CONTRACT SERVICES GUIDEBOOK

AN OVERVIEW FOR IATSE LOCAL 884

Studio Teachers



CONTRACT SERVICES

Rev. 05/01/26



You can find all Local 884 resources mentioned in this Guidebook by scanning this QR code or by visiting **csatf.org/resources-884.**

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 884 to understand how to navigate our services and keep up with their classification requirements.

WHO WE ARE

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 884 (like you), that includes the IATSE Basic Agreement and the Motion Picture Studio Teachers and Welfare Workers Local 884 Agreement.

As an Industry Professional working under the Local 884 Agreement, most of your interactions with Contract Services will involve applying to the **Teachers Availability List (TAL)** or the **Dual Credential Substitute List (DCSL)** and maintaining your status by completing mandatory training requirements. Keep reading to learn how Contract Services can help you satisfy your classification requirements.

WHAT IS AN "INDUSTRY PROFESSIONAL?"

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 884, 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

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). Questions about your union membership should be directed to IATSE, Local 884 (thestudioteachers.com).

LET'S GO BEHIND THE SCENES

FOR LOCAL 884, CONTRACT SERVICES ADMINISTERS TWO LISTS AND TWO CLASSIFICATIONS:

TEACHERS AVAILABILITY LIST (TAL)

Includes the names of individuals qualified to work as Studio Teachers in the motion picture and television industry who have demonstrated work experience under the Local 884 Agreement. Industry Professionals on the TAL are called **Studio Teachers**.

DUAL CREDENTIAL SUBSTITUTE LIST (DCSL)

Includes the names of individuals who have met the requirements to be placed on the DCSL but have not yet demonstrated work experience in the motion picture and television industry to qualify for the TAL. Industry Professionals on the DCSL are called **Dual Credential Substitute Teachers**.

WHAT'S THE DIFFERENCE BETWEEN THE TAL AND DCSL?

Apart from different eligibility criteria, an important difference between the TAL and DCSL is that Studio Teachers on the TAL may receive "preference of employment" over Dual Credential Substitute Teachers on the DCSL. Typically, this means that the Teacher Referral Service administered by Entertainment Partners (EP) will refer Dual Credential Substitute Teachers for employment only when there are no qualified Studio Teachers available. Contract Services is not involved in the referral or dispatch process. Please consult the Local 884 Agreement or contact EP for more details.



WHICH LIST SHOULD I APPLY TO?

Most applicants start at the DCSL

DUAL CREDENTIAL SUBSTITUTE LIST (DCSL)

- ✔ No industry work experience required
- ✔ Entry point for most teachers

After gaining 30 days of experience, applicants can then apply here

TEACHERS AVAILABILITY LIST (TAL)

- ✔ 30 days of work experience within 365 days

Most applicants apply to the DCSL first because they have the required credentials but do not yet have the required industry work experience. Typically, Dual Credential Substitute Teachers on the DCSL will later apply to transfer to the TAL once they accumulate the required work experience. However, if you already have the required credentials and work experience, you can skip the DCSL and apply directly to the TAL.

IS THERE A DIFFERENCE BETWEEN MY STATUS ON THE TAL OR DCSL AND MY STATUS AS A MEMBER OF LOCAL 884?

Yes. Your status on the TAL or DCSL and your status as a Local 884 member are distinct. Questions about your union membership should be directed to IATSE, Local 884.

GETTING STARTED

IT ALL BEGINS 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**, 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 and keep up with your ongoing training requirements.



OVERVIEW OF THE APPLICATION PROCESS

Application requirements for the DCSL and TAL are similar but there are some differences. You'll be able to see the specific requirements when you start your application through your Portal. In a nutshell:

If you're applying to be placed on the DCSL as a Dual Credential Substitute Teacher, you will need to complete an application form, submit your clear teaching credentials and Studio Teacher's Certificate, and complete a few preliminary training requirements. Skip to **page 7** to learn more about how to apply to the DCSL.

If you're applying to be placed on the TAL as a Studio Teacher, the application requirements are the same as for the DCSL, but you will also need to demonstrate work experience under the Local 884 Agreement and complete at least two training workshops offered by Local 884. Skip to **page 9** to learn more about how to apply to the TAL.

Since most Industry Professionals apply to the DCSL before transferring to the TAL, we'll begin with the DCSL application first.

APPLYING TO THE DUAL CREDENTIAL SUBSTITUTE LIST (DCSL)

The DCSL application process consists of two parts: submitting required documents and completing preliminary training requirements.

1 Submitting Required Documents

Log into your Portal at **thehub.org**, select Local #884 (Studio Teachers), then select the Dual Credential Substitute Teacher classification and click Start Application. You will then receive an email with a link to electronically complete and sign the DCSL application form.

