

2710 WINONA AVENUE
BURBANK, CA 91504T 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 TrustFund ("CSATTF") 2019/2020
Approved Skills Training - Motion Picture Editors Guild Local #700

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

Key Code Education						
	MC101	MC101 Avid Media Composer Fundamentals I	\$ 695.00		PT400	PT400 ACSR Pro Tools System Support Certification \$ 1,950.00
	MC110	MC110 Avid Media Composer Fundamentals II	\$ 995.00		ED201	ED201 Assistant Editor Essentials \$ 995.00
	MC201	MC201 Avid Media Composer Professional Editing I	\$ 695.00		ED320	ED320 Shortform Editorial Essentials \$ 795.00
	MC210	MC210 Avid Media Composer Professional Editing II	\$ 995.00		ED323	ED323 Documentary Essentials \$ 795.00
	AE101	AE101 Adobe After Effects I	\$ 695.00		ED325	ED325 Conforming Essentials \$ 795.00
	AE201	AE201 Adobe After Effects II	\$ 695.00		MC400	MC400 ACSR Avid Media Composer System Support Certification \$ 3,100.00
	AE301	AE301 Adobe After Effects III	\$ 695.00		MC410	MC410 ACSR Avid Media Composer System Support Recertification \$ 1,195.00
	PR101	PR101 Adobe Premiere Pro I	\$ 895.00		MC420	NX420 ACSR Avid NEXIS System Support Certification for ISIS ACSRs \$ 1,700.00
	PR201	PR201 Adobe Premiere Pro II	\$ 695.00		NX423	NX423 ACSR Avid ISIS/NEXIS System Support Certification \$ 2,100.00
	PR250	PR250 Adobe Premiere Pro for Avid/FCP Editors	\$ 595.00		NX440	NX440 ACSR Avid ISIS/NEXIS System Support Recertification \$ 995.00
	PS101	PS101 Adobe Photoshop I	\$ 595.00		DR101	DR101 DaVinci Resolve Editing Essentials \$ 795.00
	PS201	PS201 Adobe Photoshop II	\$ 595.00		DR201	DR201 DaVinci Resolve Editing and Finishing \$ 1,195.00
	PS301	PS301 Adobe Photoshop III	\$ 595.00		DR210	DR210 DaVinci Resolve Advanced Color Grading \$ 795.00
	FC101	FC101 Final Cut Pro X Fundamentals I	\$ 695.00		PC101	PC101 Post Coordinator Essentials \$ 795.00
	PT101	PT101 Pro Tools Fundamentals I	\$ 625.00		AS101	AS101 Aesthetics: Intro to Storytelling \$ 595.00
	PT110	PT110 Pro Tools Fundamentals II	\$ 925.00		AS201	AS201 Aesthetics: Advanced Storytelling \$ 595.00
	PT301	PT301 Pro Tools S6 Mixing Technique Essentials	\$ 495.00		FA400	FA400 Facilis TerraBlock System Support Certification \$ 1,100.00
Audiograph						
	PT101	Introduction to Pro Tools 12	\$ 895.00		PTMXS 201	Surround Mixing Techniques in Pro Tools \$ 800.00
	PT110	Essentials of Pro Tools 12	\$ 1,295.00		PTME 101	Music Editing in Pro Tools \$ 1,800.00

