

CONTRACT SERVICES GUIDEBOOK

**AN OVERVIEW FOR
IATSE LOCAL 706**

**Make-Up Artists
and Hair Stylists**



Rev. 09/16/26





CONTRACT SERVICES



You can find all Local 706 resources mentioned in this Guidebook by scanning this QR code or by visiting csatf.org/resources-706.

OPENING CREDITS

Welcome to Contract Services, home of the Industry Experience Roster, the Safety Pass training program, and more. We've created this Guidebook for Industry Professionals working in job classifications represented by IATSE, Local 706 to understand how to navigate our services and keep up with their classification requirements.

WHO WE ARE

Contract Services is a nonprofit organization with a unique mission. Established in 1965 by the major studios and Hollywood unions (including the IATSE), our job is to administer certain aspects of the collective bargaining agreements between Producers and Unions. For Industry Professionals working in job classifications represented by Local 706 (like you!), that includes the IATSE Basic Agreement and the Make-Up Artists and Hair Stylists, Local 706 Agreement.

This Guidebook explains our primary functions that you should know about, such as:

- Administering rosters like the Industry Experience Roster (IER) and IATSE Television Commercial Roster (TCR)
- Delivering mandatory safety training and other required training
- Offering skills training, which is available to help you improve your knowledge and technical proficiencies

As an Industry Professional working under the Local 706 Agreement, most of your interactions with Contract Services will involve applying to a roster and maintaining your roster status by completing mandatory training requirements. Keep reading to learn how Contract Services can help you satisfy your classification requirements.

WHAT IS AN "INDUSTRY PROFESSIONAL?"

You are! **Industry Professional** is our term for the highly skilled artists, technicians, and craftspeople working "behind the camera" in the motion picture production industry. In other contexts, you may be a "member" of the IATSE or Local 706, an "employee" of the Producer you're working for, or a "participant" in the Motion Picture Industry Pension and Health Plans, but here at Contract Services, we refer to you as an Industry Professional.

DIFFERENT ORGANIZATIONS, DIFFERENT RESPONSIBILITIES

As an Industry Professional, you may have relationships with other entities, such as the Motion Picture Industry Pension & Health Plans (MPIPHP), the IATSE or your local union, or even your employer. Questions about your pension, health or retirement benefits should be directed to MPIPHP (mpiphp.org). Questions about your union membership should be directed to IATSE, Local 706 (local706.org).

LET'S GO BEHIND THE SCENES

FOR LOCAL 706, WE ADMINISTER TWO ROSTERS:

INDUSTRY EXPERIENCE ROSTER (IER)

The **Industry Experience Roster (IER)** is an industry-wide seniority roster for the motion picture industry (i.e., film and television). The IER consists of tens of thousands of Industry Professionals working in job classifications under the IATSE Basic Agreement and West Coast Studio Local Agreements who have met certain eligibility requirements.

IATSE TELEVISION COMMERCIAL ROSTER (TCR)

The **IATSE Television Commercial Roster (TCR)** is an industry-wide seniority roster for the commercial production industry. The TCR can sometimes be a pathway to placement on the IER.

This Guidebook focuses mainly on how to apply and remain compliant on the IER, but there are some differences for the TCR that we will explain along the way.

IS THERE A DIFFERENCE BETWEEN ROSTER STATUS AND LOCAL 706 MEMBERSHIP STATUS?

Yes. Your status on the roster and your status as a Local 706 member are distinct. You can be a member of Local 706 without being on the IER or TCR, and vice versa. Questions about your union membership should be directed to Local 706.



IS EVERY LOCAL 706 JOB CLASSIFICATION PART OF A ROSTER?

Yes. There are four roster classifications in the Local 706 Agreement:

MAKE-UP ARTISTS

- Make-Up Artist Trainee
- Make-Up Artist Journeyperson

HAIR STYLISTS

- Hair Stylist Trainee
- Hair Stylist Journeyperson

On the Industry Experience Roster, Make-Up Artists and Hair Stylists begin by applying to their respective Trainee classification. After gaining additional workdays, they can upgrade to the Journeyperson classification. We'll go over this in more detail on page 14.

