CSATTF

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 Art Directors Guild, Local #800

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

		East Los Angeles College*					
	ANIMATN 217*	Storyboards	$ 138.00		141*	Introduction to African Art	$ 138.00
	C-ID ARTS 201*	Drawing I	$ 138.00		151*	Introduction to Latin American Art	$ 138.00
	C-ID ARTS 202*	Drawing II	$ 138.00		161*	Introduction to American Art	$ 138.00
	C-ID 203*	Drawing III	$ 138.00		122*	Architectural Perspective	$ 92.00
	C-ID ARTS 213*	Color Theory	$ 138.00		130*	History of Architecture I	$ 92.00
	C-ID ARTS 502*	Beginning Three-Dimensional Design	$ 138.00		131*	History of Architecture II	$ 92.00
	C-ID ARTS 503*	Intermediate Design	$ 138.00		161*	Introduction to Computer-Aided Architectural Design	$ 92.00
	647*	Computer Art in a Flash (Introduction to Flash)	$ 138.00		162*	Computer-Aided Design and Drafting	$ 138.00
	110*	Survey of Western Art History I	$ 138.00		170*	Beginning Architectural Drafting	$ 92.00
	111*	Introduction to Ancient Art of the Mediterranean	$ 138.00		172*	Architectural Drawing I	$ 138.00
	116*	Introduction to Medieval Art of Europe	$ 138.00		173*	Architectural Drawing II	$ 138.00
	120*	Survey of Western Art History II	$ 138.00		180*	Computer-Aided Architectural Laboratory	$ 46.00
	121*	Introduction to Renaissance Through Rococo Art	$ 138.00		182*	Computer-Aided Architectural Laboratory	$ 46.00
	126*	Introduction to Modern Art	$ 138.00		261*	Computer-Aided Design for Architecture I	$ 138.00
	130*	Survey of Asian Art History	$ 138.00		262*	Computer-Aided Design for Architecture II	$ 138.00
	131*	Introduction to Asian Art: East and the Pacific	$ 138.00		264*	3D Modeling for Designers	$ 138.00
	139*	Introduction to Islamic Art	$ 138.00		180*	Computer-Aided Design for Architecture I	$ 46.00
	140*	Survey of Arts of Africa, Oceania, and Ancient America	$ 138.00		182*	Computer-Aided Design for Architecture II	$ 46.00
		College of the Canyons*					
	MEA 120*	Introduction to Cinematography	$ 138.00		ID 091*	Art and Accessories in Interior Design	$ 46.00

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

College of the Canyons* (cont'd)

	Code	Course	Price		Code	Course	Price
	MEA 131*	3D Modeling and Surfacing	$ 138.00		ID 114*	Architecture and Interiors History: Antiquity - Classical Revival	$ 138.00
	MEA 231*	Digital Sculpture	$ 138.00		ID 115*	Architecture and Interiors History: Classical Revival - Post Modern	$ 138.00
	ART 140*	Beginning Design: Two-Dimensional Media	$ 138.00		ARCHT 084*	Digital Illustration for Architecture and Interior Design	$ 92.00
	ART 141*	Beginning Design: Three-Dimensional Media	$ 138.00		ARCHT 096L*	Architectural Drafting CAD Lab	$ 46.00
	ID 101 A *	Introduction to Interior Design	$ 138.00		ARCHT 110*	Architectural Drafting	$ 138.00
	ID 101 B*	Introduction to Interior Design Lab	$ 46.00		ARCHT 160*	2-D CAD for Architecture and Interior Design	$ 138.00
	ID 102*	Applied Color for Designers	$ 138.00		ARCHT 220 *	Advanced 2-D CAD for Architecture and Interior Design	$ 138.00
	ID 105*	Introduction to Production Design	$ 138.00		ARCHT 260*	3-D CAD for Modeling/Animation	$ 138.00
	ID 084*	Digital Illustration for Architecture and Interior Design	$ 92.00				

Los Angeles Trade Technical College*

	Code	Course	Price		Code	Course	Price
	DIGLMD 152*	Digital Art	$ 138.00		ARC 131*	History of Architecture II	$ 92.00
	VISCOM 118*	Digital Drawing I	$ 92.00		ARC 172*	Architectural Drawing I	$ 138.00
	VISCOM 120*	Digital Drawing II	$ 92.00		ARC 173*	Architectural Drawing II	$ 138.00
	VISCOM 129*	Digital Photo Manipulation	$ 92.00		ARC 271*	Architectural Drawing III	$ 138.00
	FASHDSN 119A*	History of Costume I	$ 69.00		ENV 101*	Foundations of Design I	$ 138.00
	FASHDSN 119B*	History of Costume II	$ 69.00		ARC 261*	Computer-Aided Design for Architecture I	$ 138.00
	ART 101*	Survey of Art History I	$ 138.00		ARC 201*	Architecural Design I	$ 138.00
	ART 201*	Drawing I	$ 138.00		ARC 202*	Architecural Design II	$ 138.00
	ART 300*	Introduction to Painting	$ 138.00		ARC 160*	Computers for Designer	$ 138.00
	ARC 130*	History of Architecture I	$ 92.00				

