

# **CONTRACT SERVICES GUIDEBOOK**

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**AN OVERVIEW FOR  
IATSE LOCAL 600**

**Publicists**



REV. 06/01/26



You can find all Local 600 resources mentioned in this Guidebook by scanning this QR code or by visiting [csatf.org/resources-600](https://csatf.org/resources-600).

# OPENING CREDITS

**Welcome to Contract Services**, home of the Industry Experience Roster, the Safety Pass training program, and more. We created this Guidebook for Industry Professionals working in job classifications represented by IATSE, Local 600 to understand how to navigate our services and keep up with their classification requirements.

## WHO WE ARE

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Contract Services is a nonprofit organization with a unique mission. Established in 1965 by the major studios and Hollywood unions (including the IATSE), our job is to administer certain aspects of the collective bargaining agreements between Producers and Unions. For Industry Professionals working in job classifications represented by Local 600 (like you), that includes the IATSE Basic Agreement and the Local 600 Publicists Agreement.

This Guidebook explains our primary functions that you should know about, such as:

- Delivering mandatory safety training and harassment prevention training, which is required for your job classification
- Offering skills training, which is available to help you improve your knowledge and technical proficiencies

As an Industry Professional working under the Local 600 Publicists Agreement, you are working in a “non-roster” classification (more on that below). While you do not need to apply to a roster, you still have mandatory training. To access your training, you will need to complete an application process to demonstrate your eligibility. Keep reading to learn how you can complete this process and stay compliant with your classification requirements.

## WHAT IS AN “INDUSTRY PROFESSIONAL?”

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You are! Industry Professional is our term for the highly skilled artists, technicians, and craftspeople working “behind the camera” in the motion picture production industry. In other contexts, you may be a “**member**” of the IATSE or Local 600, an “**employee**” of the Producer you’re working for, or a “**participant**” in the Motion Picture Industry Pension and Health Plans, but here at Contract Services, we refer to you as an Industry Professional.

### DIFFERENT ORGANIZATIONS, DIFFERENT RESPONSIBILITIES

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As an Industry Professional, you may have relationships with other entities, such as the Motion Picture Industry Pension & Health Plans (MPIPHP), the IATSE or your local union, or even your employer. Questions about your pension, health or retirement benefits should be directed to MPIPHP ([mpiphp.org](http://mpiphp.org)). Questions about your union membership should be directed to Local 600 ([icg600.com](http://icg600.com)).

# LET'S GO BEHIND THE SCENES

## We help Local 600 Publicists comply with mandatory safety and harassment prevention training requirements

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While some job classifications represented by Local 600 are part of a roster, the Publicist job classification is **non-roster**. If you are working under the Local 600 Publicists Agreement, that means you do not need to apply for placement on the Industry Experience Roster. However, there are mandatory training requirements for your classification, including safety and harassment prevention training.

Here are the three things you need to know, which are explained in this Guidebook:

- 1 To complete mandatory safety and harassment prevention training, you will need to apply to Contract Services for access to training.
- 2 After your application is complete, your name and training record will appear on the Industry Hub ([thehub.org](http://thehub.org)).
- 3 In order to remain compliant with your classification requirements, you'll need to stay up to date with your training, which you will be required to refresh from time to time.



This Guidebook focuses on how to apply for access to training and how to remain compliant with your training requirements.

Industry Professionals in the **Camera** classification should refer to the Local 600 Camera Guidebook. To access the Guidebook, please scan the QR code on page 2, or visit [csatf.org/resources-600](http://csatf.org/resources-600).