Industry Professionals working in roster classifications need to apply to Contract Services for placement on the roster and complete certain mandatory training requirements, including safety training and harassment prevention training. Keep reading to learn more.

GETTING STARTED

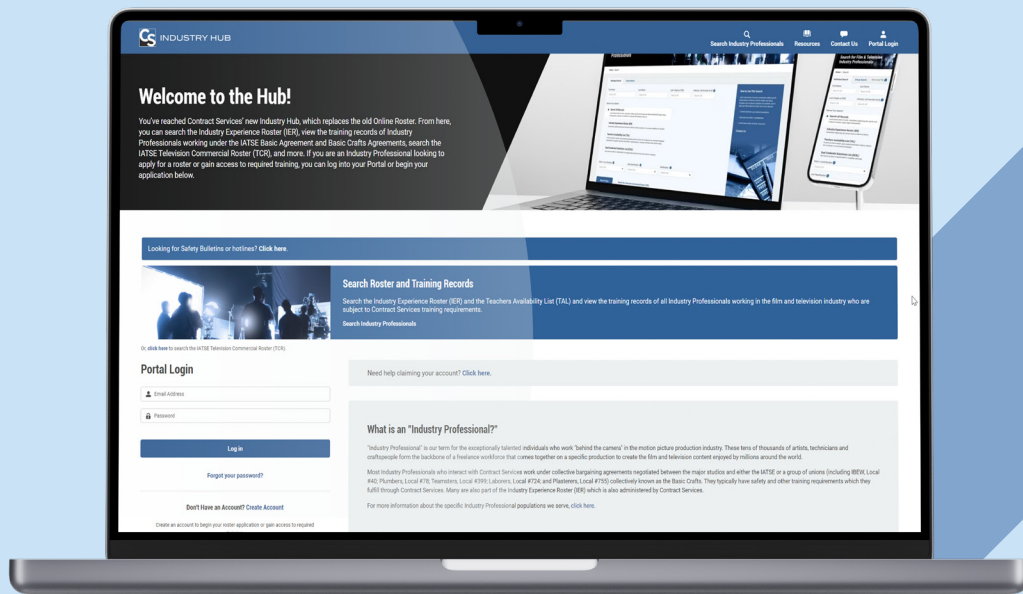
IT ALL STARTS AT THE INDUSTRY HUB

Your first step is to visit the **Contract Services Industry Hub (thehub.org)** to log into your **Portal** account. If you don't have a Portal account, you'll need to create one. Head to **thehub.org**, find the "Portal Login" box on the left, and click "Create Account."

Once you've created your Portal account, log in to find your **Dashboard**. From there, you can start and complete your application. You'll also use your Portal to keep up with your ongoing training requirements.

Helpful Resources

For step-by-step instructions on creating your Portal account and starting the application process, click the **"Resources"** page at **thehub.org**. You can also reach out to us anytime for help.



WHAT ARE MY APPLICATION REQUIREMENTS?

Application requirements are always roster and classification specific, so it depends on which roster and classification you're applying for. You'll be able to see your requirements when you start your application through your Portal.

Keep reading to learn more about the application requirements under the Local 706 Make-Up Artists and Hair Stylists Agreement.

APPLYING TO THE INDUSTRY EXPERIENCE ROSTER (IER)

To apply to the Industry Experience Roster (IER) under the Local 706 Agreement, there are three types of requirements:

1 Required Documents and a Color Vision Test

All roster applicants need to sign an application form.

In addition, applicants to the Make-Up Artist Trainee classification need to complete a color vision test, and applicants to the Hair Stylist Trainee classification need to provide a copy of their Cosmetology license. See page 11 for more information about these requirements.

2 Work Experience

You'll need to demonstrate that you have sufficient qualifying work experience in the industry. See pages 9 and 10 to learn more about demonstrating work experience.

