CONTRACT SERVICES ADMINISTRATION TRAINING TRUST FUND

2710 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org

2019/2020
Vendor Provided Training
Skills Training Application

This application packet consists of the following three (3) forms:

- Skills Training Application
- Course Selection Form
- Reimbursement Policy and Request Form (submit after course has been completed)

Eligibility:

- For Roster classifications, you must be active on the Roster for the applicable Local and classification, with an unexpired Form I-9 and be in compliance with Safety Pass training requirements. You may check your status at: **www.csatf.org**, left navigation under Online Roster, click on General Access.
- For Non Roster classifications, you must be reflected on the Online Roster in the applicable Local and classifications and be in compliance with Safety Pass training requirements. If your name is not reflected on the Online Roster, you must provide proof of at least 30 workdays, of applicable and signatory employment within the past two years, in the form of either an employment verification letter from a payroll company or employer with exact work dates, Local number, job classification, and Social Security number **or** copies of pay stubs with actual work hours/dates (sick, vacation, holiday and travel time are not eligible), Local number or code, and job classification. More than one form of employment verification may be needed.

Your Skills Training Application **must** be approved by CSATTF **prior** to taking the requested course. You will receive written notification, via email, from CSATTF indicating approval or denial. Approved applications will have expiration dates. **Training must begin on or before the expiration date indicated on your notification of approval.**

Guidelines for Reimbursement of 2/3 of Course Cost:
Reimbursement is subject to the Reimbursement Policy, as set forth on the "Reimbursement Policy and Request Form." The course must have been pre-approved by CSATTF and must be successfully completed to be eligible for reimbursement. Receipts for cash payments are not eligible for reimbursement. The reimbursement request form must be completed and submitted to CSATTF with supporting documentation within 45 days after the course completion date.

All forms must be completed, signed, and returned as instructed below. Submit one application packet for each requested course. No more than 6 applications can be active at any given time. Please allow 1-2 weeks for processing.

Print all information completely and legibly. Personal information will be updated accordingly.

Name:_____ Last four digits of SSN*:_____
*First time applicants must provide full SSN

Local:_____ Classification:_____

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

Cell #: ☐ None (____) ____-____ Home #: ☐ None (____) ____-____ Email: ☐ None _____

Course #:_____ Course Name:_____
(Please write course name exactly as it appears on the Course Selection Form)

Vendor:_____ Start date if known:_____

I have read, understood and agreed to all the terms and conditions listed above:

Applicant Signature:_____ **Date:**_____

Return all forms to CSATTF via email to skillstraining@csatf.org, in person, by fax or mail.

CSATTF Attn: Skills Training
2710 Winona Avenue
Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
Fax Number: 818.847.0048

For Office Use Only

Form I-9 Exp. Date:_____ **Safety Pass Compliant:**_____ **Completed by:**_____

Skills Training Application Expires:_____ **Approved** ☐ **Denied** ☐

Contract Services Administration Training Trust Fund ("CSATTF") 2019/2020
Approved Skills Training - International Brotherhood of Electrical Workers Local #40