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

		Pasadena City College*							
	ART 056*	Introduction to Digital Painting and Drawing	$	138.00		ART 004B*	History of European Medieval Art	$	138.00
	ART 057*	Motion Graphics	$	138.00		ART 004C*	History of European Renaissance and Baroque Art	$	138.00
	ART 085A*	3D Modeling & Sculpting	$	138.00		ART 400D*	History of Modern Art	$	138.00
	ART 085B*	3D Animation & Simulations	$	138.00		ART 007*	Pre-Columbian Art	$	138.00
	ART 001A*	History of Western Art	$	138.00		ART 008*	History of Mexican and Chicano Art	$	138.00
	ART 001B *	History of Western Art	$	138.00		ART 009*	History of Islamic Art	$	138.00
	ART 001C*	Art of Africa, Oceania, and Indigenous North America	$	138.00		ARCH 012A*	Visual Communications I	$	138.00
	ART 003A*	History of Asian Art	$	138.00		ARCH 012B*	Visual Communications I & II	$	138.00
	ART 003B*	History of Asian Art	$	138.00		ARCH 024A*	History of Architecture	$	138.00
	ART 004A*	History of Ancient Art in the West	$	138.00		ARCH 024B*	History of Architecture	$	138.00
		Los Angeles Community College*							
	CINEMA 3*	History of Motion Pictures	$	138.00		ART 620*	Illustration I	$	138.00
	CINEMA 18*	Introduction to Film Genres	$	138.00		ART 621*	Illustration II	$	138.00
	CINEMA 501*	Media Aesthetics and Design for Film and Digital Media	$	138.00		ART 648*	Digital Imaging	$	138.00
	ART 250*	Introduction to Digital Art	$	138.00		ART 649*	Storyboard	$	138.00
	ART 501*	Beginning Two-Dimensional Design	$	138.00		ART 634 *	Computer Graphics 3D Computer Graphics I	$	138.00
	ART 502*	Beginning Three-Dimensional Design	$	138.00		ART 636*	Computer Graphics 3D Computer Graphics II	$	138.00
		Los Angeles Valley College*							
	Cinema 102*	Introduction to Concept Art	$	138.00		Art 300*	Introduction to Painting	$	138.00
	Media Arts 103*	Digital Imaging and Motion Graphics for Film and Television	$	138.00		Art 501*	Beginning Two-Dimensional Design	$	138.00

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		Los Angeles Valley College* (cont'd)					
	Media Arts 104*	Photoshop for Motion Pictures and Television	$ 138.00		Art 502*	Beginning Three-Dimensional Design	$ 138.00
	Art 101*	Survey of Art History I	$ 138.00		Art 604*	Graphic Design I	$ 138.00
	Art 102*	Survey of Art History II	$ 138.00		Art 605*	Graphic Design II	$ 138.00
	Art 94*	Introduction to Ancient Art of the Mediterranean	$ 138.00		Art 606*	Graphic Design III	$ 138.00
	Art 105*	History of Asian Art	$ 138.00		Art 620*	Illustration I	$ 138.00
	Art 109*	The Arts of Africa, Oceania, and Ancient America	$ 138.00		Art 621*	Illustration II	$ 138.00
	Art 201*	Drawing I	$ 138.00		Art 700*	Introduction to Sculpture	$ 138.00
	Art 202*	Drawing II	$ 138.00		Art 701*	Sculpture I	$ 138.00
	Art 203*	Drawing III	$ 138.00		Art 702*	Sculpture II	$ 138.00
	Art 204*	Life Drawing I	$ 138.00		Arc 172*	Architectural Drawing I	$ 138.00
	Art 205*	Life Drawing II	$ 138.00		Arc 173*	Architectural Drawing II	$ 138.00
	Art 206*	Life Drawing III	$ 138.00		Arc 271*	Architectural Drawing III	$ 138.00
	Art 207*	Life Drawing IV	$ 138.00		Arc 221*	Architectural Rendering	$ 92.00
	Art 213*	Color Theory	$ 138.00				
		El Camino College*					
	Art 102A*	History of Western Art- Prehistoric to Gothic	$ 138.00		Art 247A*	Intermediate Motion Graphics	$ 138.00
	Art 102B*	History of Western Art- Proto-Renaissance	$ 138.00		Architecture 104*	History of Western Architecture	$ 138.00
	Art 102C*	History of Western Art - 19th Century	$ 138.00		Arc 107*	World Architecture: Pre-History to Middle Ages	$ 138.00
	Art 205A*	History of Asian Art-India and Southeast Asia	$ 138.00		Arc 108*	World Architecture: Gothic to Early Modern	$ 138.00
	Art 205B*	History of Asian Art- China, Korea, and Japan	$ 138.00		Arc 121*	Computer Aided Architectural Drafting	$ 138.00

