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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Animation Academy							
	N/A	Character Design 1	$495.00		N/A	Visual Development 2	$495.00
	N/A	Character Design 2	$495.00		N/A	Story Sketch	$495.00
	N/A	Background Design and Perspective	$495.00		N/A	Character Animation Basics	$495.00
	N/A	Visual Development 1	$495.00				
Animation Mentor							
	AN01	Animation Basics	$2,499.00		Wsboard	Storyboarding Fundamentals	$899.00
	AN02	Body Mechanics	$2,499.00		Wtoon	Cartoony Animation for 3D Animators	$899.00
	AN03	Advanced Body Mechanics	$2,499.00		WGA1	Game Animation Fundamentals	$899.00
	AN04	Introduction to Acting	$2,499.00		W3dmodel	Introduction to 3D Modeling	$1,299.00
	AN05	Advanced Acting	$2,499.00		Wsboard2	Intermediate Storyboarding	$899.00
	AN06	Polishing and Portfolio	$2,499.00		Wprevis	Previsualization for Animators	$899.00
	WCL	Creature Animation: Locomotion	$2,499.00		Wvisdev	Visual Development	$899.00
	WCF	Creature Animation: Fight or Flight	$2,499.00		Wdpaint	Digital Painting	$899.00
	WMAYA	Maya Workshop	$699.00		W2danim	2d Animation	$899.00
Concept Design Academy							
	F-001	Visual Communication 1: Dynamic Sketching	$850.00		W-004D	Landscape Painting (2 days)	$260.00
	F-002	Intro to Perspective	$750.00		W-004E	Landscape Painting (3 days)	$390.00
	F-003	Analytical Figure Drawing	$780.00		W-005	Color & Composition	$130.00
	F-004	Head and Figure Drawing	$780.00		W-006	Figure & Composition	$130.00
	F-004A	Figure Drawing with the Reilly Method	$750.00		W-007	Design & Art Direction	$130.00
	F-005	Animal Anatomy	$750.00		W-008	Visual Storytelling	$130.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Concept Design Academy (cont'd)							
	F-006	Sketching for Environment	$750.00		W-009	Color & Design for Entertainment	$130.00
	F-007	Sketching for Character Design	$750.00		W-010	Creative Lessons from Filmmaking Masters	$390.00
	F-008	Intro to Figure Painting	$780.00		W-011	Hollywood Film History for Visual Storytellers	$390.00
	F-009	Color & Lighting	$800.00		W-012	Storytelling Lessons from the Simpsons	$130.00
	F-009A	Color Harmony Through Life Studies	$780.00		W-013	Twilight Zone Studies for Visual Storytellers	$130.00
	F-009B	Gouache Color Study	$800.00		W-014	Analytical Screening: Character and Story	$130.00
	F-010	Landscape Painting	$800.00		W-015	Analytical Screening: Production Design & Cinematography	$130.00
	F-011	Digital Landscape Painting	$850.00		W-016	Art Lessons from Great Illustrators	$130.00
	F-012	Figure Quick Sketch	$780.00		W-017	Drawing Lessons from Animators	$130.00
	F-012A	Intro to Figure Drawing	$780.00		W-018	Drawing Lessons from Cartoonists	$130.00
	F-013	Head and Hands Drawing	$780.00		W-019	Drawing Lessons from Masters	$390.00
	F-014	Head Drawing	$780.00		W-020	Artists Studies: Pyle & Wyeth	$130.00
	F-015	Costume & Drapery Drawing	$780.00		W-021	Artists Studies: Bridgman & Frazetta	$130.00
	F-015A	Costumed Gesture Drawing	$780.00		W-022	Recipes for Creative Teams	$130.00
	F-016	Long Pose Figure Drawing	$780.00		W-023	Figure Drawing Workshop	$130.00
	F-016A	Analytical Figure Drawing 2	$780.00		W-023A	Figure Drawing Workshop (2 days)	$260.00
	F-017	Advanced Drawing for Illustration	$850.00		W-023B	Figure Drawing Workshop (3 days)	$390.00
	F-018	Comparative Anatomy	$780.00		W-024	Figure Painting Workshop	$130.00
	F-019	Sculptural Anatomy	$780.00		W-024A	Figure Painting Workshop (2 days)	$260.00
	F-019A	Intro to Anatomy and Drapery	$800.00		W-024B	Figure Painting Workshop (3 days)	$390.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Concept Design Academy (cont'd)							
	F-020	Head Painting	$780.00		W-025	Portrait Painting Workshop	$130.00
	F-021	Visual Communication 2	$850.00		W-025A	Portrait Painting Workshop (2 days)	$260.00
	I-001	Composition & Cinematography	$800.00		W-025B	Portrait Painting Workshop (3 Days)	$390.00
	I-001A	Composition & Cinematography 2	$900.00		W-027	Character Design & Illustration	$130.00
	I-001B	Visual Storytelling	$900.00		W-027A	Character Design & Illustration (2 Days)	$260.00
	I-001C	Creative Lessons from Filmaking Masters	$900.00		W-028	Concepts for Film & Game Development	$130.00