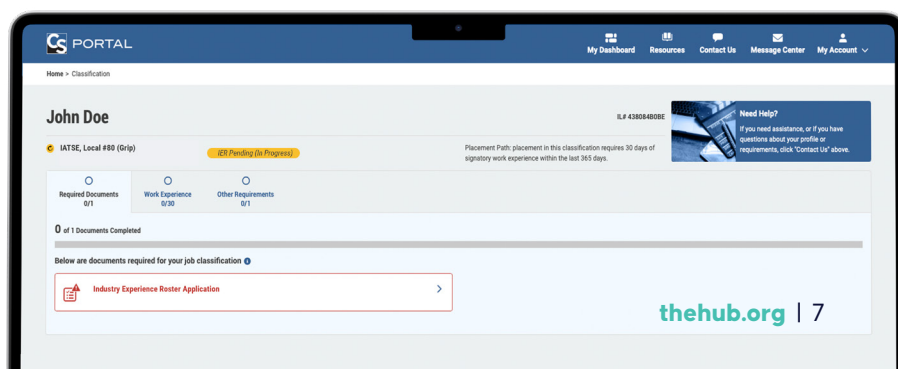
3 Preliminary Training

You'll need to complete a few online courses as part of your application. (Keep in mind, these are just preliminary training requirements. You will have additional classification-specific training requirements after you've been placed on the roster.)

You can complete most application requirements in any order, but you won't be able to start your preliminary training until you've provided at least one day of qualifying work experience.

★ Important Note

You have up to one (1) year after your last qualifying day of work experience to complete your remaining application requirements (e.g., the application form, color vision test, preliminary training, etc.). If you delay, your work experience may begin to expire and no longer count toward placement. Because of this, we encourage you to complete all application requirements you can as soon as possible.



APPLYING TO THE TELEVISION COMMERCIAL ROSTER (TCR)

To apply to the Television Commercial Roster (TCR), there are two types of requirements:

1 Required Documents and a Color Vision Test

All roster applicants need to sign an application form.

In addition, applicants to the Make-Up Artist Trainee classification need to complete a color vision test, and applicants to the Hair Stylist Trainee classification need to provide a copy of their Cosmetology license. See page 11 for more information about these requirements.

2 Work Experience

You'll need to demonstrate that you have 30 days of work experience in the production of television commercials in the last 365-days.

★ Important Note

Unlike the IER, which has separate Trainee and Journey person classifications, on the TCR there are only two roster classifications: **Make-Up Artist** and **Hair Stylist**.

After you've been placed on the TCR, you may be eligible for placement on the IER by satisfying additional requirements. For more information, see page 14.



WORK EXPERIENCE REQUIREMENTS

To be placed on the IER, you'll need to demonstrate work experience. Under the Local 706 Agreement, you can do this in one of two ways, which we call different "placement paths."

1 Placement Path 1 – Signatory Work Experience ("30 in 365")

You can be placed in the Make-Up Artist Trainee or Hair Stylist Trainee classification by demonstrating **30 days of signatory work experience in a 365-day period**. This means the work must be performed under the Producer–Local 706 Agreement for a Producer signatory to that agreement.

2 Placement Path 2 – Signatory and/or Non-Signatory Work Experience ("60/60/60")

The Local 706 Agreement also includes a non-signatory placement path. Non-signatory work experience means work that was not performed under the Local 706 Agreement. You can satisfy a non-signatory placement path using non-signatory work experience or a combination of signatory and non-signatory work experience.

This placement path requires **60 days of work experience per year for 3 years, all within the last 5 years**. For example, you could satisfy this requirement in 2025 with 60 days of work experience performed in 2025, 60 days in 2024, and 60 days in 2022. However, work experience in 2019 would not qualify in 2025, because it wasn't performed in the last five years.

Under this placement path, your work experience doesn't need to be performed under the Local 706 Agreement. However, it must be performed in the **production of motion pictures** and be equivalent to the job classifications covered under the Local 706 Agreement.

(Please note that this is only a summary of the rules required for roster placement. The specific rules are set forth in the applicable collective bargaining agreement.)

★ Important Note

Work experience must be performed in Los Angeles County, or you must have been hired in Los Angeles County to perform the work outside of Los Angeles County.



HOW DO I DEMONSTRATE WORK EXPERIENCE?

During the application process, you'll submit your work experience using your Portal. In most cases, you can demonstrate work experience by requesting an **Employment Verification Letter (EVL)** from your employer or payroll company. If we receive an EVL from your employer or payroll company, it will appear automatically under the "Work Experience" tab in your Portal, or you can obtain this document and upload it yourself. If we require additional information, we will notify you through the Message Center of your Portal.

