



Local 399/817 Casting Quick Start Guide

This Quick Start Guide is for Industry Professionals working as a Casting Director, Associate Casting Director or Casting Assistant under the Local 399/817 Casting Directors Agreement who are required to complete training through Contract Services. Using the Contract Services Industry Hub (thehub.org), you can apply for access to complete the training.

Overview:

The application process is entirely online. To begin, you'll need to create a free Portal account at the Contract Services Industry Hub. Using your Portal, you will start the application process, electronically sign an application form, upload your required work experience documentation, and finally, complete your training requirements.

If you complete all these steps, then your name will appear on the Industry Hub and your record will show as training compliant.

We've created this step-by-step guide to get you started, but feel free to reach out to us if you have any questions or need help.

Step 1: Create Your Contract Services Portal Account

Before you can start your application, you will need a Contract Services Portal account.

Visit the Contract Services Industry Hub (thehub.org). Under the Portal Login section, select "Create Account."

Next, you'll need to tell Contract Services who you are:

- Select "**Industry Professional.**"
- Under "Choose Your Affiliation," select "**Basic Crafts.**"
- From the drop-down list, choose the Local you're affiliated with:
 - For California, select "**Teamsters Local 399 (Casting).**"
 - For New York, select "**Teamsters Local 817 (Casting).**"
- Then choose the "**Casting**" classification.
- Complete the form with your name and contact information.

To finish, check your email for a link to create your password.

Pro Tip

If you already have a Contract Services Portal account (for example, because you are on the Industry Experience Roster in a different job classification), you can skip this step. Instead, log into your Portal account and click "Apply as a New Classification."

Step 2: Start Your Application

Visit thehub.org and log into your Portal to start your application. The application has two parts: you'll need to sign an application form and demonstrate your work experience under the Local 399/817 Casting Directors Agreement.

First log into your Portal and select "**Start Application.**" You will be emailed a link to complete an application form that requires your signature. Check your email and sign the form.

Pro Tip

You can track your application process in real-time through your Portal. Contract Services will notify you if additional information is needed.

Step 3: Demonstrate Work Experience

During the application process, you will need to demonstrate your eligibility through work experience. **To be eligible to complete your required training, you need to demonstrate that you have worked at least 30 days under the Local 399/817 Casting Directors Agreement in the last two years.**

After you sign the application form, **we (Contract Services) may be able to verify your work experience using information from the Motion Picture Pension and Health Plans (MPI).** In that case, you may not need to submit any additional information. Your work experience will appear automatically in your Portal.

However, if we are unable to verify your work experience with MPI, we will notify you that you need to submit work experience documentation.

If you need to submit work experience documentation, you have three options:

- **Option A:** The easiest way is to claim or log into your MPI account and download your report of hours as a PDF. For help, contact MPI's Service Center at 855.275.4674.
- **Option B:** You can request an **Employment Verification Letter (EVL)**, which can be obtained through most motion picture payroll companies. An EVL is a letter from your employer or payroll company that contains the information Contract Services needs to verify your eligibility.
- **Option C:** If you cannot obtain an Employment Verification Letter, you can provide other documents that show (1) the job you performed, (2) when the work was performed (i.e., specific dates of employment) and (3) that the job you performed was in connection with a motion picture production.

If you need to request an EVL from a payroll company, visit our **Payroll Company Contact List** for contact information.

Submit your **Work Experience Documentation** by uploading it to your Portal. Contract Services will review your work experience and notify you if additional information is needed.

Step 4: Take Your Training

Once you've signed the application form and satisfied the work experience requirement, you will be able to complete your required training. Log into your Portal to complete the online training. Training requirements vary depending on whether you are working in California (Local 399) or in New York (Local 817).

- Casting professionals working in California or New York are required to complete the Contract Services' **Harassment Prevention training** course, which is an online course designed specifically for the motion picture industry.
 - Casting professionals working in California will need to retake this course every two years. Casting professionals working in New York will need to retake it annually.
- In addition, Casting professionals working in California will need to complete **Workplace Violence Prevention training**, which needs to be retaken annually. If you are required to complete this course, it will become available to you after you have satisfied all requirements to appear on the Industry Hub, such as your application, work experience and preliminary Harassment Prevention training course. You will then have 90 days to complete Workplace Violence Prevention training in order for your training status to remain training compliant.

Need Help?

If you have questions or need help, please contact us at roster@csatf.org or 818.565.0550 extension 1100.

Or for general information about how to use the Industry Hub, create a Portal account, or start an application, [click here](#).