



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
Int'l Prod. Sound Technicians Television Engrs., Video Assist Technicians & Studio Projectionist Local #695**

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

Rev Up Tech						
	Master Final Cut Pro X	Master Final Cut Pro X	\$ 895.00			
RED						
	REducation Workshop	REducation Workshop	\$ 1,500.00			
Moviola						
	MC101	Introduction to Avid Media Composer: Fundamentals I (2 Days)	\$ 695.00		PS101	Introduction to Adobe Photoshop \$ 595.00
	MC110	Introduction to Avid Media Composer: Fundamentals II (3 Days)	\$ 995.00		PS201	Intermediate Adobe Photoshop \$ 595.00
	MC111	Introduction to Avid Media Composer: Fundamentals I & II Combo (6 Days)	\$ 1,295.00		PR101	Introduction to Premiere Pro \$ 895.00
	MC201	Avid Media Composer: Professional Editing I (2 Days)	\$ 725.00		PR201	Intermediate Premiere Pro \$ 595.00
	MC210	Avid Media Composer: Professional Editing II (3 Days)	\$ 1,025.00		PR250	Premiere Pro for Avid/FCP Editors \$ 595.00
	MC211	Avid Media Composer: Professional Editing I & II Combo (6 Days)	\$ 1,425.00		PRA01	Premiere Pro Assistant Editing: Essentials \$ 625.00
	MC100	Introduction to Avid Media Composer: Basics (aka Avid for Producers)	\$ 625.00		DR101	Introduction to DaVinci Resolve \$ 895.00
	MC250	Avid Media Composer for Final Cut Pro/Premiere Pro Editors	\$ 625.00		DR201E	Advanced Editing in DaVinci Resolve \$ 695.00
	MC113	Avid Trimming Workshop	\$ 625.00		DR201C	Advanced Color in DaVinci Resolve \$ 725.00
	AE101	Introduction to Adobe After Effects	\$ 695.00		DR201A	Introduction to Fairlight Audio in DaVinci Resolve \$ 695.00
	AE201	Intermediate Adobe After Effects	\$ 695.00		UC101	Understanding Color for Color Grading \$ 325.00
	AE301	Adobe After Effects: Titling and Advanced Tricks	\$ 695.00			
AMP Keycode						
	MC101	Avid 101 Media Composer Fundamentals I	\$ 695.00		PR101	Adobe Premiere Pro I \$ 895.00
	MC110	Avid 110 Media Composer Fundamentals II	\$ 995.00		PR201	Adobe Premiere Pro II \$ 695.00
	MC201	Avid 201 Media Composer Professional Editing I	\$ 695.00		FC101	Final Cut Pro X Fundamentals I \$ 695.00
	MC210	Avid 210 Media Composer Professional Editing II	\$ 995.00		DR101	DaVinci Resolve Editing Essentials \$ 795.00

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AMP Keycode (cont'd)						
	AE101	Adobe After Effects I	\$ 695.00		DR201	DaVinci Resolve Editing and Finishing \$ 1,195.00
	AE201	Adobe After Effects II	\$ 695.00		DR210	DR210 DaVinci Resolve Advanced Color Grading \$ 795.00
	AE302	Adobe After Effects III	\$ 695.00			
AV Pro Alliance						
	ISF Level III UHD & Calibration	ISF Level III UHD & Calibration	\$ 1,800.00			
Christie						
	M and J Series Combined Training	M and J Series Combined Training	\$ 1,200.00		Solaria Series 2 Training	Solaria Series 2 Training \$ 2,000.00
	D4K and Roadie 4K Advanced Training	D4K and Roadie 4K Advanced Training	\$ 1,200.00			
Barco						
	Barco Certified Specialist - Installation and Basic Maintenance Smart & Flagship Laser	Barco Certified Specialist - Installation and Basic Maintenance Smart & Flagship Laser	\$ 2,500.00		Barco Certified Specialist – Installation and Basic Maintenance	Barco Certified Specialist – Installation and Basic Maintenance \$ 2,500.00
	Barco Certified Expert – Advanced Diagnostics and Service Smart Laser	Barco Certified Expert – Advanced Diagnostics and Service Smart Laser	\$ 3,000.00		Barco Certified Specialist – Installation and Basic Maintenance (only Xenon)	Barco Certified Specialist – Installation and Basic Maintenance (only Xenon) \$ 2,500.00
	Barco Certified Expert – Advanced Diagnostics and Service Flagship Laser	Barco Certified Expert – Advanced Diagnostics and Service Flagship Laser	\$ 1,800.00		Recertification - Barco Certified Specialist	Recertification - Barco Certified Specialist \$ 1,200.00