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

Audiograph (cont'd)						
	PT201	Pro Tools 12 Production Essentials	\$ 1,195.00		PTSE 101	Introduction to Sound Editing in Pro Tools \$ 750.00
	PT 210P	Pro Tools 12 Post Production Techniques	\$ 1,395.00		PTSE 201	Advanced Sound Editing Techniques in Pro Tools \$ 750.00
	PT 210M	Pro Tools 12 Music Production Techniques	\$ 1,395.00		PTSD 220	Sound Design in Pro Tools \$ 1,800.00
	PT 310P	Pro Tools 12 Post Production Techniques Expert Level	\$ 1,795.00		PTDE 101	Dialog Editing Techniques in Pro Tools \$ 750.00
	PT 310M	Pro Tools 12 Music Production Techniques Expert Level	\$ 1,795.00		PTRX 101	Dialog Repair in Pro Tools Using RX \$ 850.00
	APTSC 12	Avid Pro Tools 12 Shortcuts	\$ 800.00		PTVO 101	Avid Pro Tools for Voice Over Talents \$ 500.00
	PTC 12	Avid Pro Tools 12 Comprehensive	\$ 1,800.00		PTST 101	Basic Synthesizer Techniques in Pro Tools \$ 850.00
	PT 220	Avid Pro Tools 12 Re-Certification	\$ 600.00		PTST 201	Advanced Synthesizer Techniques in Pro Tools \$ 800.00
	PTMX 101	Mixing Techniques in Pro Tools	\$ 1,800.00		SDI 101	Studio Design & Installation \$ 800.00
headTrix						
	101PP	Acrobat Professional X	\$ 695.00		LC101	LiveCycle ES Designing XML-Based PDF Forms \$ 1,395.00
	102PP	After Effects Level 1	\$ 795.00		LC103	LiveCycle ES Database Connectivity \$ 495.00
	103PP	After Effects Level 2	\$ 795.00		112PP	Photoshop Level 1 \$ 695.00
	CP101	Captivate Level 1	\$ 1,195.00		113PP	Photoshop Level 2 \$ 750.00
	CP102	Captivate Level 2	\$ 695.00		114PP	Photoshop Power Users \$ 395.00
	104PP	Dreamweaver Level 1	\$ 695.00		115PP	Premiere Level 1 \$ 795.00
	105PP	Dreamweaver Level 2	\$ 695.00		116PP	Premiere Level 2 \$ 795.00
	108PP	Illustrator Level 1	\$ 695.00		N/A	Final Cut Pro Level 1 \$ 995.00
	109PP	Illustrator Level 2	\$ 695.00		N/A	Final Cut Pro Level 2 \$ 1,295.00
	110PP	InDesign Level 1	\$ 695.00		N/A	Premiere Rush \$ 395.00

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headTriX (cont'd)						
	111PP	InDesign Level 2	\$ 695.00			
International Colorist Academy						
	CT100	Colorist Introduction Day	\$ 549.00		RG106	Learning to grade with Resolve \$ 1,095.00
	CT101	Color Foundations	\$ 549.00		RG201	Advanced Resolve Techniques \$ 1,095.00
	CT102	Colorist Strategies	\$ 1,495.00		RG204	Resolve Refresher \$ 549.00
	CT201	Advanced Looks and Matching	\$ 1,095.00		RG301	Looks and Matching Masterclass \$ 1,095.00
	CT301	Color Design Masterclass	\$ 1,095.00		RG302	Commercials Grading Masterclass \$ 1,200.00
	CA101	An Introduction to ACES	\$ 549.00		RG303	Feature Film Grading Masterclass \$ 1,200.00
	CA301	HDR Colorist Masterclass	\$ 1,095.00		RG304	Resolve Skin Tone and Digital Makeup Masterclass \$ 1,095.00
	CM101	Color Management Workflow	\$ 1,600.00		VR101	Mastering 360 Video Production \$ 1,200.00
	CM102	Color Science and Calibration	\$ 1,095.00		BG101	Learning to Grade with Baselight \$ 1,495.00
	CM201	Color Management for Film & TV	\$ 1,600.00		NG101	Learning to Grade with Nucoda \$ 1,095.00
	RG101	Learning to Grade with Resolve	\$ 1,495.00		NG201	Advanced Nucoda Techniques \$ 1,095.00
	RG102	Color for DOPs with Resolve	\$ 1,095.00		NG301	Nucoda Masterclass \$ 549.00
	RG103	Color for Editors with Resolve	\$ 1,095.00		SR101	Digital Image Restoration Strategies \$ 1,095.00
	RG104	Comprehensive Resolve Overview	\$ 1,495.00		TC101-103	THX Certified Professional Video Systems Calibration Workshop \$ 2,498.00
	RG105	Resolve Color Matrix	\$ 1,095.00			
Moviola Digital						
	MC101	Introduction to Avid Media Composer: Fundamentals I	\$ 695.00		NX423	Avid NEXIS System Support Certification \$ 1,950.00
	MC110	Introduction to Avid Media Composer: Fundamentals II	\$ 995.00		PT101	Introduction to Pro Tools: Fundamentals I \$ 625.00

