



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](http://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](mailto: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 - Motion Picture Costumers Local #705**

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

| LA Trade Tech* |               |                                |           |  |              |  |           |
|----------------|---------------|--------------------------------|-----------|--|--------------|--|-----------|
|                | TAILRNG 250*  | Tailoring Techniques I         | \$ 103.00 |  | FASHDSN 137* | Bustier Creation                       | \$ 103.00 |
|                | TAILRNG 251*  | Tailoring Techniques II        | \$ 103.00 |  | FASHDSN 138* | Tailoring Techniques for Ready to Wear | \$ 103.00 |
|                | TAILRNG 252*  | Tailoring Techniques III       | \$ 103.00 |  | FASHDSN 140* | Advanced Draping & Design              | \$ 103.00 |
|                | TAILRNG 253*  | Tailoring Techniques IV        | \$ 103.00 |  | FASHDSN 141* | Advanced Design                        | \$ 241.00 |
|                | TAILRNG 255*  | Men's Pattern Drafting I       | \$ 103.00 |  | FASHDSN 142* | Manufacturing Production               | \$ 241.00 |
|                | TAILRNG 256*  | Men's Pattern Drafting II      | \$ 103.00 |  | FASHDSN 225* | Pattern Making and Design I            | \$ 103.00 |
|                | FASHDSN 119A* | History of Costume I           | \$ 103.00 |  | FASHDSN 226* | Pattern Making and Design II           | \$ 103.00 |
|                | FASHDSN 125A* | Textiles                       | \$ 103.00 |  | FASHDSN 227* | Pattern Making and Design III          | \$ 103.00 |
|                | FASHDSN 139*  | Coordinated Sportswear         | \$ 103.00 |  | FASHDSN 228* | Pattern Grading and Design I           | \$ 103.00 |
|                | FASHDSN 222*  | Sample Making and Design I     | \$ 103.00 |  | FASHDSN 229* | Pattern Grading and Design II          | \$ 103.00 |
|                | FASHDSN 223*  | Sample Making and Design II    | \$ 103.00 |  | FASHDSN 239* | Gown Draping and Design                | \$ 103.00 |
|                | FASHDSN 224*  | Sample Making and Design III   | \$ 103.00 |  | FASHDSN 240* | Gown Draping and Design                | \$ 103.00 |
|                | FASHDSN 270*  | Illustrator for Fashion Design | \$ 103.00 |  | FASHDSN 241* | Gown Draping and Design III            | \$ 103.00 |
|                | FASHDSN 111*  | Clothing Construction          | \$ 241.00 |  | FASHDSN 244* | Photoshop for Fashion Design           | \$ 103.00 |
|                | FASHDSN 118*  | Advanced Clothing Construction | \$ 103.00 |  | FASHDSN 250* | Beginning Computer Apparel Systems     | \$ 103.00 |
|                | FASHDSN 119B* | History of Costume II          | \$ 103.00 |  | FASHDSN 255* | Computerized Product Design            | \$ 103.00 |
|                | FASHDSN 120*  | Basic Pattern Making & Design  | \$ 241.00 |  | FASHDSN 256* | CAD Apparel Pre-Production Techniques  | \$ 103.00 |
|                | FASHDSN 122*  | Grading and Marker Making      | \$ 241.00 |  | FASHDSN 257* | Apparel Pattern Design Systems         | \$ 103.00 |

\*Approved courses offered at Community Colleges are eligible for 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 - Motion Picture Costumers Local #705**

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

| <b>LA Trade Tech* (cont'd)</b> |                  |  |           |  |                 |   |
|--------------------------------|------------------|--|-----------|--|-----------------|---|
|                                | FASHDSN<br>125B* | Textile Science                          | \$ 103.00 |  | FASHDSN<br>258* | Computer-Aided Pattern Systems \$ 103.00                    |
|                                | FASHDSN<br>126*  | Manufacturing and Design Room Process    | \$ 57.00  |  | FASHDSN<br>264* | Apparel Computer Systems Analysis \$ 57.00                  |
|                                | FASHDSN<br>130*  | Draping & Design                         | \$ 241.00 |  | FASHMER<br>021* | Cultural Perspectives of Dress \$ 150.00                    |
|                                | FASHDSN<br>132*  | Advanced Patterns and Design             | \$ 241.00 |  |                 |   |
| <b>OTIS</b>                    |                  |  |           |  |                 |   |
|                                | Certificate      | Color Theory and Design                  | \$ 550.00 |  | Certificate     | Draping I \$ 585.00   |
|                                | Certificate      | History of Costume                       | \$ 550.00 |  | Certificate     | Patternmaking I \$ 585.00                                   |
|                                | Certificate      | Textiles for Fashion                     | \$ 550.00 |  | Certificate     | Fashion Illustration \$ 550.00                              |
|                                | Certificate      | Introduction to Apparel Construction     | \$ 585.00 |  | Certificate     | Drawing the Fashion Figure \$ 550.00                        |
|                                | Certificate      | Sewing 1                                 | \$ 585.00 |  | Certificate     | Digital Design for Fashion \$ 875.00                        |
|                                | Certificate      | Haute Couture Finishing and Construction | \$ 550.00 |  |                 |   |
| <b>East LA College*</b>        |                  |  |           |  |                 |   |
|                                | ART 201*         | Drawing I                                | \$ 170.00 |  | ACCTG 1*        | Introductory Accounting I \$ 170.00                         |
|                                | ART 202*         | Drawing II                               | \$ 170.00 |  | ACCTG 2*        | Introductory Accounting II \$ 170.00                        |
|                                | ART 203*         | Drawing III                              | \$ 170.00 |  | ACCTG 3*        | Intermediate Accounting \$ 170.00                           |
|                                | ART 204*         | Life Drawing I                           | \$ 170.00 |  | ACCTG 28*       | Introduction to Accounting Software \$ 170.00               |
|                                | ART 205*         | Life Drawing II                          | \$ 170.00 |  | TECTHTR 360*    | Costume Design for Theater \$ 170.00                        |
|                                | ART 206*         | Life Drawing III                         | \$ 170.00 |  | TECTHTR<br>363* | Costume Textile Design with Dye, Print, and Paint \$ 170.00 |
|                                | ART 213*         | Color Theory                             | \$ 170.00 |  | TECTHTR<br>364* | Costume Sewing and Pattern Making \$ 170.00                 |

