



## 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 - 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
TAILRING 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 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**  
**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 125B	Textile Science	\$103.00		FASHDSN 258	Computer-Aided Pattern Systems	\$103.00
	FASHDSN 126	Manufacturing and Design Room Process	\$57.00		FASHDSN 264	Apparel Computer Systems Analysis	\$57.00
	FASHDSN 130	Draping & Design	\$241.00		FASHMER 021	Cultural Perspectives of Dress	\$150.00
	FASHDSN 132	Advanced Patterns and Design	\$241.00				
<b>OTIS</b>							
	N/A	Color Theory and Design	\$550.00		N/A	Draping I	\$585.00
	N/A	History of Costume	\$550.00		N/A	Patternmaking I	\$585.00
	N/A	Textiles for Fashion	\$550.00		N/A	Fashion Illustration	\$550.00
	N/A	Introduction to Apparel Construction	\$585.00		N/A	Drawing the Fashion Figure	\$550.00
	N/A	Sewing 1	\$585.00		N/A	Digital Design for Fashion	\$875.00
	N/A	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 363	Costume Textile Design with Dye, Print, and Paint	\$170.00

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**Contract Services Administration Training Trust Fund ("CSATTF") 2020/2021**  
**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 213	Color Theory	\$170.00		TECTHTR 364	Costume Sewing and Pattern Making \$170.00
	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

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

West LA College* (cont'd)					
ACCOUNTING 25	Automated Accounting Methods and Procedures	\$170.00	ART 641	Advanced Desktop Publishing	\$170.00
ART 201	Drawing I	\$170.00	ART 633	Introduction to Computer Graphics	\$170.00
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
<div> <div> <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> <p><b>1. Course Pre-Approval Form</b></p> <p><b>2. Course Selection Form</b></p> <p><b>3. Reimbursement Acknowledgement Form</b></p> <p><b>Please allow 1-2 weeks for processing.</b></p> </div> <div> <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 align="center"><b>NO EXCEPTIONS WILL BE MADE</b></p> </div> </div>					

\*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: \_\_\_\_\_