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Moviola Digital (cont'd)						
MC111	Introduction to Avid Media Composer: Fundamentals I & II Combo	\$ 1,295.00		PT110	Introduction to Pro Tools: Fundamentals II	\$ 925.00
MC201	Avid Media Composer: Professional Editing I	\$ 725.00		ME101	Music Editing: A Practical Introduction	\$ 995.00
MC210	Avid Media Composer: Professional Editing II	\$ 1,025.00		AE101	Introduction to Adobe After Effects	\$ 695.00
MC211	Avid Media Composer: Professional Editing I & II Combo	\$ 1,425.00		AE201	Intermediate Adobe After Effects	\$ 695.00
MC250	Avid Media Composer for Final Cut Pro/Premiere Pro Editors	\$ 625.00		AE301	Adobe After Effects: Titling and Advanced Tricks	\$ 695.00
AA101	Avid Assistant Editing: Essentials	\$ 725.00		PS101	Introduction to Adobe Photoshop	\$ 595.00
AA210	Avid Assistant Editing: Introduction to Avid Editing Systems Support	\$ 725.00		PS201	Intermediate Adobe Photoshop	\$ 595.00
AA301	Avid Assistant Editing: HD-4K, DI, & File-Based Workflows	\$ 725.00		PR101	Introduction to Premiere Pro	\$ 895.00
MC113	Avid Trimming Workshop	\$ 625.00		PR201	Intermediate Premiere Pro	\$ 595.00
MC213	Narrative Film Editing with Avid	\$ 725.00		PR250	Premiere Pro for Avid/FCP Editors	\$ 595.00
MC215	Photoshop for Avid Editors	\$ 325.00		DR101	Introduction to DaVinci Resolve	\$ 895.00
MC230	Audio for Avid Editors	\$ 325.00		DR201A	Introduction to Fairlight Audio in DaVinci Resolve	\$ 695.00
MC239	Color Grading with Avid Media Composer & Symphony	\$ 695.00		DR201E	Advanced Editing in DaVinci Resolve	\$ 695.00
MC270	Avid Multicam Workshop	\$ 725.00		DR201C	Advanced Color in DaVinci Resolve	\$ 725.00
AVX01	BCC & Sapphire Effects for Avid Editors	\$ 695.00		TR101	Introduction to Trailer Editing	\$ 725.00
FC4MC	Fusion Connect for Avid Editors	\$ 395.00		PRA01	Premiere Pro Assistant Editing: Essentials	\$ 625.00
TP4MC	New Blue Titler Pro for Avid Editors	\$ 295.00		UC101	Understanding Color for Color Grading	\$ 325.00
MC400	Avid Editing System Support Certification	\$ 3,150.00		PT111	Introduction to Pro Tools: Fundamentals I & II	\$ 1,095.00
MC410	Avid Editing System Support Re-Certification	\$ 1,200.00				

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Smoke Flame						
FL_TLC_101/201	Flame Level 1 Project A-Z, Timeline and Compositing	\$ 2,750.00		FP_LU_Gr 101.1	Grading L1.1	\$ 1,575.00
FP_VFX 301	Flame Level 2: Advanced Compositing	\$ 2,750.00		FP_LU_Gr 101.2	Grading L1.2	\$ 1,575.00
FP_VFX 401	Flame Level 3: Advanced Techniques	\$ 2,750.00				
Assistant Editor's Bootcamp						
NA	Assistant Editing for Scripted Television	\$ 350.00		NA	Workshop: Sound Design for Features and Television	\$ 150.00
NA	Adobe Premiere Pro for Features and Commercials	\$ 200.00		NA	Workshop: VFX Tracking and Editing for Features and Television	\$ 200.00
NA	Workshop: Making the Most of Avid's Effects	\$ 150.00		NA	Assistant Editing for Reality Television	\$ 200.00
NA	Workshop: VFX & Titling in After Effects Class	\$ 150.00		NA	Workshop: Stacking, Syncing and Multi-grouping in Avid	\$ 150.00
NA	Workshop: Filemaker From the Beginning	\$ 197.00		NA	Workshop: Online Turnover	\$ 150.00
Master the Workflow						
FFAE100	Feature Film Assistant Editor Immersion 1.0	\$ 997.00				

The application packet consists of two (2) forms. All forms listed below MUST be completed, signed and returned to CSATTF.

1. Skills Training Application

2. Course Selection 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

2710 WINONA AVENUE
BURBANK, CA 91504T 818.847.0040
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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: _____