# GETTING STARTED

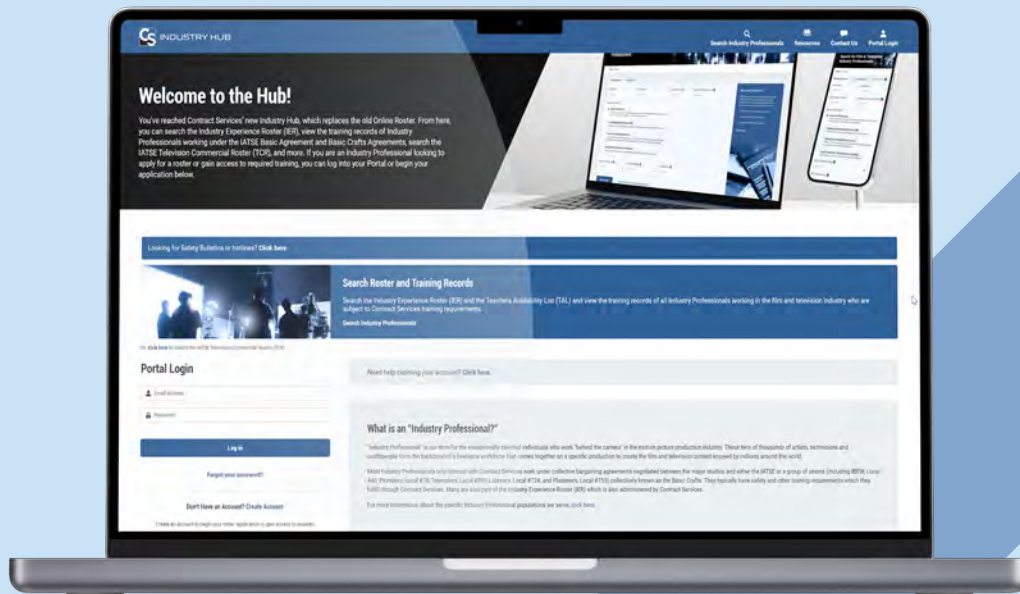
## IT ALL STARTS AT THE INDUSTRY HUB

Your first step is to visit the **Contract Services Industry Hub (thehub.org)** to log into your Portal account. If you don't have a Portal account, you'll need to create one. Head to [thehub.org](https://thehub.org), find the "Portal Login" box on the left, and click "Create Account."

Once you've created your Portal account, log in to find your **Dashboard**. From there, you can start and complete your application. You'll also use your Portal to keep up with your ongoing training requirements.

### ☆ Helpful Resources

For step-by-step instructions on creating your Portal account and starting the application process, click the **"Resources"** page at [thehub.org](https://thehub.org). You can also reach out to us anytime for help.



## WHAT ARE MY APPLICATION REQUIREMENTS?

Application requirements are classification specific, so it depends on which classification you're applying for. The application requirements for Publicists are described below. **Keep reading to learn more about the application requirements for Publicists to access their mandatory training.**

# APPLYING FOR ACCESS TO TRAINING

To apply for access to training under the non-roster Publicist classification, there are three specific requirements:

## 1 Required Documents

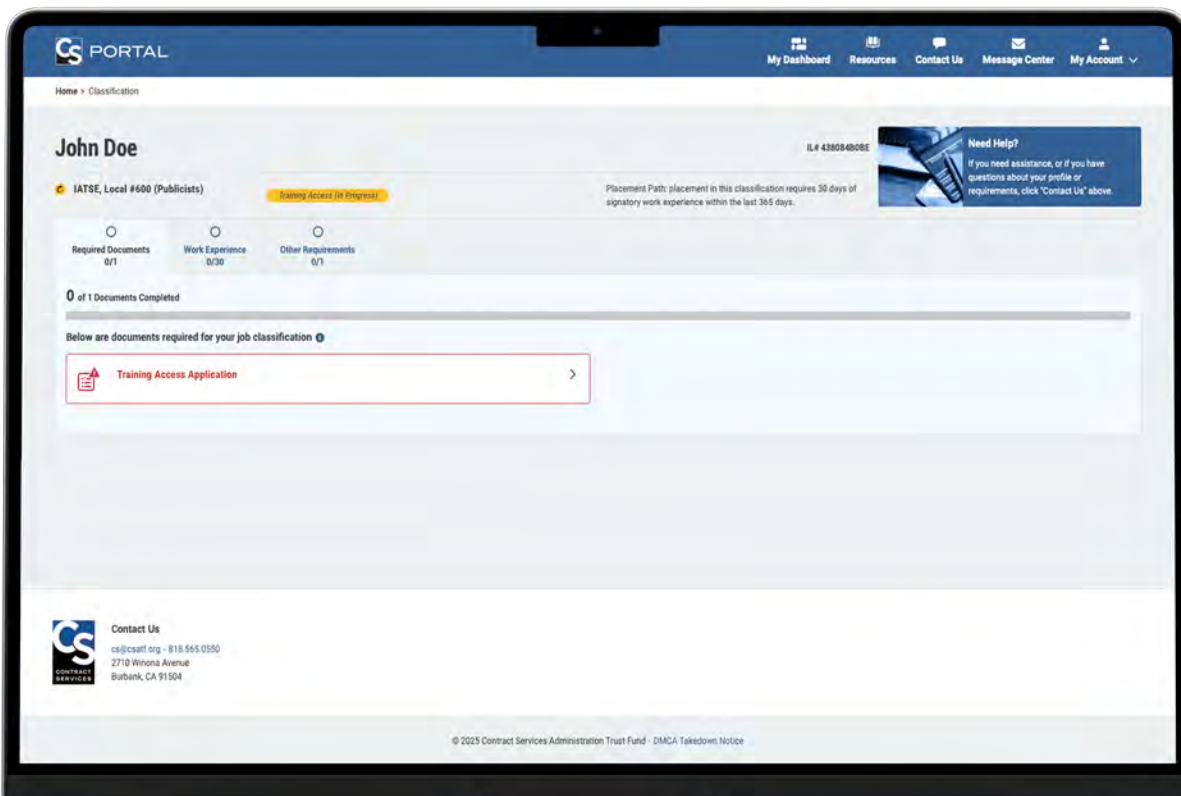
You'll need to complete and sign a Training Access Application form.