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

Electrical Training Institute							
	JCALC	Advanced Lighting Control	$ 500.00		JCPIA	Instrumentation Level 1	$ 1,500.00
	JCBR	Blue Print Reading	$ 400.00		JCPIB	Instrumentation Level 2	$ 1,500.00
	JCCP	Cable Pulling	$ 75.00		JCKR	Knots and Rigging	$ 75.00
	JCCBB	Conduit Bending Basics	$ 400.00		JCMCB	Motor Control Advanced	$ 400.00
	JCCBADV	Conduit Bending Advanced	$ 400.00		JCMCA	Motor Control Basics	$ 400.00
	JCEVITP	Electrical Vehicle Infrastructure Training	$ 275.00		JCPVCC	Photovoltaic Installation and Design	$ 400.00
	JCEAS	Energy Audit Survey	$ 75.00		JCQRS	Qualified Rigging and Signaling	$ 75.00
	JCFAA	Fire Alarm	$ 400.00		JCSD	Service & Distribution	$ 400.00
	JCGR	Grounding	$ 400.00		JCTF	Transformers	$ 400.00
The Entertainment Technician Certification Program (ETCP)							
	N/A	Entertainment Electrician	$ 650.00		N/A	Portable Power	$ 650.00
Los Angeles Trade-Technical College*							
	ECONMT 001*	Resistive Circuit Electrical Fundamentals	$ 180.00		ECONMT 190*	Electrical Code Calculations	$ 180.00
	ECONMT 007*	Home Theater & Comm Audio Video Installation	$ 180.00		ECONMT 191*	Commercial Wiring Practices	$ 134.00
	ECONMT 110*	Renewable Energy Systems	$ 180.00		ECONMT 193*	Conduit Bending and Calculations	$ 134.00
	ECONMT 115*	Fundamentals of D.C. Electricity	$ 180.00		ECONMT 193A*	Conduit Bending Laboratory	$ 88.00
	ECONMT 116*	Hand Tools and Wiring Practices	$ 134.00		ECONMT 195*	Grounding: Fundamentals, Applications, and Practices	$ 180.00
	ECONMT 117*	Elementary Circuit Practices	$ 226.00		ECONMT 196*	Infrastructure Wiring Practices	$ 226.00
	ECONMT 119*	Applied Calcualtions and Measurements	$ 180.00		ECONMT 197*	Low Voltage Electrical Practices	$ 180.00
	ECONMT 120*	Industrial Control Systems	$ 180.00		ECONMT 205*	Solar Energy Installation & Maintenance Principles & Practices	$ 180.00

*Approved courses offered at Community Colleges are eligible for up to 100% reimbursement. Additional required course fees may also be eligible for reimbursement. Contact 818.847.0040 ext. 1260 or skillstraining@csatf.org for more information.

Contract Services Administration Training Trust Fund ("CSATTF") 2019/2020
Approved Skills Training - International Brotherhood of Electrical Workers Local #40

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

Los Angeles Trade-Technical College* (cont'd)							
	ECONMT 128*	Industrial Control Systems Practices	$ 180.00		ECONMT 212*	Significant Changes NEC - National Electrical Code	$ 180.00
	ECONMT 129*	Fundamentals of Alternating Current	$ 180.00		REF A/C 100*	Air Conditioning Project Management	$ 180.00
	ECONMT 130*	Principles of Industrial Electric Power	$ 180.00		REF A/C 124*	Refigeration and Electrical Controls	$ 272.00
	ECONMT 136*	Industrial Power Applications	$ 180.00		REF A/C 134*	Service for Commercial Refrigeration	$ 180.00
	ECONMT 137*	Industrial Electronic Control Systems	$ 180.00		REF A/C 135*	Air Conditioning and Refrigeration	$ 180.00
	ECONMT 138*	Applications of Electrical and Electronic Devices	$ 134.00		REF A/C 143*	Refrigeration Servicing Procedures II	$ 180.00
	ECONMT 140*	Construciton Wiring Principles	$ 180.00		REF A/C 145*	Air Conditioning and Refrigeration Mechanics	$ 180.00
	ECONMT 142*	Basic Programmable Logic Controls (PLC)	$ 180.00		REF A/C 176*	Heating and Air Conditioning I	$ 180.00
	ECONMT 150*	Introduction to the Electrical Code	$ 180.00		REF A/C 177*	Heating and Air Conditioning II	$ 180.00
	ECONMT 167*	Electrical Construction Wiring Techniques	$ 180.00		REF A/C 187*	Servicing I	$ 180.00
	ECONMT 168*	Installation of Electrical Wiring	$ 134.00		REF A/C 188*	Servicing II	$ 180.00
	ECONMT 169*	Alternating Current Practices	$ 134.00		REF A/C 199*	Mechanical Code I - HVACR	$ 180.00
	ECONMT 171*	Electrical Codes and Ordinances I	$ 180.00		ETNLGY 151*	DC THEORY AND CIRCUIT FUNDAMENTALS	$ 226.00
	ECONMT 172*	Electrical Codes and Ordinances II	$ 180.00		ETNLGY 152*	DC THEORY AND CIRCUIT FUNDAMENTALS LAB	$ 134.00
	ECONMT 173*	Electrical Mathmatics I	$ 180.00		ETNLGY 157*	SEMICONDUCTORS DEVICES AND APPLICATIONS	$ 226.00
	ECONMT 174*	Electrical Mathmatics II	$ 180.00		ETNLGY 158*	SEMICONDUCTORS DEVICES AND ELECTRONICS LABORATORY	$ 226.00
	ECONMT 177*	Electric Motor Control I	$ 180.00		ETNLGY 159*	DIGITAL CIRCUITS AND APPLICATIONS	$ 226.00
	ECONMT 178*	Electric Motor Control II	$ 180.00		ETNLGY 160*	DIGITAL CIRCUITS AND APPLICATIONS LAB	$ 134.00
	ECONMT 181*	Basic Wiring Practices	$ 180.00		ETNLGY 162*	INTRODUCTION TO ELECTRONICS COMMUNICATIONS	$ 226.00