Next, you'll need to provide copies of your clear teaching credentials and Studio Teacher's Certificate, which you can upload using your Portal. Specifically, you'll need to provide three items:

- A current California Elementary Teaching credential (this can be a General Elementary credential, a Standard credential with specialization in Elementary Education, or a Multiple Subject Credential),
- A current California Secondary Teaching credential (this can be a General Secondary credential, a Standard credential with specialization in Secondary Education, or a Single Subject Credential in English, Math, Social Science, Foreign Language, or Science), and
- A current California Labor Commission Studio Teacher Certificate.

Additionally, you'll need to:

- Electronically sign a Consent Form packet, authorizing Contract Services to perform a background check (a link will be emailed to you), and
- Successfully pass a credential check, confirming that your teaching credentials are valid.

2 Completing Preliminary Training

Once you submit your teaching credentials and a Studio Teacher's Certificate, we will notify you that you can complete your preliminary training, which consists of three online courses:

- A – General Production Safety
- HP2 – Harassment Prevention for Supervisors
- RCAN – Reporting Child Abuse and Neglect Training

These preliminary courses are part of the application process. You must complete them in order to finalize your application and be placed on the DCSL.

3 Placement

Once your application process is complete, we'll notify you that you've been placed onto the DCSL as a Dual Credential Substitute Teacher. Your name, classification and compliance status will appear on the Industry Hub **(thehub.org).** You'll also be notified of your deadlines to complete additional classification-specific training, which will become available after you're placed.



APPLYING TO THE TEACHERS AVAILABILITY LIST (TAL)

The TAL application process is similar to the DCSL, but adds a few requirements including submitting industry work experience and completing training workshops offered by Local 884. Both are explained below.

Typically, the TAL application process is completed by Dual Credential Substitute Teachers who have accumulated enough work experience to make them eligible to transfer to the TAL. If you're already on the DCSL, you may have already completed some of the TAL application requirements listed below.

1 Submitting Required Documents

Log into your Portal at **thehub.org**, select Local #884 (Studio Teachers), then select the Studio Teacher classification and click Start Application. You will then receive an email with a link to electronically complete and sign the TAL application form.

If you are already compliant on the DCSL, we will count your teaching credentials and Studio Teacher Certificate toward your TAL application, so you may not need to submit them again.

Next, you'll need to provide copies of your clear teaching credentials and Studio Teacher Certificate, which you can upload using your Portal. Just like the DCSL application, you'll need to provide three items:

- A current California Elementary Teaching credential (this can be a General Elementary credential, a Standard credential with specialization in Elementary Education, or a Multiple Subject Credential),
- A current California Secondary Teaching credential (this can be a General Secondary credential, a Standard credential with specialization in Secondary Education, or a Single Subject Credential in English, Math, Social Science, Foreign Language, or Science), and
- A current California Labor Commission Studio Teacher Certificate.

Additionally, you'll need to:

- Electronically sign a Consent Form packet, authorizing Contract Services to perform a background check (a link will be emailed to you unless you are on the DCSL, in which case you will not need to sign it again), and
- Successfully pass a credential check, confirming that your teaching credentials are valid.
- Lastly, you will need to provide documentation that shows you completed at least two training workshops offered by Local 884 relating to Studio Teachers' responsibilities for the protection of minors' health, safety and welfare. You'll upload your documentation to your Portal. (These workshops are only offered twice a year. To enroll, contact Local 884 at 818.559.9797 or betterment.of.service884@gmail.com.) See more information on page 15.



2 Demonstrating Work Experience

To qualify for placement on the TAL, you'll need to demonstrate that you have sufficient work experience under the Local 884 Agreement. Placement requires 30 days of signatory work experience within the last 365 days.

In most cases 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 documentation and upload it yourself.

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 explaining why in the Message Center of your Portal. You'll then be able to submit additional documentation for us to review.

For more information about how to obtain an EVL and what other types of documentation are acceptable, visit our Work Experience FAQs by visiting **csatf.org/resources-884**, or by scanning this QR code.

If you still have questions about acceptable work experience documentation, give us a call at 818.565.0550 ext. 1110.

3 Complete Preliminary Training

Once you submit at least one day of qualifying work experience, you will be able to start your preliminary training, which is all online. Just like the DCSL, the preliminary training courses are:

- A – General Production Safety
- HP2 – Harassment Prevention for Supervisors
- RCAN – Reporting Child Abuse and Neglect Training

If you're already on the DCSL and applying to transfer to the TAL, you may be compliant with these training requirements already. In that case, you won't need to complete them again.

4 Placement

Once your application process is complete, we'll notify you that you've been placed onto the Teachers Availability List as a Studio Teacher. Your name, classification and compliance status will appear on the Industry Hub **(thehub.org).** You'll also be notified of your deadlines to complete additional classification-specific training, which will become available after you're placed.