For more information about how to obtain an EVL, and what other types of documentation are acceptable, visit our Work Experience FAQ by visiting csatf.org/resources-706, or by scanning the QR code on page 2.

If you still have questions about how to demonstrate work experience, give us a call at 818.565.0550 ext. 1100.

HOW WILL I KNOW IF MY WORK EXPERIENCE QUALIFIES?

You should submit any work experience you think may qualify. We will review what you submit and then update your Portal to show whether it is "Qualified" or "Not Qualified." If we cannot qualify your work experience, you will receive a notification in the Message Center of your Portal explaining why. You'll then be able to submit additional information for us to review.

SUBMITTING YOUR COSMETOLOGY LICENSE

Whether you're applying for placement on the IER or TCR, **Hair Stylists** need to provide a copy of their Cosmetology license. Licenses issued in the United States or internationally are accepted. If your license is not in English, please provide a translated copy.

COMPLETING THE COLOR VISION TEST

Whether you're applying for placement on the IER or TCR, **Make-Up Artists** need to complete a color vision test. Call us at 818.565.0550 to schedule your test. You can complete the test virtually (e.g., Zoom) or in person at our campus in Burbank.

Alternately, if you would like to complete the exam with your own licensed medical provider, please reach out to us ahead of time to obtain the correct documentation to meet the requirement. You can upload those results using your Portal.

If you incur a cost, you may be eligible for reimbursement. For more information on reimbursement eligibility, visit csatf.org/resources-706 or scan the QR code on page 2.

HOW CAN I CHECK MY APPLICATION STATUS?

You can check the status of your application at any time by logging into your Portal. You may also receive notifications in the Message Center of your Portal about any outstanding placement requirements.



Important Note

All Local 706 resources referenced in this Guidebook are available by scanning the QR code on page 2 or by visiting csatf.org/resources-706.



LET'S TALK TRAINING REQUIREMENTS

TRAINING REQUIRED BEFORE AND AFTER PLACEMENT

Training is required for all Local 706 classifications on the IER. You'll complete two of your required training courses during the IER application process:

- 1 General Production Safety (A Course)
- 2 Harassment Prevention Training (HP1 or HP2)

These are your **preliminary training requirements**. The rest of your training will become available after your application is complete and you're placed on the IER. At that point, you'll receive a deadline to complete your additional training, which is generally 90 days for online training.

Below is a list of training currently required for Make-Up Artists and Hair Stylists **after placement** on the IER. These requirements can change from time to time. For the most up to date list of required training by classification, including course descriptions, visit csatf.org/safety/course-lists-information.

TRAINING REQUIRED AFTER PLACEMENT

- I – Respiratory Protection
- P – Hazard Communication: Essentials of Workplace Chemical Safety
- S2 – Firearms General Awareness for the Entertainment Industry
- WVP – Workplace Violence Prevention for Film and Television Production

All of these courses are available online and can be completed through your Contract Services Portal.



Important Reminder to Stay Compliant

It's important to keep up with your training in order to remain compliant with your roster requirements. If you do not complete your required training by the assigned deadline, you will be **suspended** from the IER and will appear on the Industry Hub as **"not compliant"** with your classification requirements.

IS TRAINING ONLINE OR IN PERSON?

All required training for Make-Up Artists and Hair Stylists is completed online through the Portal and can be taken at your own pace. If you need help using a computer to complete your training, you are welcome to use our computer lab at our campus in Burbank, California.

HOW DO I ENROLL FOR TRAINING?

Log into your Portal at thehub.org. On your Dashboard, find your classification and click **"View Details."** Then, under the Required Training tab, click the **"Launch Training"** button on the course you wish to take. From there, you will be directed on how to start an online course.

ELECTIVE TRAINING AFTER PLACEMENT

After placement, some Industry Professionals may have access to additional elective training opportunities. While not required for placement in your roster classification, Producers may require you to complete certain additional courses based on the nature of the work. For example, some Producers require the Reporting Child Abuse and Neglect (RCAN) training when a Hair Stylist or Make-Up Artist is working with minors, as these roles may involve direct interaction with children. Although this training is not required in all cases, Industry Professionals are encouraged to complete it when applicable, as it may be a condition of employment on certain productions.