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Approved Skills Training - International Brotherhood of Electrical Workers Local #40

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

Los Angeles Trade-Technical College* (cont'd)							
	ECONMT 182*	Basic Diagram and Circuit Practices	$ 88.00		ETNLGY 163*	INTRODUCTION TO ELECTRONICS COMMUNICATIONS LAB	$ 226.00
	ECONMT 184*	Motor Control Principles and Practices	$ 180.00		ETNLGY 252*	NETWORK CABLING SPECIALIST	$ 226.00
	ECONMT 186*	Industrial Electrical Principles and Practices	$ 180.00		ETNLGY 253*	FIBER OPTICS	$ 226.00
	ECONMT 187*	Advanced Programmable Logic Controls (PLC)	$ 226.00		MICROTK 077*	CISCO NETWORKING ACADEMY - SEMESTER I	$ 226.00

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

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

Please allow 1-2 weeks for processing.

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

*Approved courses offered at Community Colleges are eligible for up to 100% reimbursement. Additional required course fees may also be eligible for reimbursement. Contact 818.847.0040 ext. 1260 or skillstraining@csatf.org for more information.

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2019/2020
Vendor Provided Training
Reimbursement Policy and Request Form

In order to be reimbursed, you must provide Contract Services Administration Training Trust Fund (CSATTF) with sufficient documentation to substantiate that you are eligible for reimbursement and that you incurred the expense for which you are seeking reimbursement.

This program, which is administered by CSATTF 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 receive reimbursement for your eligible employment related expenses (or for the vendors providing you with training), you must meet several requirements. You will be required to return to CSATTF within a reasonable time after you discover the error, any excess reimbursement that is made to you in the event of any inadvertent overpayment.

- Reimbursement of 2/3 of course cost may be reimbursed if all conditions are met.
- Both your application and the course must have been pre-approved by CSATTF.
- The entire course must be successfully completed. Incomplete/unsuccessfully completed courses will **not** be reimbursed.
- One "Reimbursement Policy and Request Form" must be submitted for each course.
- Reimbursement requests must be completed and submitted with supporting documentation within forty-five (45) days after course completion date.
- Receipts for cash payments are **not** eligible for reimbursement.

Submit one signed form per course and return it with the following items:

1. Certificate of Completion issued by the vendor that includes the course description and vendor's name **or** a letter from the vendor indicating successful course completion.
2. Proof of Payment: Copy of your credit card receipt/credit card statement with the transaction line item reflecting the charges, or the front and back of canceled check and additional information if requested.
3. Copy of the vendor invoice **or** a copy of the course attendance record.

Please allow 2-4 weeks for processing.

Print all information completely and legibly. Personal information will be updated accordingly.

Name:_____ Last four digits of SSN:_____

Local:_____ Classification:_____

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

Cell #: None ☐ (____) ____ - _____ Home #: None ☐ (____) ____ - _____ Email: None ☐ _____

Vendor Name: _____ Course Name:_____ Date Completed:_____

I have read, understood and agree to all the terms and conditions listed above:

Signature:_____ **Date:**_____

Return this form with supporting documentation via email to skillstraining@csatf.org, in person, by fax or mail.

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Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
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Approved Date:_____ Course Cost: $_____

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