You can find all Local 884 resources mentioned in this Guidebook by scanning this QR code or by visiting **csatf.org/resources-884**.



LET'S TALK TRAINING REQUIREMENTS

TRAINING REQUIRED BEFORE AND AFTER PLACEMENT

Both the Studio Teacher and Dual Credential Substitute Teacher classifications have preliminary training requirements. You will complete three of them during your application process:

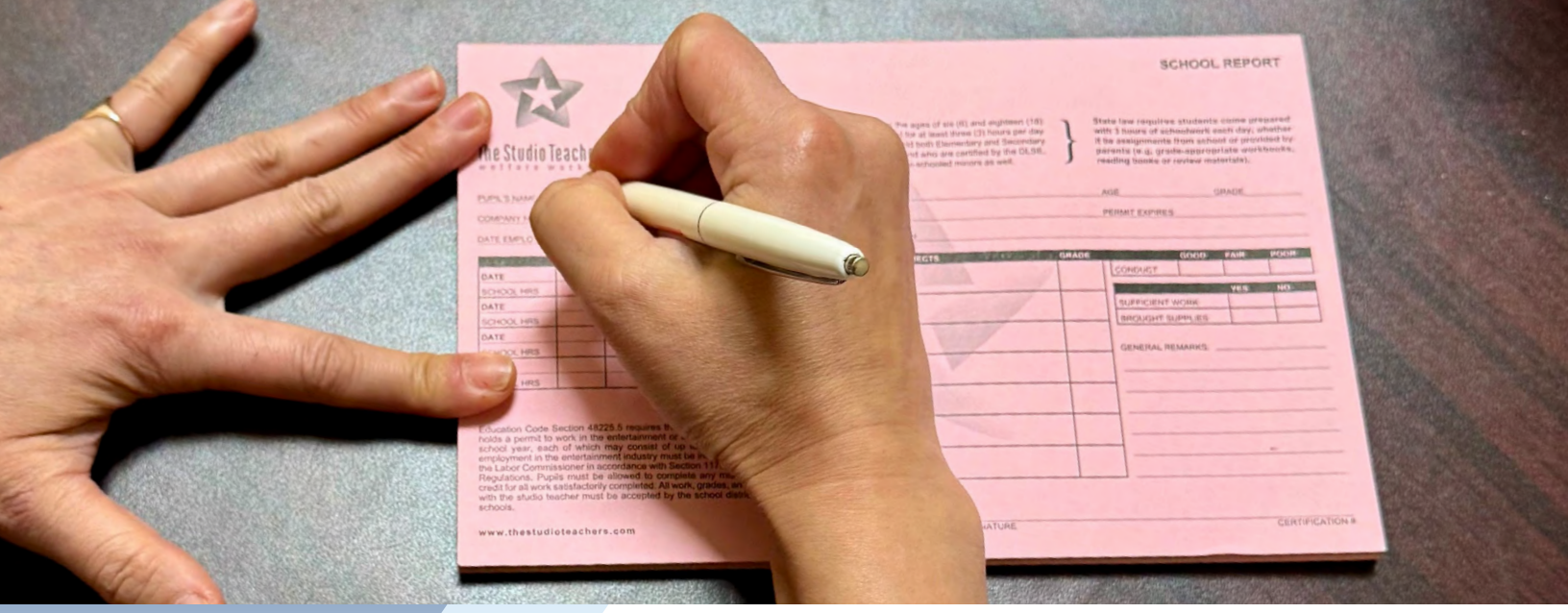
1. **General Production Safety (A Course)**
2. **Harassment Prevention for Supervisors (HP2)**
3. **Reporting Child Abuse and Neglect (RCAN)**

These are your **preliminary training requirements.** The rest of your training will become available after your application is complete and you're placed on the TAL or DCSL. At that point, you'll receive a deadline to complete your additional training, which is generally 90 days for online training. These post-placement courses are completed online through your Portal.

Below is a list of training currently required **after placement** on the TAL or DCSL. These requirements can change from time to time. For the most up to date list of all required training by classification, including course descriptions, visit **csatf.org/training/safety/course-lists-information**.

TRAINING REQUIRED AFTER PLACEMENT

- K – Noise Exposure
- P – Hazard Communication
- S2 – Firearms General Safety Awareness for the Entertainment Industry
- WVP – Workplace Violence Prevention



Important Reminder to Stay Compliant

It's important you keep up with your training in order to remain compliant with the requirements of your classification. 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?

