is an equal opportunity apprenticeship program.