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		El Camino College* (cont'd)					
	Art 141*	Digital Art Fundamentals	$ 138.00		Arc 125*	Building Information Modeling II	$ 138.00
	Art 142*	Digital Imaging Fundamentals	$ 138.00		Arc 170*	Architectural Graphics Techniques	$ 138.00
	Art 144*	3D Modeling and Animation	$ 138.00		Arc 171*	Architectural Three-Dimension Illustration	$ 138.00
	Art 147*	Motion Graphics	$ 138.00		Arc 172*	Architectural Color Rendering Techniques	$ 138.00
	Art 160*	Three-Dimensional Design	$ 138.00		Arc 179*	Design/Build Studio	$ 184.00
		Santa Monica City College*					
	ET 18*	Digital Storyboarding	$ 138.00		AHIS 3*	Western Art History III	$ 138.00
	ET20*	Visual Development	$ 138.00		AHIS 5*	Latin American Art History I	$ 138.00
	ET 21A*	Character Design, Environment Design, Prop and Vehicle Design I	$ 138.00		AHIS 6*	Latin American Art History II	$ 138.00
	ET 21B*	Character Design, Environment Design, Prop and Vehicle Design II	$ 138.00		AHIS 15*	Mexican Art History	$ 138.00
	ET 21C*	Character Design, Environment Design, Prop and Vehicle Design III	$ 138.00		AHIS 17*	Arts of Asia - Prehistory to 1900	$ 138.00
	CIS 60A*	Photoshop I	$ 138.00		AHIS 18*	Introduction to African Art History	$ 138.00
	CIS 60B*	Photoshop II	$ 138.00		INTARC 37*	Set Design and Art Direction for Film and TV	$ 138.00
	CIS 62A*	Flash I	$ 138.00		INTARC 52*	Producton Design for Film and TV	$ 138.00
	CIS 62B*	Flash II	$ 138.00		INTARC 35*	2D Digital Drafting	$ 138.00
	CIS 64*	Illustrator	$ 138.00		INTARC 38*	Digital Drafting 1	$ 138.00
	CIS 65*	Flash Catalyst	$ 138.00		INTARC 57*	Digital Drafting 2	$ 138.00
	ART 10C*	Computer Design	$ 138.00		INTARC 70*	3D Digital Rendering and Animation	$ 138.00
	ART 20C*	Digital Drawing	$ 138.00		INTARC 65*	Digital Illustration for Interiors	$ 138.00
	AHIS I*	Western Art History I	$ 138.00		INTARC 41*	History of Interior Architecture and Furnishings I	$ 138.00

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Approved Skills Training Art Directors Guild, Local #800

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

	Santa Monica City College* (cont'd)						
	AHIS 2*	Western Art History II	$ 138.00		INTARC 42*	History of Interior Architecture and Furnishings II	$ 138.00
	Moorpark College*						
	M20*	Two Dimensional Design	$ 138.00		M42*	Advance Illustration	$ 138.00
	M23*	Three Dimensional Design	$ 138.00		M23*	Introduction to Computer Graphics	$ 138.00
	M30*	Drawing and Composition I	$ 138.00		M26*	Digital Illustration	$ 138.00
	M31*	Drawing and Composition II	$ 138.00		M11*	History of Art Prehistoric Through Gothic	$ 138.00
	M32*	Beginning Drawing I	$ 138.00		M12*	History of Art Renaissance Through Modern	$ 138.00
	M33*	Beginning Drawing II	$ 138.00		M13*	History of Art Modern Through Contemporary	$ 138.00
	M40*	Beginning Illustration	$ 138.00		M14*	History of Art Asian	$ 138.00
	M41*	Intermediate Illustration	$ 138.00				
	Santa Barbara City College*						
	ART 101*	Visual Literacy	$ 138.00		ART 120*	Fundamentals Of Drawing	$ 138.00
	ART 102A*	Early Twentieth Century Art, 1900-1945	$ 138.00		ART 121*	Intermediate Drawing	$ 138.00
	ART 102B*	Late Twentieth Century Art	$ 138.00		ART 122*	Advanced Drawing	$ 138.00
	ART 103*	History Of Art, Prehistoric To Gothic	$ 138.00		GDP NC001*	Digital Design Techniques	$ 92.00
	ART 104*	History Of Art, Renaissance To Modern	$ 138.00		MAT NC003*	Photoshop	$ 92.00
	ART 104H*	History Of Art, Renaissance To Modern, Honors	$ 138.00		GDP NC010*	Introduction to Adobe Illustrator	$ 92.00
	ART 106*	History Of American Art	$ 138.00		MAT 112*	Digital Drawing	$ 92.00
	ART 108*	History Of Asian Art	$ 138.00		MAT 131*	Digital Imaging I	$ 138.00
	ART 111*	Survey Of Tribal Arts	$ 138.00		ART 141*	Studio Art Foundations 3D	$ 138.00