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Barco (cont'd)						
Barco Certified Expert – Advanced Diagnostics and Service Smart & Flagship Laser	Barco Certified Expert – Advanced Diagnostics and Service Smart & Flagship Laser	\$ 3,000.00		Recertification - Barco Certified Expert	Recertification - Barco Certified Expert	\$ 1,800.00
Barco Certified Specialist - Update on Smart Laser	Barco Certified Specialist - Update on Smart Laser	\$ 1,200.00		Online Recertification - Barco Certified Expert	Online Recertification - Barco Certified Expert	\$ 500.00
EVS						
LSM-XT Basic Operational Training	LSM-XT Basic Operational Training	\$ 800.00		IP Director Operational Training	IP Director Operational Training	\$ 800.00
LSM-XT Advanced Operational Training	LSM-XT Advanced Operational Training	\$ 900.00				
Avid Pro Tools						
PT 100 through PT 300 series of classes	Certified Avid Pro Tools (A request for this would be for 1 offering in the series of classes that run from PT 100 through PT 300)	\$ 2,400.00		PTSD 220	Sound Design in Pro Tools	\$ 1,500.00
APTSC12	Avid Pro Tools 12 Shortcuts	\$ 400.00		PTDE 101	Dialog Editing Techniques in Pro Tools	\$ 750.00
PTC12	Avid Pro Tools 12 Comprehensive	\$ 1,500.00		PTRX 101	Dialog Repair in Pro Tools Using RX5	\$ 750.00
PTMX 101	Mixing Techniques in Pro Tools	\$ 1,500.00		PTVO 101	Avid Pro Tools for Voice Over Talents	\$ 400.00
PTMXS 201	Surround Mixing Techniques in Pro Tools	\$ 750.00		PTST 101	Basic Synthesizer Techniques in Pro Tools	\$ 750.00
PTME 101	Music Editing in Pro Tools	\$ 1,700.00		PTST 201	Advanced Synthesizer Techniques in Pro Tools	\$ 750.00
PTSE 101	Introduction to Sound Editing in Pro Tools	\$ 750.00		SDI 101	Studio Design & Installation	\$ 750.00
PTSE 201	Advanced Sound Editing Techniques in Pro Tools	\$ 750.00				

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Skillwire						
VW100	Complete Intro to Vectorworks	\$ 1,200.00		AE301	Advanced Workshop	\$ 900.00
VW101	Vectorworks Essentials 1	\$ 300.00		RN100	Complete Intro to Rhino	\$ 1,200.00
VW102	Vectorworks Essentials 2	\$ 300.00		RN101	Rhino Essentials 1	\$ 300.00
VW103	Vectorworks Essentials 3	\$ 300.00		RN102	Rhino Essentials 2	\$ 300.00
VW104	Vectorworks Essentials 4	\$ 300.00		RN103	Rhino Essentials 3	\$ 300.00
VW200	Vectorworks for Film, TV, Stage & Entertainment	\$ 1,500.00		RN104	Rhino Essentials 4	\$ 300.00
VW301	Advanced Workshop	\$ 900.00		RN200	Rhino for Film, TV, Stage & Entertainment	\$ 1,500.00
AE100	Complete Intro to After Effects	\$ 1,200.00		RN301	Advanced Workshop	\$ 900.00
AE101	After Effects Essentials 1	\$ 300.00		LR100	Complete Intro to Lightroom	\$ 600.00
AE102	After Effects Essentials 2	\$ 300.00		LR101	Lightroom Essentials 1	\$ 300.00
AE103	After Effects Essentials 3	\$ 300.00		LR102	Lightroom Essentials 2	\$ 300.00
AE104	After Effects Essentials 4	\$ 300.00		LR200	Lightroom for Film, TV, Stage & Entertainment	\$ 750.00
AE200	After Effects for Film, TV, Stage & Entertainment	\$ 1,500.00		LR301	Advanced Workshop	\$ 900.00

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

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



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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.

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

Approved Date: _____ Course Cost: \$ _____

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