## 2 Work Experience

You'll need to provide documentation showing that you have sufficient qualifying work experience under the Local 600 Publicists Agreement. See page 7 for more information about this requirement.

## 3 Preliminary Training

You'll need to complete two online courses as part of your application. (Keep in mind, these are just preliminary training requirements. After your application is complete, you'll be able to take the rest of your required training.)



## WORK EXPERIENCE REQUIREMENTS

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When you're applying for access to training in a non-roster classification, providing documentation of qualifying work experience is a crucial step in the application process.

As a non-roster classification, Publicists need to demonstrate **30 days of signatory work experience within a 2-year period**. "Signatory" work experience means work experience for a Producer that is signatory to the Local 600 Publicists Agreement. In other words, you need to demonstrate at least 30 days of work experience under the Local 600 Agreement.

To qualify, your work experience must have been performed in Los Angeles County, or you must have been hired in Los Angeles County to perform the work outside of Los Angeles County.

## HOW DO I DEMONSTRATE WORK EXPERIENCE?

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During the application process, you'll submit your work experience using your Portal. You can demonstrate work experience by requesting an **Employment Verification Letter (EVL)** from your employer or payroll company. If we receive an EVL from your employer or payroll company, it will appear automatically under the "Work Experience" tab in your Portal, or you can obtain this document and upload it yourself. If we require additional information, we will notify you through the Message Center of your Portal.

For more information about how to obtain an EVL, and what other types of documentation are acceptable, review our Work Experience FAQ at [www.csatf.org/resources-600](http://www.csatf.org/resources-600), or by scanning the QR code on page 2.



If you need technical assistance, email our Helpdesk at [helpdesk@csatf.org](mailto:helpdesk@csatf.org) or call 818.565.0550 ext. 1030.

## HOW WILL I KNOW IF MY WORK EXPERIENCE QUALIFIES?

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You should submit any work experience you think may qualify. We will review what you submit and then update your Portal to show whether it is "Qualified" or "Not Qualified." If we cannot qualify your work experience, you will receive a notification in the Message Center of your Portal explaining why. You'll then be able to submit additional information for us to review.

## HOW CAN I CHECK MY APPLICATION STATUS?

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You can check the status of your application at any time by logging into your Portal. You may also receive notifications in the Message Center of your Portal about any outstanding placement requirements.

# LET'S TALK TRAINING REQUIREMENTS

## TRAINING REQUIRED FOR YOUR CLASSIFICATION

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Four courses are currently required for Publicists:

- 1 **General Production Safety (A)**
- 2 **Harassment Prevention Training (HP1 or HP2)**
- 3 **Firearms General Safety Awareness for the Entertainment Industry (S2)**
- 4 **Workplace Violence Prevention for Film and Television Production (WVP)**

All of these courses are available online and can be completed through your Contract Services Portal.

You will complete the first two courses as part of your application process. The remaining two courses will become available to you after your application is complete. At that point, you'll receive a 90-day deadline to complete the additional courses. Keep in mind that these requirements can change from time to time. We will notify you of any new training deadlines.

For the most up-to-date list of required training by classification, including course descriptions, visit [csatf.org/training/safety/course-lists-information](https://csatf.org/training/safety/course-lists-information).

### **Important Reminder to Stay Compliant**

It's important to keep up with your training in order to remain compliant. If you do not complete your required training by the assigned deadline, you will appear on the Industry Hub as **"not compliant"** with your classification requirements.



## IS TRAINING ONLINE OR IN PERSON?

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For Local 600 Publicists, all required training is available online for you to take at your own pace. If you need help using a computer to complete your training, you are welcome to use our computer lab at our campus in Burbank, California.

## HOW DO I ENROLL FOR TRAINING?

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Log into your Portal at [thehub.org](https://thehub.org). On your Dashboard, find your classification and click **“View Details.”** Then, under the Required Training tab, click the **“Launch Training”** button. Select your course and enroll. From there, the system will direct you how to start your online course.