ONGOING REFRESHER TRAINING

Make-Up Artists and Hair Stylists on the IER have refresher training requirements, which means, you'll need to re-take training from time to time. For example, Harassment Prevention training must be retaken every two years, and Workplace Violence Prevention training must be retaken annually. We will notify you of your upcoming training deadlines, but you can also check your requirements and deadlines 24/7 by logging into your Portal.



If you need technical assistance, email our Helpdesk at helpdesk@csatf.org or call 818.565.0550 ext. 1030.

WHAT'S NEXT?



After your application is complete and you appear on the Industry Hub (congratulations!), there are a few more things you should know...

Once your application process is complete, we'll notify you that you've been placed on the IER or TCR. Your name, classification, and compliance status will appear on the **Industry Hub (thehub.org)**. If you're on the IER, you'll also receive deadlines to complete additional mandatory training, which becomes available after you've been placed.

APPLYING TO THE IER FROM THE TCR

If you were originally placed on the TCR, you may be eligible to be placed on the IER in the Trainee classification. The process to apply from the TCR to the IER is simple. You'll need to:

- 1 Log into your Portal account and select the "+ Apply to a New Classification" button
- 2 Complete the IER application form in your Portal
- 3 Satisfy the IER preliminary training requirements
- 4 Submit an additional 60 days of commercial industry work experience

TRANSFERRING TO THE JOURNEYPerson CLASSIFICATION

After spending two years on the IER, Make-Up Artists and Hair Stylists may transfer (or "upgrade") from the Trainee classification to the Journeyperson classification. The process can be done through the Portal and is similar to applying into a new classification.

Individuals may upgrade to the Journeyperson classification by completing 120 days of work experience in a signatory production within a 24-month period in their respective Trainee classification. Additionally, both classifications must complete the applicable Training Series. Please note, you will not be able to upgrade to the Journeyperson classification on the IER until you have completed your respective Training Series in its entirety. For more information on the Training Series, visit csatf.org/training/upgrade/706-training-series or scan the QR code on page 2.

When you're ready to begin the upgrade process, log in to your Portal and click '+Apply to a New Classification' on your dashboard. Select the Journeyperson classification to begin, and you'll be shown the requirements and instructions for submitting additional work experience.

REMOVAL FROM THE ROSTER

Under applicable collective bargaining agreements, Industry Professionals may be removed from the IER in certain circumstances. Most commonly, they're removed if they haven't worked at least one day in the motion picture industry within a 36-month period, or upon retirement under the Motion Picture Industry Pension Plan. If you have questions about removal, please contact us.



SKILLS TRAINING: ENHANCING KNOWLEDGE AND SKILLSET

In addition to any mandatory training requirements you may have, we also offer non-mandatory skills training opportunities in conjunction with Local 706. Developed in collaboration with other training providers, skills training courses are available to eligible Industry Professionals to enhance their proficiency in their craft. More information about Skills Training eligibility and available course offerings can be found on our website at csatf.org under the Training menu.

OTHER RESOURCES

We also offer important safety resources you should know about, including Safety Bulletins and hotlines:



Safety Bulletins are researched, written, and distributed by the Industry-Wide Labor-Management Safety Committee for use by the motion picture and television industry. You can find our catalog of safety bulletins via our website or scan the QR code on page 2.



The **Industry Safety Hotline** (888.7.SAFELY / 888.772.3359) is a general number that will take you to the Studio Safety Hotlines and Contract Services' Production Affairs & Safety Department for questions related to industry Safety Bulletins or on-set safety.



The **Studio Safety Hotlines** provide contact information for Studio Safety Departments, including names, phone numbers and email addresses. For more information on Safety Hotlines, please visit our website or scan the QR code on page 2.

We hope this Guidebook helps you get started.

If you still have questions, feel free to give us a call at 818.565.0550 ext. 1100. We're here to help!



You can find all Local 706 resources mentioned in this Guidebook by scanning this QR code or visiting www.csatf.org/resources-706.

Photos courtesy of Local 706 – thank you!

CONTACT US

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