



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, 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, 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
Int'l Prod. Sound Technicians Television Engrs., Video Assist Technicians & Studio Projectionist Local #695**

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

Rev Up Tech							
	N/A	Apple Final Cut Pro	\$1,895.00		N/A	Adobe After Effects	\$1,895.00
	N/A	Apple Final Cut Pro	\$1,895.00		N/A	Avid Pro Tools	\$1,895.00
	N/A	Avid Media Composer	\$1,895.00				
RED							
	N/A	REducation Workshop	\$ 1,500.00				
Moviola							
	PT 100 through PT 300 series of classes	Certified Avid Pro Tools (A request for this would be for 1 offering in the series of classes that run from PT 100 through PT 300)	\$2,400.00		AE301	Adobe After Effects: Titling and Advanced Tricks	\$695.00
	MC110	Introduction to Avid Media Composer: Fundamentals II	\$995.00		PR250	Premiere Pro for Avid/FCP Editors	\$595.00
	MC111	Introduction to Avid Media Composer: Fundamentals I & II Combo (6 Days)	\$1,295.00		DR101	Introduction to DaVinci Resolve	\$895.00
	MC201	Avid Media Composer: Professional Editing I	\$725.00		DR201A	Introduction to Fairlight Audio in DaVinci Resolve	\$695.00
	MC210	Avid Media Composer: Professional Editing II	\$1,025.00		DR201C	Advanced Color in DaVinci Resolve	\$725.00
	MC211	Avid Media Composer: Professional Editing I & II Combo	\$1,425.00		DR201E	Advanced Editing in DaVinci Resolve	\$695.00
	MC100	Introduction to Avid Media Composer: Basics (aka Avid for Producers)	\$625.00		DR201F	Fusion Visual Effects with DaVinci Resolve	\$725.00
	MC250	Avid Media Composer for Final Cut Pro/Premiere Pro Editors	\$625.00		UC101	Understanding Color for Color Grading	\$295.00
	MC113	Avid Trimming Workshop	\$625.00		UCG01	Understanding Color for Color Grading	\$325.00
	MC239	Color Grading with Avid Media Composer & Symphony	\$695.00				
Keycode Education							
	MC101	Avid 101 Media Composer Fundamentals I	\$695.00		FC101	Final Cut Pro X Fundamentals I	\$695.00
	MC110	Avid 110 Media Composer Fundamentals II	\$995.00		DR101	DaVinci Resolve Editing Essentials	\$795.00

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Keycode Education (cont'd)						
MC201	Avid 201 Media Composer Professional Editing I	\$695.00		DR201	DaVinci Resolve Editing and Finishing	\$1,195.00
MC210	Avid 210 Media Composer Professional Editing II	\$995.00		DR210	DR210 DaVinci Resolve Advanced Color Grading	\$795.00
PR250	Adobe Premiere Pro for Avid/FCP Editors	\$595.00				
AV Pro Alliance						
N/A	ISF Level III UHD & Calibration	\$ 1,800.00				
Christie						
N/A	Solaria Series 2 Training	\$ 1,600.00				
Barco						
N/A	Barco Level 1 Certified – Installation, Maintenance and Service for Series 4 - SP4K	\$2,100.00		N/A	Barco Level 2 Certified – Advanced Diagnostics and Service (only Xenon)	\$3,000.00
N/A	Barco Level 2 Certified – Advanced Diagnostics and Service Smart Laser	\$3,000.00		N/A	Barco Level 1 Certified - Installation and Basic Maintenance Smart & Flagship Laser	\$2,500.00
N/A	Barco Level 1 Certified – Installation and Basic Maintenance (only Xenon)	\$2,500.00		N/A	Barco Certified Expert – Advanced Diagnostics and Service Smart & Flagship Laser	\$3,000.00
EVS						
N/A	LSM-XT Basic Operational Training	\$800.00		N/A	IP Director Operational Training	\$800.00
N/A	LSM-XT Advanced Operational Training	\$900.00				
Avid Pro Tools						
PT 100	Certified Avid Pro Tools PT 100	\$2,400.00		PTSD 220	Sound Design in Pro Tools	\$1,600.00
PT 200	Certified Avid Pro Tools PT 200	\$2,400.00		PTDE 101	Dialog Editing Techniques in Pro Tools	\$995.00
PT 300	Certified Avid Pro Tools PT 300	\$2,400.00		ACSRPTS6	Avid Certified Support Representative Pro Tools	\$1,800.00
APTSC12	Avid Pro Tools 12 Shortcuts	\$600.00		PTVO 101	Avid Pro Tools for Voice Over Talents	\$500.00
PTC12	Avid Pro Tools 12 Comprehensive	\$1,600.00		PTST 101	Basic Synthesizer Techniques in Pro Tools	\$995.00
PTMX 101	Mixing Techniques in Pro Tools	\$1,600.00		PTST 201	Advanced Synthesizer Techniques in Pro Tools	\$995.00

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

Avid Pro Tools (cont'd)						
	PTS6CS	Avid S6 Control Surface Workshop	\$1,100.00		SDI 101	Studio Design & Installation \$995.00
	PTME 101	Music Editing in Pro Tools	\$1,800.00		ACPTS6	Avid Certified Expert: Pro Tools \$2,400.00
	PTSE 101	Introduction to Sound Editing in Pro Tools	\$995.00		PTSM 101	Surround Mixing Techniques in Pro Tools \$1,100.00
	PTSE 201	Advanced Sound Editing Techniques in Pro Tools	\$995.00			
Skillwire						
	VW100	Complete Intro to Vectorworks	\$1,200.00		RN100	Complete Intro to Rhino \$1,200.00
	VW101	Vectorworks Essentials 1	\$300.00		RN101	Rhino Essentials 1 \$300.00
	VW102	Vectorworks Essentials 2	\$300.00		RN102	Rhino Essentials 2 \$300.00
	VW103	Vectorworks Essentials 3	\$300.00		RN103	Rhino Essentials 3 \$300.00
	VW104	Vectorworks Essentials 4	\$300.00		RN104	Rhino Essentials 4 \$300.00
	VW200	Vectorworks for Film, TV, Stage & Entertainment	\$1,500.00		RN200	Rhino for Film, TV, Stage & Entertainment \$1,500.00
	VW301	Vectorworks Advanced Workshop	\$900.00		RN301	Rhino Advanced Workshop \$900.00
	AE200	After Effects for Film, TV, Stage & Entertainment	\$1,500.00		LR200	Lightroom for Film, TV, Stage & Entertainment \$750.00

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Int'l Prod. Sound Technicians Television Engrs., Video Assist Technicians & Studio Projectionist Local #695**

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

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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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, 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: _____