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

		Santa Barbara City College* (cont'd)					
	ART 112*	Survey Of Pre-Columbian Art	$ 138.00		DRFT 124*	Architectural Rendering I	$ 138.00
	ART 113*	Survey Of Architecture	$ 138.00				
		San Diego Mesa College*					
	ARCH 107*	Revit	$ 138.00		ARTF 113*	Arts of Africa, Oceania, and the Americas	$ 138.00
	ARCH 115*	Architectural Model Making	$ 92.00		ARTF 151*	Three-Dimensional Design	$ 138.00
	ARCH 170*	Architectural Design	$ 184.00		ARTF 155A*	Freehand Drawing I	$ 138.00
	ARCH 172*	Architectural Design II	$ 184.00		ARTF 155B*	Freehand Drawing II	$ 138.00
	ARTF 100*	Art Orientation	$ 138.00		INTE 101*	Introduction to Interior Design	$ 138.00
	ARTF 107*	Contemporary Art	$ 138.00		INTE 105*	Residential Design	$ 138.00
	ARTF 109*	Modern Art	$ 138.00		INTE 210*	Presentation and Color Rendering	$ 138.00
	ARTF 110*	Art History: Prehistoric to Gothic	$ 138.00		INTE 215*	Environmental Lighting Design	$ 138.00
	ARTF 111*	Art History: Renaissance to Modern	$ 138.00				
		Ventura College*					
	ARCH V10*	Introduction to Architectural Design	$ 92.00		ART V02A*	Introduction to the History of Western Art I	$ 138.00
	ARCH V11*	Blueprint Reading Architectural Construction	$ 138.00		ART V02B*	Introduction to the History of Western Art II	$ 138.00
	ARCH V15*	Design and Model Construction	$ 92.00		ART V02C*	Introduction to Non-Western Art	$ 138.00
	ARCH V21*	Architectural Graphics I	$ 138.00		ART V02D*	Art of the Ancient Mediterranean	$ 138.00
	ARCH V22*	Architectural Graphics II	$ 138.00		ART V04*	Introduction to Renaissance and Baroque Art	$ 138.00
	ARCH V40*	Architectural Design I	$ 138.00		ART V05*	Introduction to American Art	$ 138.00
	ARCH V41*	Architectural Design II	$ 138.00		ART V06*	Introduction to Modern Art	$ 138.00