	I-001D	Characters & Story Development	$900.00		W-029	Archetypes & Story Structure	$130.00
	I-001E	Production Design & Cinematography	$900.00		W-030	Character Archetypes & Story Structure	$130.00
	I-001G	Art Lessons from Great Masters	$900.00		W-031	Character Design for Visual Effects	$130.00
	I-001H	Art Lessons from Animators	$900.00		W-032	Hero Design for Video Games	$130.00
	I-002	Intro to Environment Design	$800.00		W-033	Human & Mech Design	$130.00
	I-002A	Background Design for Animation	$800.00		W-034	Concept Design for Film	$130.00
	I-002B	Architecture for World Building	$800.00		W-035	Creature Design & Sculpting	$130.00
	I-003	Environment Design	$800.00		W-036	Film Character Design	$130.00
	I-003A	Environment Design for Games	$800.00		W-037	Character & Creature Design	$130.00
	I-004	Intro to Digital Painting	$800.00		W-038	Creature Design Workshop	$130.00
	I-005	Figure Invention for Animation	$800.00		W-039	Character Creation Workshop	$130.00
	I-005A	Animated Performance for Storyboarding	$800.00		W-040	Costume Design for Film Production	$130.00
	I-006	Intro to Character Design	$800.00		W-041	Costume Design Workshop	$130.00
	I-007	Key Frame Illustration	$800.00		W-042	Iconic Science Fiction Design	$130.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Concept Design Academy (cont'd)							
	I-008	Digital Illustration	$800.00		W-043	Concept Design for Film Production	$130.00
	I-008A	Design & Composition for Illustration	$800.00		W-044	Game Vehicle & Mech Design	$130.00
	I-008B	Card & Cover Illustration	$800.00		W-045	Sci Fi Mech Design	$130.00
	I-009	Costume & Creature Design	$800.00		W-046	Film Conceptual Design	$130.00
	I-010	Character Design 2	$800.00		W-047	Vehicle Design Workshop	$130.00
	I-010A	Character Design for Games	$800.00		W-048	Imaginary Vehicles	$130.00
	I-011	Intro to Vehicle Design	$800.00		W-049	Cinematic Set Design	$130.00
	I-012	Vehicle and Mechs	$800.00		W-050	Environment & Lighting	$130.00
	I-012A	Human and Mechs	$800.00		W-051	Environment Design for Film	$130.00
	I-012B	Iconic Science Fiction Design	$800.00		W-052	Film Concept Design	$130.00
	I-013	Cinematic Storyboard	$870.00		W-053	Sci Fi & Fantasy Design	$130.00
	I-013A	Intro to Storyboard	$870.00		W-054	Film Production Illustration	$130.00
	I-014A	Intro to Story Development	$870.00		W-055	Visual Development for Games	$130.00
	I-014B	Story Development for Animation	$1,050.00		W-056	Concept & Key Frame Design	$130.00
	I-014C	Storyboard for TV Animation	$870.00		W-057	Story Moment Design	$130.00
	I-015	Intro to Form Language	$800.00		W-059	Digital Fantasy Illustration	$130.00
	I-016	Film Costume Design	$800.00		W-060	Fantasy Illustration	$130.00
	I-016A	Character & Costume Design	$800.00		W-061	Graphic LA – Digital Painting	$130.00
	I-017	Intro to Entertainment Design	$800.00		W-062	Story Illustration	$130.00
	I-018	Intro to Matte Painting	$800.00		W-063	Watercolor Illustration	$130.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Concept Design Academy (cont'd)							
	I-019	Matte Painting 2	$800.00		W-064	Sci Fi Illustration	$130.00
	I-020	Creature Design 2	$800.00		W-065	Sci Fi & Fantasy Illustration	$130.00
	I-021	Intro to Animation	$800.00		W-066	Digital Painting	$130.00
	I-022	Color Script Design	$800.00		W-067	Illustration Workshop	$130.00
	I-023	Intro to Comics	$800.00		W-068	Digital Painting Techniques	$130.00
	I-024	Intro to Toy Design	$800.00		W-069	Style Development for Animation	$130.00
	I-025	Intro to Product Design	$800.00		W-070	Color & Design for Animation	$130.00
	I-027	Intro to Book Design	$800.00		W-071	Art of Studio Ghibli Background Painting	$500.00
	I-028	Intro to Motion Graphics	$800.00		W-072	Animation Character Design	$130.00
	I-029	Color & Lighting Design for Animation	$840.00		W-073	Character Design for Animation	$130.00
	I-030	Children's Book Illustration	$800.00		W-074	Story Beat Painting for Animation	$130.00
	A-001	Advanced Visual Communication	$800.00		W-075	Story & Visual Development	$130.00
	A-002	Visual Development for Animation	$800.00		W-076	Designing & Painting for Animated Film	$130.00
	A-003	Advanced Entertainment Design	$800.00		W-077	Digital Painting for Animation	$130.00
	A-004	Advanced Storyboard	$900.00		W-078	Production Design for Animation	$130.00