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**Contract Services Administration Training Trust Fund ("CSATTF") 2019/2020**

**Approved Skills Training - Motion Picture Costumers Local #705**

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

| <b>East LA College* (cont'd)</b> |   |           |  |              |  |           |
|----------------------------------|---|-----------|--|--------------|--|-----------|
| ART 501*                         | Beginning Two-Dimensional Design            | \$ 170.00 |  | TECTHTR 365* | Historical Costume Sewing and Pattern Making               | \$ 170.00 |
| ART 633*                         | Introduction to Computer Graphics           | \$ 170.00 |  | TECTHTR 366* | Fantasy Costume Sewing and Pattern Making                  | \$ 170.00 |
| ART 635*                         | Desktop Publishing Design                   | \$ 170.00 |  | TECTHTR 367* | Costume and Fashion History                                | \$ 170.00 |
| ART 639*                         | Introduction to Digital Imaging             | \$ 170.00 |  | TECTHTR 382* | Sketching and Rendering for Design                         | \$ 170.00 |
| <b>LA Valley College*</b>        |   |           |  |              |  |           |
| ART 101*                         | Survey of Art History I                     | \$ 170.00 |  | ART 502*     | Beginning Three-Dimensional Design                         | \$ 170.00 |
| ART 102*                         | Survey of Art History II                    | \$ 170.00 |  | ART 604*     | Graphic Design I   | \$ 170.00 |
| ART 103*                         | Art Appreciation I                          | \$ 170.00 |  | BRDCSTG 26*  | TV-Film Aesthetics   | \$ 170.00 |
| ART 201*                         | Drawing I                                   | \$ 170.00 |  | CAOT 124*    | Introduction to Image Creation for the Office Professional | \$ 170.00 |
| ART 202*                         | Drawing II                                  | \$ 170.00 |  | MEDIART 104* | Photoshop for Motion Pictures and Television               | \$ 170.00 |
| ART 203*                         | Drawing III                                 | \$ 170.00 |  | THEATER 317* | Color and Design for the Theater                           | \$ 170.00 |
| ART 204*                         | Life Drawing I                              | \$ 170.00 |  | THEATER 405* | Costume Design   | \$ 170.00 |
| ART 213*                         | Color Theory                                | \$ 170.00 |  | THEATER 411* | Costuming for the Theater                                  | \$ 170.00 |
| ART 501*                         | Beginning Two-Dimensional Design            | \$ 170.00 |  |              |  |           |
| <b>West LA College*</b>          |   |           |  |              |  |           |
| ACCOUNTING 1*                    | Introductory Accounting I                   | \$ 170.00 |  | ART 635*     | Desktop Publishing Design                                  | \$ 170.00 |
| ACCOUNTING 2*                    | Introductory Accounting II                  | \$ 170.00 |  | ART 639*     | Introduction to Digital Imaging                            | \$ 170.00 |
| ACCOUNTING 25*                   | Automated Accounting Methods and Procedures | \$ 170.00 |  | ART 641*     | Advanced Desktop Publishing                                | \$ 170.00 |
| ART 201*                         | Drawing I                                   | \$ 170.00 |  | BUSINESS 1*  | Introduction to Business                                   | \$ 170.00 |

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**Approved Skills Training - Motion Picture Costumers Local #705**

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

| <b>West LA College* (cont'd)</b> |                                   |           |  |                |  |           |
|----------------------------------|-----------------------------------|-----------|--|----------------|--|-----------|
| ART 204*                         | Life Drawing I                    | \$ 170.00 |  | FILM PROD 100* | Intro to Motion Picture and TV Production Crafts               | \$ 170.00 |
| ART 205*                         | Life Drawing II                   | \$ 170.00 |  | FILM PROD 101* | Production Skills  | \$ 170.00 |
| ART 206*                         | Life Drawing III                  | \$ 170.00 |  | FILM PROD 130* | Costume Manufacturing Crafts in Film, TV, and Video Production | \$ 170.00 |
| ART 501*                         | Beginning Two-Dimensional Design  | \$ 170.00 |  | FILM PROD 200* | Introduction to Photoshop and Illustrator                      | \$ 170.00 |
| ART 633*                         | Introduction to Computer Graphics | \$ 170.00 |  | THEATER 305*   | Introduction to Design for Theatre                             | \$ 170.00 |

|  |   |
|--|---|
| <p><b>The Skills Training Application consists of three (3) forms. All forms listed below MUST be completed, signed and returned to CSATTF.</b></p> <ol style="list-style-type: none"> <li><b>1. Course Pre-Approval Form</b></li> <li><b>2. Course Selection Form</b></li> <li><b>3. Reimbursement Acknowledgement Form</b></li> </ol> <p><b>Please allow 1-2 weeks for processing.</b></p> | <p><i>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.</i></p> <p><b>NO EXCEPTIONS WILL BE MADE</b></p> |
|--|---|

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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](mailto: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: \_\_\_\_\_