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

		Ventura College* (cont'd)					
	ART V19*	Three-Dimensional Design	$ 138.00		ART V08*	Introduction to Asian Art	$ 138.00
	ART V70A*	Adobe Photoshop I for Digital and Fine Art	$ 138.00		ART V11B*	Color and Design Color Theory and Practice	$ 138.00
	ART V70B*	Adobe Photoshop II for Digital and Fine Art	$ 138.00				
		Los Angeles Mission College*					
	MULTIMD 100*	Introduction to Multimedia Computer Applications	$ 138.00		ART 105*	History of Asian Art	$ 138.00
	MULTIMD 110*	Visual Communication	$ 138.00		ART 109*	The Arts of Africa, Ocenia & Ancient America	$ 138.00
	MULTIMD 200*	Digital Imaging	$ 138.00		ART 209*	Perspective Drawing I	$ 138.00
	MULTIMD 220*	Illustration for Multimedia	$ 138.00		ART 501*	Beginning Two Dimensional Design	$ 138.00
	MULTIMD 240*	Graphic Design for Multimedia	$ 138.00		ART 502*	Beginning Three Dimensional Design	$ 138.00
	MULTIMD 300*	Design for 3-Dimensional Computer Applications	$ 138.00		ART 519*	Exhibition Design	$ 138.00
	MULTIMD 430*	Computer Applications for 3D Animation	$ 138.00		INTRDGN 103*	History of Architecture and Interiors I	$ 138.00
	ART 101*	Survey of Art History I	$ 138.00		INTRDGN 104*	History of Architecture and Interiors II	$ 138.00
	ART 102*	Survey of Art History II	$ 138.00		INTRDGN 106*	Digital Drafting for Interior Design	$ 138.00
		Cuesta College*					
	ARCH 242*	Introduction To Architectural Practice	$ 138.00		ART 204*	Survey Of Western Art History: Renaissance To Contemporary	$ 138.00
	ARCH 205*	Architectural Model Making	$ 92.00		ART 205*	Survey Of Art History: Modernism Through Contemporary	$ 138.00
	ARCH 251*	Architectural Design Fundamentals I	$ 138.00		ART 209*	Art Of Africa, Oceania, And Indigenous North America	$ 138.00
	ARCH 252*	Architectural Design Fundamentals II	$ 230.00		ART 210*	Survey Of Asian Art History	$ 138.00
	ART 203*	Survey Of Western Art History: Prehistory Through The Middle Ages	$ 138.00				

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		Santa Barbara Valley College*					
	ART 124A*	Beginning Drawing	$ 138.00		ART 107*	Art History: Africa, Asia, the Americas and Oceania	$ 138.00
	ART 124B*	Intermediate Drawing	$ 138.00		ART 108*	Art of Mexico and Mesoamerica	$ 138.00
	ART 124C*	Advanced Drawing	$ 138.00		ARCH 200*	Architectural Design I	$ 184.00
	ART 145*	Fundamentals of Graphic Design	$ 138.00		ARCH 201*	Architectural Design II	$ 184.00
	ART 148*	Beginning Computer Graphic Design	$ 138.00		ARCH 120*	Introduction to Computer Aided Drafting	$ 184.00
	ART 149*	Intermediate Computer Graphic Design	$ 138.00		ARCH 220*	Architectural Computer Aided Drafting I	$ 184.00
	ART 186*	Interactive Web Design: FLASH	$ 138.00		ARCH 221*	Architecture Computer Aided Drafting II	$ 184.00
	ART 100*	Art History: The Stone Age to the Middle Ages	$ 138.00		ARCH 145*	History of Architecture: Early Design through Gothic	$ 138.00
	ART 102*	Art History: Renaissance to Present	$ 138.00		ARCH 146*	History of Architecture: Renaissance through Modern	$ 138.00
		GoEngineer					
		GoEngineer (Classroom)					
	N/A	SOLIDWORKS Essentials	$ 1,295.00		N/A	SOLIDWORKS Drawings	$ 795.00
	N/A	SOLIDWORKS Advanced	$ 1,295.00		N/A	SOLIDWORKS Visualize	$ 795.00
	N/A	SOLIDWORKS New User Bundle	$ 2,295.00		N/A	SOLIDWORKS Sheet Metal & Weldments	$ 795.00
	N/A	SOLIDWORKS Advanced Surface Modeling	$ 795.00		N/A	SOLIDWORKS Routing - Electrical	$ 795.00
	N/A	Mold Design Using SOLIDWORKS	$ 795.00		N/A	SOLIDWORKS Routing - Piping and Tubing	$ 795.00
		GoEngineer (Online)					
	N/A	Online SOLIDWORKS Essentials	$ 1,295.00		N/A	Online SOLIDWORKS Sheetmetal	$ 395.00
	N/A	Online SOLIDWORKS Advanced	$ 1,295.00		N/A	Online SOLIDWORKS Weldments	$ 395.00
	N/A	Online SOLIDWORKS Drawing	$ 795.00		N/A	Online SOLIDWORKS Plastic/Molds	$ 1,500.00
	N/A	Online SOLIDWORKS Surfacing	$ 795.00		N/A	Online SOLIDWORKS Routing/Electrical	$ 795.00

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GoEngineer (cont'd)							
GoEngineer (Online)							
	N/A	Online SOLIDWORKS Cam	$ 995.00		N/A	Online SOLIDWORKS Routing/Piping	$ 795.00

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

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2710 WINONA AVENUE
BURBANK, CA 91504

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www.csatf.org

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   Phone Number: 818.847.0040 extension 1260
2710 Winona Avenue   Fax Number: 818.847.0048
Burbank, CA 91504

For Office Use Only

Approved Date:_____ Course Cost: $_____

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