	A-004A	Story Development, The Sequel	$1,100.00		W-079	Color Script 101	$130.00
	A-004B	Cinematic Storyboard 2	$900.00		W-080	Environment Design for Animation	$130.00
	A-005	Advanced Digital Illustration	$800.00		W-081	Visual Development	$130.00
	A-006	Animation Projects	$2,400.00		W-082	Story Illustration for Animation	$130.00
	A-007	Game Design Projects	$2,400.00		W-083	Style Guide & Art Direction	$130.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Concept Design Academy (cont'd)							
	A-008	Color Key Design for Production	$800.00		W-084	3 Day Storyboard Masterclass	$390.00
	D-001	ZBrush Character Creation	$850.00		W-085	From Concept to Storyboard	$130.00
	D-002	Modo for Concept Design	$850.00		W-086	Storyboard Workshop	$130.00
	D-002A	Blender for Concept Design	$850.00		W-087	Storyboard for Animation Workshop	$130.00
	D-003	Intro to Maya	$850.00		W-087A	Storyboard for Animation Workshop (2 days)	$260.00
	D-004	Intro to Flash Animation	$800.00		W-087B	Storyboard for Animation Workshop (3 days)	$390.00
	D-005	Intro to Video Editing	$800.00		W-088	ZBrush Concept Design	$130.00
	D-006	Intro to Sound Design	$800.00		W-089	Sketchup for Visual Development	$130.00
	D-007	Intro to Digital Printing	$850.00		W-090	Digital Marquette	$130.00
	X-002	Entertainment Copyright 101	$800.00		W-091	3D Printing Workshop (3 days)	$390.00
	X-003	History of Illustration	$800.00		W-092	Modo for Concept Design	$130.00
	X-004	History of Film	$800.00		W-092A	Blender for Concept Design	$130.00
	W-001	Composition for Visual Storytellers	$130.00		W-093	Concept Design Workshop	$390.00
	W-002	Composition for Storytelling	$130.00		W-094	Creative Project Development (5 days)	$650.00
	W-003	3 Days Composition Workshop	$390.00		W-095	Visual Development for Narrative Art	$130.00
	W-004	Gouache Landscape Painting	$130.00		W-096A	The Story Development Workshop (1 Day)	$130.00
	W-004A	Gouache Landscape Painting (2 days)	$260.00		W-097	Bring Background Art Forward	$130.00
	W-004B	Gouache Landscape Painting (3 days)	$390.00		W-101	3 Day Storyboard Master Class	$500.00
	W-004C	Landscape Painting	$130.00		W-102	Composition for Storytelling	$130.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Computer Graphics Master Academy							
	2D1110	Perspective	$699.00		3D1117	Texturing and Surfacing for Films/Cinematics	$599.00
	2D1111	Dynamic Sketching 1	$699.00		3D1118	Hair Creation for Games	$749.00
	2D1112	Dynamic Sketching 2	$699.00		3D1119	Introduction to Marvelous Designer	$499.00
	2D1113	Analytical Figure Drawing	$699.00		3D1120	Character Creation for Films/Cinematics	$998.00
	2D1114	Animal Drawing	$699.00		3D1130	Character Creation for Games	$749.00
	2D1115	Fundamentals of Design	$699.00		3D1121	Next Gen Character Creation Mentorship	$899.00
	2D1116	Environment Sketching	$699.00		3D1123	Zbrush for Concept & Iteration	$599.00
	2D1117	Digital Painting	$699.00		3D1124	Next Gen Creature Creation	$699.00
	2D1118	Fundamentals of Character Design	$699.00		3D1125	Stylized Characters in 3D	$699.00
	2D1119	The Art of Color and Light	$699.00		3D1126	Hard Surface Modeling for Characters	$749.00
	3D5522	Becoming a Better Artist	$699.00		3D1127	Animating in Unreal	$899.00
	2D0120	Fundamentals of Perspective	$699.00		3D1129	Concept Art: From 2D to 3D	$699.00
	2D2210	Head Drawing and Construction	$699.00		3D2213	Introduction to Substance for Environment Art	$599.00
	2D2211	Character Design for Animation	$699.00		3D2214	Advanced Substance for Environment Art	$249.00
	2D2212	Costume Concept Design	$699.00		3D2217	Weapons and Props for Games	$599.00
	2D2213	Character Design for Production	$699.00		3D2218	Vegetation and Plants for Games	$599.00
	2D4414	Digital Portrait Painting	$699.00		3D2211	Intro to Environment Art	$998.00
	2D4413	Anatomy of Clothing	$699.00		3D2220	Stylized 3D Asset Creation for Games	$998.00
	2D2214	Storyboarding for Animation	$699.00		3D2219	Texturing and Shading for Games	$599.00
	2D2215	Art Direction for Character Designers	$699.00		3D2214	UE4 Modular Environments	$998.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Computer Graphics Master Academy (cont'd)							
	2D2216	Creature Design for Film Games	$699.00		3D2221	Organic World Building in UE4	$998.00