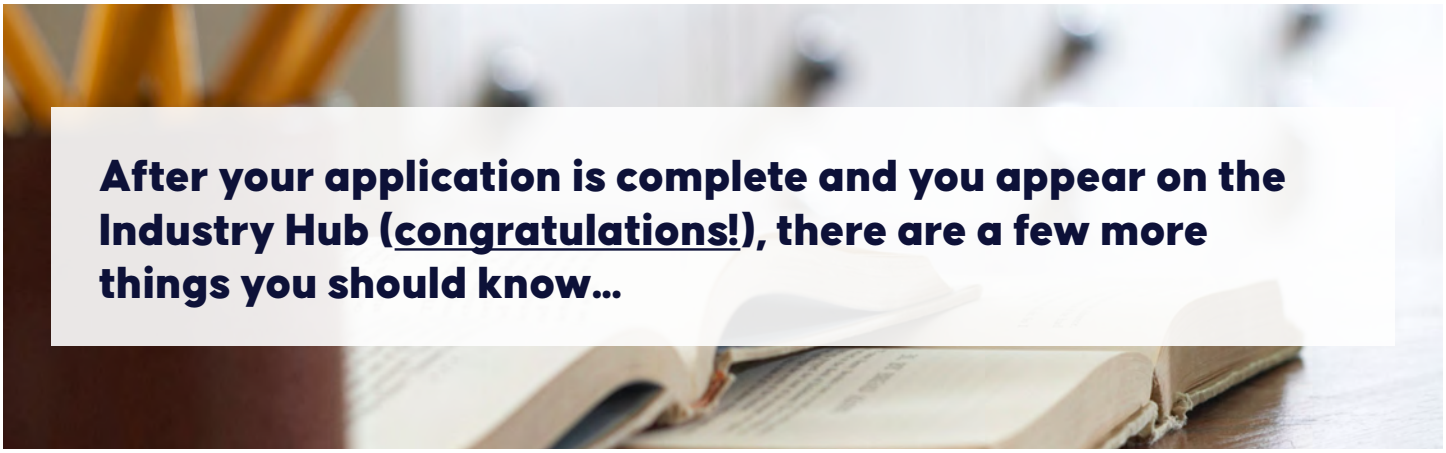
All required training for your classification is completed online through the Portal and can be taken at your own pace. There are currently no in-person training requirements for Local 884. If you need help using a computer to complete your training, you are welcome to use our computer lab.

HOW DO I ENROLL IN TRAINING?

Log into your Portal at 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 on how to start an online course and register for an in-person training appointment or webinar.

If you need technical assistance, email our Helpdesk at helpdesk@csatf.org or call 818.565.0550 ext. 1030.

WHAT'S NEXT?



After your application is complete and you appear on the Industry Hub (congratulations!), there are a few more things you should know...

REMAINING COMPLIANT

To remain compliant with the classification requirements of a Studio Teacher or Dual Credential Substitute Teacher, you will need to maintain the required teaching credentials and Studio Teacher Certificate. If those documents expire or become invalid, you will be removed from the DCSL or TAL until your credentials are restored.

Also, you will be required to refresh your training from time to time. For example, harassment prevention training must be refreshed every two years and workplace violence prevention training must be refreshed annually. To help you stay up to date, we'll send reminders ahead of your deadlines. You can also track your personal training schedule at any time by logging into your Portal, which provides a complete list of your assigned courses and due dates.

REMOVAL FROM THE TAL OR DCSL

Under the Local 884 Agreement, Industry Professionals may be removed from the TAL or DCSL for different reasons. Most commonly, you may be removed if you:

- No longer hold both required teaching credentials,
- Are no longer certified as a Studio Teacher by the California Labor Commissioner, or
- Do not successfully complete a periodic background check (described below).
- In addition, you may be subject to removal from the TAL if you have not worked at least one day for an IATSE signatory as a Studio Teacher under the Local 884 Agreement within a three-year period.

You may also request to remove yourself from the TAL or DCSL at any time.

Please refer to the Local 884 Agreement for more information.

PERIODIC BACKGROUND CHECKS

Under the Local 884 Agreement, you are required to undergo a background check in order to be placed and remain active on the DCSL or TAL. Contract Services administers this requirement by querying the California Commission on Teacher Credentialing to verify that your teaching credentials are still valid and have not been suspended or revoked. If we determine that your credentials have been suspended or revoked, you will be removed from the DCSL or TAL until your credentials are restored.



STUDIO TEACHERS DUAL CREDENTIAL WORKSHOPS

An additional component to your application is to complete two **Studio Teachers Dual Credential Workshops** conducted by Local 884. To complete this requirement, you'll need to provide documentation showing that you've successfully completed two workshops offered by Local 884. These workshops focus on a Studio Teacher's responsibilities for protecting minors' health, safety, and welfare. Once you've completed your workshops, simply upload your documentation to your Portal. To enroll, please **contact Local 884 directly (betterment.of.service884@gmail.com)** for upcoming workshop dates and registration details.

OTHER RESOURCES

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 884 resources mentioned in this Guidebook by scanning this QR code or by visiting **csatf.org/resources-884**.

Photos courtesy of Local 884 – thank you!

CONTACT US

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