



## 2020/2021 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, and be in compliance with Contract Services training requirements. You may check your status on the Online Roster at: [www.csatf.org](http://www.csatf.org), under "Rosters & Lists."
- For Non Roster classifications, you must be reflected on the Online Roster in the applicable Local and classification and be in compliance with Contract Services training requirements.

Your Skills Training Application **must** be approved by Contract Services Administration Training Trust Fund (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.** Please note that Contract Services' facilitation of skills training is not intended to expand, limit or in any way affect the scope of work covered by any collective bargaining agreement.

### 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: \_\_\_\_\_ Job Titles/Classification: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

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

**Required Training Compliant:** \_\_\_\_\_ **Completed by:** \_\_\_\_\_

**Skills Training Application Expires:** \_\_\_\_\_ **Approved** ☐ **Denied** ☐

**Contract Services Administration Training Trust Fund ("CSATTF") 2020/2021**  
**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)**

<b>Electrical Training Institute</b>						
	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
<b>The Entertainment Technician Certification Program (ETCP)</b>						
	N/A	Entertainment Electrician	\$ 650.00		N/A	Portable Power \$ 650.00
<b>Los Angeles Trade-Technical College*</b>						
	ECONMT 001	Resistive Circuit Electrical Fundamentals	\$400.00		ECONMT 190	Electrical Code Calculations \$400.00
	ECONMT 007	Home Theater & Comm Audio Video Installation	\$400.00		ECONMT 191	Commercial Wiring Practices \$350.00
	ECONMT 110	Renewable Energy Systems	\$400.00		ECONMT 193	Conduit Bending and Calculations \$850.00
	ECONMT 115	Fundamentals of D.C. Electricity	\$450.00		ECONMT 193A	Conduit Bending Laboratory \$750.00
	ECONMT 116	Hand Tools and Wiring Practices	\$325.00		ECONMT 195	Grounding: Fundamentals, Applications, and Practices \$400.00
	ECONMT 117	Elementary Circuit Practices	\$450.00		ECONMT 196	Infrastructure Wiring Practices \$400.00
	ECONMT 119	Applied Calculations and Measurements	\$550.00		ECONMT 197	Low Voltage Electrical Practices \$275.00

\*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.

\*Please note that Contract Services' facilitation of skills training is not intended to expand, limit or in any way affect the scope of work covered by any collective bargaining agreement.

**Contract Services Administration Training Trust Fund ("CSATTF") 2020/2021**  
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**Course Selection Form (One selection per form, you MUST check one and only one selection)**

**Los Angeles Trade-Technical College\* (cont'd)**

ECONMT 120	Industrial Control Systems	\$800.00	ECONMT 205	Solar Energy Installation & Maintenance Principles & Practices	\$350.00
ECONMT 128	Industrial Control Systems Practices	\$600.00	ECONMT 212	Significant Changes NEC - National Electrical Code	\$400.00
ECONMT 129	Fundamentals of Alternating Current	\$525.00	REF A/C 100	Air Conditioning Project Management	\$400.00
ECONMT 130	Principles of Industrial Electric Power	\$650.00	REF A/C 124	Refrigeration and Electrical Controls	\$475.00
ECONMT 136	Industrial Power Applications	\$225.00	REF A/C 134	Service for Commercial Refrigeration	\$400.00
ECONMT 137	Industrial Electronic Control Systems	\$500.00	REF A/C 135	Air Conditioning and Refrigeration	\$400.00
ECONMT 138	Applications of Electrical and Electronic Devices	\$175.00	REF A/C 143	Refrigeration Servicing Procedures II	\$400.00
ECONMT 140	Construction Wiring Principles	\$850.00	REF A/C 145	Air Conditioning and Refrigeration Mechanics	\$400.00
ECONMT 142	Basic Programmable Logic Controls (PLC)	\$625.00	REF A/C 176	Heating and Air Conditioning I	\$400.00
ECONMT 150	Introduction to the Electrical Code	\$725.00	REF A/C 177	Heating and Air Conditioning II	\$400.00
ECONMT 167	Electrical Construction Wiring Techniques	\$1,050.00	REF A/C 187	Servicing I	\$400.00
ECONMT 168	Installation of Electrical Wiring	\$975.00	REF A/C 188	Servicing II	\$400.00
ECONMT 169	Alternating Current Practices	\$375.00	REF A/C 199	Mechanical Code I - HVACR	\$400.00
ECONMT 171	Electrical Codes and Ordinances I	\$250.00	ETNLGY 151	DC THEORY AND CIRCUIT FUNDAMENTALS	\$400.00
ECONMT 172	Electrical Codes and Ordinances II	\$400.00	ETNLGY 152	DC THEORY AND CIRCUIT FUNDAMENTALS LAB	\$400.00
ECONMT 173	Electrical Mathematics I	\$725.00	ETNLGY 157	SEMICONDUCTORS DEVICES AND APPLICATIONS	\$400.00
ECONMT 174	Electrical Mathematics II	\$225.00	ETNLGY 158	SEMICONDUCTORS DEVICES AND ELECTRONICS LABORATORY	\$400.00
ECONMT 177	Electric Motor Control I	\$375.00	ETNLGY 159	DIGITAL CIRCUITS AND APPLICATIONS	\$500.00

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**Contract Services Administration Training Trust Fund ("CSATTF") 2020/2021**  
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**Course Selection Form (One selection per form, you MUST check one and only one selection)**

**Los Angeles Trade-Technical College\* (cont'd)**

ECONMT 178	Electric Motor Control II	\$375.00	ETNLGY 160	DIGITAL CIRCUITS AND APPLICATIONS LAB	\$350.00
ECONMT 181	Basic Wiring Practices	\$225.00	ETNLGY 162	INTRODUCTION TO ELECTRONICS COMMUNICATIONS	\$400.00
ECONMT 182	Basic Diagram and Circuit Practices	\$125.00	ETNLGY 163	INTRODUCTION TO ELECTRONICS COMMUNICATIONS LAB	\$400.00
ECONMT 184	Motor Control Principles and Practices	\$400.00	ETNLGY 252	NETWORK CABLING SPECIALIST	\$400.00
ECONMT 186	Industrial Electrical Principles and Practices	\$425.00	ETNLGY 253	FIBER OPTICS	\$400.00
ECONMT 187	Advanced Programmable Logic Controls (PLC)	\$475.00	MICROTK 077	CISCO NETWORKING ACADEMY - SEMESTER I	\$400.00

**Mt. SAC**

AIRC20	Refrigeration Fundamentals	\$500.00	AIRC34	Commercial Systems	\$500.00
AIRC25	Electrical Fundamentals for Air Conditioning and Refrigeration	\$550.00	AIRC61	Building Automation Fundamentals	\$500.00
AIRC31	Commercial Electrical for Air Conditioning and Refrigeration	\$500.00	AIRC65	Building Automation Networks and Programming	\$500.00

**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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## 2020/2021 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 (must include account owner's name) 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: \_\_\_\_\_ Job Titles/Classification: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell #: ( ) - Home #: ( ) - Email: \_\_\_\_\_

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: \_\_\_\_\_