	2D2217	Character Design for Film and Games	$699.00		3D2224	Introduction to Unity	$699.00
	2D4416	Composition for Concept Art and Illustration	$699.00		3D2223	Level Design for Games	$998.00
	2D4415	Narrative Illustration and Characters	$699.00		3D2228	The Art of Lighting for Games	$998.00
	2D3310	Fundamentals of Architecture Design	$699.00		3D2221	Hard Surface Modeling for Films	$998.00
	2D3311	Fundamentals of Environment Design	$699.00		3D5519	Photogrammetry for Modern Games	$499.00
	2D3312	Environment Sketching for Production	$699.00		3D2225	Stylized Characters (Zbrush & Maya)	$998.00
	2D3313	Environment Concept Design	$699.00		3D2226	Creature Design for Production	$998.00
	2D3314	Environment Painting & Design	$699.00		3D2229	Interior Design for Maya	$699.00
	2D3316	Matte Painting	$699.00		3D2230	Hard Surface Modeling for Games	$998.00
	2D3316-B	Advanced Matte Painting for Production	$699.00		3D2231	Lighting for Films	$998.00
	2D2218	Drawing and Rendering Techniques for Hardware Design	$699.00		3D2232	Production Illustration for Matte Painters and Concept Artists	$699.00
	2D3319	Themed Environment Design	$699.00		3D2233	Character Design in Sculpting	$699.00
	2D4417	Story Development for Artists: From Idea to Reality	$699.00		3D5510	Body Mechanics	$699.00
	2D4420	Storytelling and Storyboarding Mentorship	$799.00		3D5515	Scripting & Tool Dev. for Maya	$699.00
	2D4420-B	Storytelling and Storyboarding Mentorship with Kevin Reed	$799.00		3D5516	Lighting and Shading for Film Production	$599.00
	2D4421	Key Frame Illustration for Production	$699.00		3D5517	Nuke Compositioning for 3D Artists	$699.00
	2D4422	Foundations in Modern 2D Animation	$699.00		3D5520	Cloth Simulation	$699.00
	2D4423	2D Animation Essentials	$749.00		3D5521	VEX In Houdini	$699.00
	2D0100	Absolute Beginners	$699.00		3D5523	Character Facial Rigging for Production	$749.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Computer Graphics Master Academy (cont'd)							
	2D0110	Digital Art Foundations	$699.00		3D5524	Intro to Digital Matte Painting	$699.00
	2D4424	Figure Drawing: Anatomy of Style	$699.00		3D5525	Rigging Techniques: Cartoon to Realistic	$699.00
	2D4425	Visual Development and Art Direction Mentorship	$849.00		3D5526	Advanced Matte Painting for Production	$699.00
	2D4426	Color Key and Color Script Illustration for Production	$699.00		3D5527	Biomedical Imaging in 3D	$699.00
	2D4428	Environment Painting	$699.00		3D5549	Intro to Rigging	$899.00
	2D4431	Designing Landscapes en Plein Air	$699.00		3D5550	Mechanical Rigging	$699.00
	2D4432	Production Illustration for Matte Painters and Concept Artists	$699.00		3D5553	Houdini Fundamentals: Teacher Training Edition	$998.00
	2D4435	Background Design/Layout for Animation	$699.00		3D5556	Motion Graphics	$699.00
	2D4436	Background Painting for Animation	$699.00		3D5557	Pre-vis for Film Production	$699.00
	2D0140	3D Techniques for 2D Artists	$699.00		3D5558	Procedural Modeling in Houdini	$699.00
	2D4438	2D Motion Graphics in After Effects	$699.00		3D5562	Intro to Maya for Animators	$799.00
	3D1110	Intro to Maya	$998.00		3D5563	Fundamentals of Animation	$998.00
	3D1111	Intro to Production Modeling	$599.00		3D5564	Body Mechanics	$998.00
	3D1112	Anatomy for Production	$998.00		3D5565	Modeling for Animators	$299.00
	3D1113	Sculpting Anatomy: From Animal to Creature	$998.00		3D5566	Rigging for Animators	$299.00
	3D1114	Character Casting	$998.00		3D5567	Lighting for Animators	$299.00
	3D1115	Character Facial Sculpting	$998.00		3D5568	Rendering and Compositing for Animators	$299.00
	3D1116	Character Texturing for Games in Substance	$599.00		3D5569	Acting for Animators	$299.00
Gnomon							
	ADRWANAT	Anatomy for Artists	$699.00		GAME0300	Game Creation 1	$2,061.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Gnomon (cont'd)							
	DMODCMS1	Character Modeling and Sculpting	$2,061.00		AANMPRIN	History and Principles of Animation	$699.00
	APRAMAQT	Character Sculpture 1	$819.00		LTRN0200	Lighting and Rendering with Mental Ray	$2,061.00
	DMODPZBR	Digital Sculpting	$2,061.00		LTRN0300	Lighting and Rendering with V-Ray	$2,061.00
	DMODHSM1	Hard Surface Modeling 1	$2,061.00		LSCI0200	Animal Drawing	$699.00