## ONGOING REFRESHER TRAINING

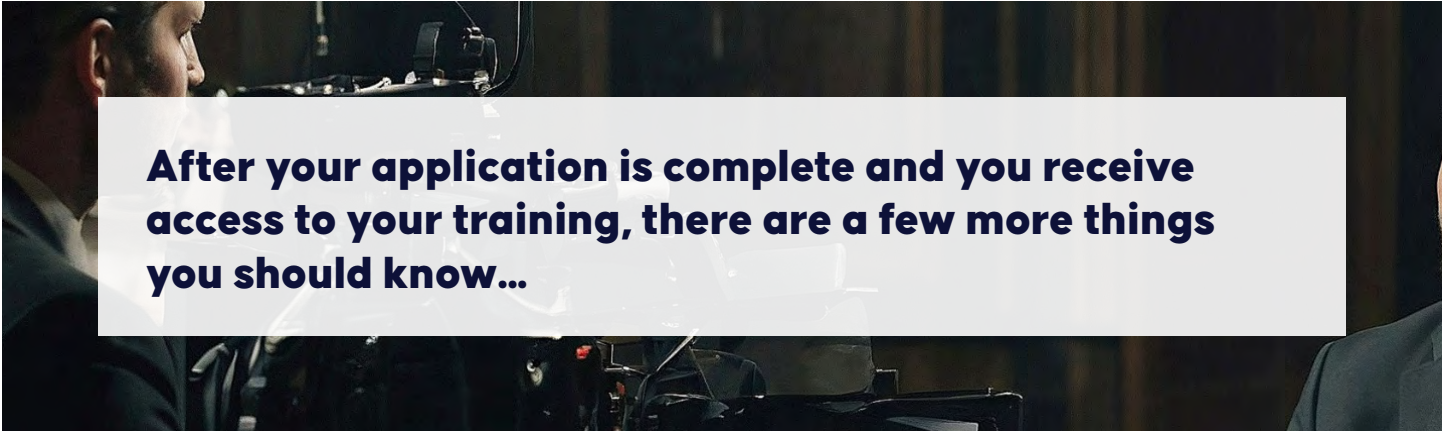
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In order to stay compliant with your training requirements, you will need to refresh your training from time to time. For example, Harassment Prevention training must be retaken every two years, and Workplace Violence Prevention training must be taken annually. We will notify you of your upcoming training deadlines, but you can also check your requirements and deadlines 24/7 by logging into your Portal.



If you need technical assistance, email our Helpdesk at [helpdesk@csatf.org](mailto:helpdesk@csatf.org) or call 818.565.0550 ext. 1030.

# WHAT'S NEXT?



**After your application is complete and you receive access to your training, there are a few more things you should know...**

Once your application process is complete, we'll notify you that you've received access to your required training. Your name, classification and compliance status will appear on the **Industry Hub ([thehub.org](https://thehub.org))**. You'll also receive deadlines to complete additional mandatory training, which becomes available after your application is complete.



## **SKILLS TRAINING: ENHANCING KNOWLEDGE AND SKILLSET**

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In addition to any mandatory training requirements you may have, we also offer non-mandatory skills training opportunities. Developed in collaboration with other training providers, skills training courses are available to eligible Industry Professionals to enhance their proficiency in their craft. More information about Skills Training eligibility and available course offerings can be found on our website at [csatf.org](https://csatf.org) under the Training menu.

## OTHER RESOURCES

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We also offer important safety resources you should know about, including Safety Bulletins and hotlines:



**Safety Bulletins** are researched, written, and distributed by the Industry-Wide Labor-Management Safety Committee for use by the motion picture and television industry. You can find our catalog of safety bulletins via our website or scan the QR code on page 2.



**The Industry Safety Hotline** (888.7.SAFELY / 888.772.3359) is a general number that will take you to the Studio Safety Hotlines and Contract Services' Production Affairs & Safety Department for questions related to industry Safety Bulletins or on-set safety.



**The Studio Safety Hotlines** provide contact information for Studio Safety Departments, including names, phone numbers and email addresses. For more information on Safety Hotlines, please visit our website or scan the QR code on page 2.

**We hope this Guidebook helps you get started.**

**If you still have questions, feel free to give us a call at 818.565.0550 ext. 1100. We're here to help!**





You can find all Local 600 resources mentioned in this Guidebook by scanning this QR code or visiting [www.csatf.org/resources-600](http://www.csatf.org/resources-600).

Photos courtesy of Local 600 – thank you!

## CONTACT US

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