	DMODHSM2	Hard Surface Modeling 2	$2,061.00		ADESCHDS	Character Design	$699.00
	DGENINTR	Introduction to 3D with Maya	$1,677.00		AGENCOLR	Color Theory and Light	$699.00
	DCMPCOMP	Introduction to Compositing	$2,061.00		ADRWCSTF	Costumed Figure Drawing	$699.00
	APRASTRY	Storyboarding	$699.00		ADESCRET	Creature Design	$1,257.00
	DTEXTXM1	Texturing and Shading 1	$2,061.00		ARTD0300	Digital Painting 1	$1,257.00
	DTEXINTP	Texturing and Shading 2	$2,061.00		ADRWADPT	Digital Painting 2	$1,257.00
	DCMPSHK2	Advanced Compositing	$2,061.00		ADESPERS	Drawing in 3D	$699.00
	DMODAZBR	Advanced Digital Sculpting	$2,061.00		ADRWVISC	Drawing Fundamentals	$699.00
	COMP0210	Art of Compositing	$2,061.00		ADRWVIS2	Drawing Fundamentals 2	$699.00
	ANIM0210	Character Animation 2	$2,061.00		ADESENVD	Environment Design	$1,257.00
	ANIM0300	Character Animation 3	$2,061.00		ADRWGEST	Gesture Drawing	$699.00
	APRAMAQ2	Character Sculpture 2	$819.00		ADRWFIGR	Life Drawing	$699.00
	OMODZCRD	Creature Modeling and Sculpting	$2,061.00		DGENPHOT	Photoshop for Digital Production	$2,061.00
	VSVF0300	Dynamic Effects 1	$2,061.00		ADESPRDT	Prop and Weapon Design	$1,257.00
	DGAMENVG	Environment Creation for Games	$2,061.00		ADESVEHC	Vehicle Mech Design	$1,257.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

iAnimate.net							
	F0	Maya, Modeling & More	$999.00		G0	Intro to Games Animation	$1,498.00
	F0.5	Maya, Modeling & More - Advanced	$999.00		G1	Games Animation 1 Advanced Body Mechanics	$1,698.00
	F0.6	Photoshop & After Effects For Animators	$999.00		G2	Games Animation 2 Combat, Takedowns	$1,698.00
	F1	Introduction to Feature Quality Animation	$1,498.00		G3	Games Animation 3 Battle Sequences	$1,698.00
	F2	Body Mechanics 1	$1,598.00		R1	Rigging Fundamentals	$999.00
	F3	Body Mechanics 2	$1,698.00		R2	Character Rigging for Production	$999.00
	F3.5	Pantomime Acting	$1,698.00		R3	Creature Rig Creation	$999.00
	F4	Facial Acting and Lip Sync	$1,698.00		R4	Facial Rig Creation	$999.00
	F5	Full Body Acting	$1,698.00		PV	PreVisualization	$999.00
	F6	Sequence Work	$1,698.00		L	Lighting and Surfacing in Maya	$999.00
	F7	Showreel Polish	$1,698.00		MC1	Motion Capture 1-Fundamentals	$999.00
	C1	Creature 1-Quadruped Locomotion	$1,698.00		MC2	Motion Capture 2-Crafting a Performance	$999.00
	C2	Creature 2-Advanced Creature Animation	$1,698.00		U	Animation Integration In Unreal	$999.00
	C3	Creature 3-Creature Performance and Locomotion	$1,698.00				
Los Angeles Academy of Figurative Art							
Los Angeles Academy of Figurative Art (On Campus)							
	N/A	1-Day Drawing/Painting Training Class Pass	$105.00		N/A	Still Life Painting	$549.00
	N/A	2-Day Drawing/Painting Training Class Pass	$210.00		N/A	Composition for Animation and Film	$549.00
	N/A	3-Day Drawing/Painting Training Class Pass	$315.00		N/A	Mixed-Media Drawing	$549.00
	N/A	4-Day Drawing/Painting Training Class Pass	$420.00		N/A	Comic Art: Visual Storytelling	$549.00
	N/A	5-Day Drawing/Painting Training Class Pass	$525.00		N/A	Alla Prima Painting Master Studies	$549.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Los Angeles Academy of Figurative Art (cont'd)							
Los Angeles Academy of Figurative Art (On Campus)							
	N/A	Head, Hands and Costume Drawing	$549.00		N/A	Figure Painting	$649.00
	N/A	Portrait Painting	$729.00		N/A	Portrait Painting	$649.00
	N/A	Figure Painting	$729.00		N/A	Background Design	$549.00
	N/A	Head Drawing	$679.00		N/A	Basic Drawing Fundamentals	$549.00
	N/A	Color Theory Painting	$629.00		N/A	Basic Painting Fundamentals	$549.00
	N/A	Life Drawing for Animation	$549.00		N/A	Sketching Environments	$549.00
	N/A	Life Painting	$549.00		N/A	Portrait Drawing	$549.00
	N/A	Life Drawing	$549.00		N/A	Set Illustration	$549.00
	N/A	Gesture Drawing	$549.00		N/A	Introduction to Comic Book Art	$549.00
	N/A	Figure Quick Sculpt	$549.00		N/A	Perspective	$549.00
	N/A	Portrait Sculpting	$649.00		N/A	Figure Drawing	$679.00
	N/A	Figure Sculpting	$649.00		N/A	Drawing for Story	$549.00
	N/A	2D Anatomy Drawing	$679.00		N/A	Portrait Painting	$549.00
	N/A	Ecorche/3D Anatomy	$679.00		N/A	Figure Drawing	$549.00
	N/A	Imaginatomy	$679.00		N/A	Figure Painting	$549.00
	N/A	Landscape Painting	$549.00		N/A	Watercolor	$549.00
	N/A	Storyboarding	$549.00		N/A	Sculpting	$549.00
	N/A	Dynamic Sketching	$549.00				
Los Angeles Academy of Figurative Art (Online)							
	N/A	Drawing from Imagination	$495.00		N/A	Color Theory	$495.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Los Angeles Academy of Figurative Art (cont'd)							
Los Angeles Academy of Figurative Art (Online)							
	N/A	Color and Composition	$495.00		N/A	Methods and Materials	$495.00
	N/A	Painting From Life (Emphasis on Drapery and Folds)	$495.00		N/A	Classical Painting Collection	$495.00
	N/A	2D Anatomy	$495.00		N/A	Portrait Painting Collection	$495.00
	N/A	3D Anatomy/Ecorche	$495.00		N/A	Figure Painting Collection	$495.00
	N/A	Animal Anatomy - Imaginatomy	$495.00		N/A	Introduction to Drawing Collection	$495.00
	N/A	Figure Construction	$495.00		N/A	Introduction to Painting Collection	$495.00
	N/A	Portrait Drawing in Charcoal	$495.00		N/A	Beginning Drawing Fundamentals	$495.00
	N/A	Introduction to Environments	$495.00		N/A	Sculping a Character in Clay	$395.00
	N/A	Dynamic Color Sketching for Entertainment	$495.00		N/A	Perspective	$495.00
	N/A	Introduction to Character Design	$495.00		N/A	Sculpting 1	$495.00
	N/A	Visual Development Fundamentals	$495.00		N/A	Head, Hands and Costume Drawing	$495.00
	N/A	Beginning Composition	$495.00		N/A	Figure Construction 2	$495.00
	N/A	Composition 1	$495.00		N/A	Composition for Film and Animation	$495.00
	N/A	Compostion 2	$495.00		N/A	Storyboarding	$495.00
	N/A	Composition 3	$495.00		N/A	Imaginative Worlds for Entertainment	$495.00
	N/A	Composition 4	$495.00		N/A	Introduction to Creature Design	$495.00
	N/A	Introduction to Comic Art	$495.00		N/A	Introduction to Environments	$495.00
	N/A	Tonal Drawing and Painting	$495.00		N/A	Analytical Figure Drawing	$495.00
	N/A	Fantasy Illustration	$495.00		N/A	Sketching for Environment Design	$495.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Los Angeles Academy of Figurative Art (cont'd)							
Los Angeles Academy of Figurative Art (Online)							
	N/A	Beginning Digital Painting	$495.00		N/A	Dynamic Sketching	$495.00
	N/A	Digital Painting	$495.00		N/A	Anatomy Bundle (Human & Animal Anatomy, Plus 3D Ecorche	$1,185.00
	N/A	Visual Storytelling: Movie Moments	$495.00				
Mold3D Academy							
	#001	Master Organic Modeling	$799.00		#008	Mastering Hard Surface Modeling	$799.00
	#002	Artistic Anatomy	$799.00		#009	Character Creation for Video Games	$799.00
	#003	Creating Appealing Characters	$799.00		#010	Creating Appealing Anthropomorphic Characters	$799.00
	#004	Mastering Appealing Heads	$799.00		#011	Character Design for 3D Modelers	$699.00
	#005	Character Sculpting in Zbrush	$799.00		#012	Introduction to 3D Character Animation	$799.00
	#006	Look Development for Stylized Characters	$799.00		#013	VR Sculpting Workshop	$399.00
	#007	Character Rigging	$799.00		#014	3D Creature Development	$799.00
Situ Art Academy							
	101	Basic Drawing to Painting	$660.00		117	Long Pose Painting	$820.00
	102	Beginning Figure Drawing	$660.00		118	Exploring Color & harmony	$660.00
	103	Analytical Figure Drawing	$660.00		119	Creative Drawing	$660.00
	104	Figure Quick Sketch	$660.00		120	Landscape Painting	$660.00
	105	Figure & Costume Drawing	$660.00		201	Head Painting Workshop	$500.00
	106	Advanced Figure Drawing	$660.00		202	Figure Painting Workshop - 2 days	$500.00
	107	Still Life Painting	$660.00		203	Head & Hands Painting Workshop	$500.00
	108	Head Drawing	$800.00		204	Figure Drawing Workshop	$500.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Situ Art Academy (cont'd)							
	109	Head Painting	$660.00		205	Head Drawing Workshop	$500.00
	110	Figure Painting	$660.00		206	Landscape Painting - 2 days	$500.00
	111	Creative Composition	$800.00		207	Landscape Painting - 3 days	$800.00
	112	Digital Painting	$660.00		208	Costume Painting Workshop - 2 days	$500.00
	113	Color & Light	$660.00		209	Portrait & Costume Painting Workshop - 3 days	$800.00
	114	Simply Watercolor & Simply Oil	$660.00		210	Costume & Hands Painting Workshop	$800.00
	116	Still Life & Landscape Painting	$800.00		211	Flower Painting Workshop	$500.00
Skillwire							
Skillwire (Classroom)							
	SU100	Complete Intro to SketchUp	$1,200.00		PS200	Art Department: Image Editing	$1,500.00
	SU101	SketchUp Essentials 1	$300.00		PS201	Art Department: Concept Design	$1,500.00
	SU102	SketchUp Essentials 2	$300.00		PS202	Art Department: Graphic Design	$1,500.00
	SU103	SketchUp Essentials 3	$300.00		PS203	Art Department: 3D Texturing	$1,500.00
	SU104	SketchUp Essentials 4	$300.00		IL200	Art Department: Illustration	$1,500.00
	SU110	Complete Intro to LayOut	$600.00		IL201	Art Department: Graphic Design	$1,500.00
	SU111	LayOut Essentials 1	$300.00		3DP1	Getting Started with 3D Printing	$99.00
	SU112	LayOut Essentials 2	$300.00		3DP100	Complete Intro to 3D Printing	$1,200.00
	SU201	Art Department: Concept Design & Presentation	$1,500.00		3DP101	3D Printing Essentials 1	$300.00
	SU211	Build Accurate Sets in SketchUp	$1,500.00		3DP102	3D Printing Essentials 2	$300.00
	SU212	Model Location Sets	$750.00		3DP103	3D Printing Essentials 3	$300.00
	SU213	Model Stage Sets	$750.00		3DP104	3D Printing Essentials 4	$300.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Skillwire (cont'd)							
Skillwire (Classroom)							
	SU231	Complete Intro to Photorealistic Rendering	$1,500.00		3DP200	3D Printing for the Art Department	$1,500.00
	SU232	Advanced Rendering with Photoshop	$1,500.00		3DP301	3D Printing Advanced Workshop	$900.00
	SU233	Advanced Rendering with Shaderlight	$750.00		COM1	Tips & Tricks for getting more out of your Phone or Tablet on the job	$99.00
	SU234	Advanced Rendering with Thea	$900.00		ID200	InDesign for Film, TV, Stage & Entertainment	$1,500.00
	SU235	Advanced Rendering with Podium	$750.00		VW100	Complete Intro to Vectorworks	$1,200.00
	SU236	Advanced Rendering with Maxwell	$1,500.00		VW101	Vectorworks Essentials 1	$300.00
	SU237	Advanced Rendering with V-Ray	$1,800.00		VW102	Vectorworks Essentials 2	$300.00
	SU241	Detailed Construction Documents from SketchUp in LayOut	$1,500.00		VW103	Vectorworks Essentials 3	$300.00
	SU251	Model Complex Props, Furnishings & Drapery	$1,500.00		VW104	Vectorworks Essentials 4	$300.00
	SU261	Model Terrain, Vegetation & Landscape	$1,500.00		VW200	Vectorworks for Film, TV, Stage & Entertainment	$1,500.00
	SU271	Model Vehicles & Mechs	$1,500.00		VW301	Vectorworks Advanced Workshop	$900.00
	SU281	Model Complex, Organic Architecture & Structures	$1,500.00		AE200	After Effects for Film, TV, Stage & Entertainment	$1,500.00
	SU301	Art Department: SketchUp Workshop	$1,200.00		RN100	Complete Intro to Rhino	$1,200.00
	SU302	Art Department: LayOut Workshop	$1,200.00		RN101	Rhino Essentials 1	$300.00
	SU303	Art Department: Set Modeling Workshop	$900.00		RN102	Rhino Essentials 2	$300.00
	SU304	Art Department: Rendering Workshop	$900.00		RN103	Rhino Essentials 3	$300.00
	SU305	Art Department: Complex & Organic Modeling Workshop	$900.00		RN104	Rhino Essentials 4	$300.00
	SU306	Art Department Workshop: Augmented/Virtual Reality & SketchUp for the Motion Picture Industry	$900.00		RN200	Rhino for Film, TV, Stage & Entertainment	$1,500.00
	SU307	Art Department Workshop: SketchUp for 3D Printing	$900.00		RN301	Rhino Advanced Workshop	$900.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Skillwire (cont'd)							
Skillwire (Classroom)							
	SU308	Art Department Workshop: SketchUp for CNC & Laser Cutting	$900.00		LR200	Lightroom for Film, TV, Stage & Entertainment	$750.00
Skillwire (Online)							
	SU100	Complete Intro to SketchUp	$1,200.00		IL104	Illustrator Essentials 4	$300.00
	SU101	SketchUp Essentials 1	$300.00		IL200	Art Department: Illustration	$1,500.00
	SU102	SketchUp Essentials 2	$300.00		IL201	Art Department: Graphic Design	$1,500.00
	SU103	SketchUp Essentials 3	$300.00		IL301	Illustrator Advanced Workshop	$900.00
	SU104	SketchUp Essentials 4	$300.00		3DP1	Getting Started with 3D Printing	$99.00
	SU110	Complete Intro to LayOut	$600.00		3DP100	Complete Intro to 3D Printing	$1,200.00
	SU111	LayOut Essentials 1	$300.00		3DP101	3D Printing Essentials 1	$300.00
	SU112	LayOut Essentials 2	$300.00		3DP102	3D Printing Essentials 2	$300.00
	SU201	Art Department: Concept Design & Presentation	$1,500.00		3DP103	3D Printing Essentials 3	$300.00
	SU211	Build Accurate Sets in SketchUp	$1,500.00		3DP104	3D Printing Essentials 4	$300.00
	SU212	Model Location Sets	$750.00		3DP200	3D Printing for the Art Department	$1,500.00
	SU213	Model Stage Sets	$750.00		3DP301	3D Printing Advanced Workshop	$900.00
	SU231	Complete Intro to Photorealistic Rendering	$1,500.00		COM1	Tips & Tricks for getting more out of your Phone or Tablet on the job	$99.00
	SU232	Advanced Rendering with Photoshop	$1,500.00		ID100	Complete Intro to InDesign	$1,200.00
	SU233	Advanced Rendering with Shaderlight	$750.00		ID101	InDesign Essentials 1	$300.00
	SU234	Advanced Rendering with Thea	$900.00		ID102	InDesign Essentials 2	$300.00
	SU235	Advanced Rendering with Podium	$750.00		ID103	InDesign Essentials 3	$300.00
	SU236	Advanced Rendering with Maxwell	$1,500.00		ID104	InDesign Essentials 4	$300.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Skillwire (cont'd)							
Skillwire (Online)							
	SU237	Advanced Rendering with V-Ray	$1,800.00		ID200	InDesign for Film, TV, Stage & Entertainment	$1,500.00
	SU241	Detailed Construction Documents from SketchUp in LayOut	$1,500.00		ID301	InDesign Advanced Workshop	$900.00
	SU251	Model Complex Props, Furnishings & Drapery	$1,500.00		VW100	Complete Intro to Vectorworks	$1,200.00
	SU261	Model Terrain, Vegetation & Landscape	$1,500.00		VW101	Vectorworks Essentials 1	$300.00
	SU271	Model Vehicles & Mechs	$1,500.00		VW102	Vectorworks Essentials 2	$300.00
	SU281	Model Complex, Organic Architecture & Structures	$1,500.00		VW103	Vectorworks Essentials 3	$300.00
	SU301	Art Department: SketchUp Workshop	$1,200.00		VW104	Vectorworks Essentials 4	$300.00
	SU302	Art Department: LayOut Workshop	$1,200.00		VW200	Vectorworks for Film, TV, Stage & Entertainment	$1,500.00
	SU303	Art Department: Set Modeling Workshop	$900.00		VW301	Vectorworks Advanced Workshop	$900.00
	SU304	Art Department: Rendering Workshop	$900.00		AE100	Complete Intro to After Effects	$1,200.00
	SU305	Art Department: Complex & Organic Modeling Workshop	$900.00		AE101	After Effects Essentials 1	$300.00
	SU306	Art Department Workshop: Augmented/Virtual Reality & SketchUp for the Motion Picture Industry	$900.00		AE102	After Effects Essentials 2	$300.00
	SU307	Art Department Workshop: SketchUp for 3D Printing	$900.00		AE103	After Effects Essentials 3	$300.00
	SU308	Art Department Workshop: SketchUp for CNC & Laser Cutting	$900.00		AE104	After Effects Essentials 4	$300.00
	PS100	Complete Intro to Photoshop	$1,200.00		AE200	After Effects for Film, TV, Stage & Entertainment	$1,500.00
	PS101	Photoshop Essentials 1	$300.00		AE301	After Effects Advanced Workshop	$900.00
	PS102	Photoshop Essentials 2	$300.00		RN100	Complete Intro to Rhino	$1,200.00
	PS103	Photoshop Essentials 3	$300.00		RN101	Rhino Essentials 1	$300.00
	PS104	Photoshop Essentials 4	$300.00		RN102	Rhino Essentials 2	$300.00

*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 - Local #44, 695, 705, 706, 755, 800, 839, 871 & 892

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

Skillwire (cont'd)							
Skillwire (Online)							
	PS200	Art Department: Image Editing	$1,500.00		RN103	Rhino Essentials 3	$300.00
	PS201	Art Department: Concept Design	$1,500.00		RN104	Rhino Essentials 4	$300.00
	PS202	Art Department: Graphic Design	$1,500.00		RN200	Rhino for Film, TV, Stage & Entertainment	$1,500.00
	PS203	Art Department: 3D Texturing	$1,500.00		RN301	Rhino Advanced Workshop	$900.00
	PS301	Photoshop Advanced Workshop	$900.00		LR100	Complete Intro to Lightroom	$600.00
	IL100	Complete Intro to Illustrator	$1,200.00		LR101	Lightroom Essentials 1	$300.00
	IL101	Illustrator Essentials 1	$300.00		LR102	Lightroom Essentials 2	$300.00
	IL102	Illustrator Essentials 2	$300.00		LR200	Lightroom for Film, TV, Stage & Entertainment	$750.00
	IL103	Illustrator Essentials 3	$300.00		LR301	Lightroom Advanced Workshop	$900.00
Vancouver Animation School							
	N/A	Writing for Animation	$1,497.00		N/A	Introduction to FX TD	$499.00
	N/A	Introduction to 3D Character Animation	$499.00		N/A	Introduction to 2D Computer Animation	$499.00
	N/A	Introduction to Concept Art	$499.00		N/A	Introduction to Video Game Design	$499.00
	N/A	Introduction to Matte Painting	$499.00		N/A	Initroduction to 3d Modeling	$499.00

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

*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.

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:_____