



2710 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org

2017/2018

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, with an unexpired Form I-9 and be in compliance with Safety Pass training requirements. You may check your status at: www.csatf.org, left navigation under Online Roster, click on General Access.
- For Non Roster classifications, you must be reflected on the Online Roster in the applicable Local and classifications and be in compliance with Safety Pass training requirements. If your name is not reflected on the Online Roster, you must provide proof of at least 30 workdays, of applicable and signatory employment within the past two years, in the form of either an employment verification letter from a payroll company or employer with exact work dates, Local number, job classification, and Social Security number **or** copies of pay stubs with actual work hours/dates (sick, vacation, holiday and travel time are not eligible), Local number or code, and job classification. More than one form of employment verification may be needed.

Your Skills Training Application **must** be approved by 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.**

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: _____ Classification: _____

Address: _____ City: _____ State: _____ Zip Code: _____
None None None

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

Form I-9 Exp. Date: _____ Safety Pass Compliant: _____ Completed by: _____

Skills Training Application Expires: _____ Approved Denied

Contract Services Administration Training TrustFund ("CSATTF") 2017/2018

Approved Skills Training - Motion Picture Guild Local #700

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

Key Code Media/Academy of Media Professionals (818)303-3900 www.keycodemedia.com

101	Avid 101 Media Composer Editing Essentials	\$ 995.00	350	Avid Assistant Editing: Decks, Mixers and Hardware	\$ 395.00
110	Avid 110 Media Composer Effects Essentials	\$ 695.00	430	Intro to After Effects for Editors	\$ 595.00
120	Avid Trimming Workshop	\$ 995.00	450	Advanced After Effects	\$ 695.00
201	Avid 201 Media Composer Professional Picture and Sound Editing	\$ 895.00	440	Intermediate After Effects	\$ 695.00
205	Avid 205 Media Composer Professional Effects and Compositing	\$ 695.00	470	Premiere 101 Premiere Pro Production Essentials	\$ 595.00
220	Avid Sound Editing in Media Composer	\$ 695.00	480	Premiere 201 Premiere Pro Advanced Production Techniques	\$ 695.00
239	Avid 239 Color Grading with Media Composer	\$ 795.00	510	Long-form Narrative Scene Editing Workshop--Action	\$ 995.00
260	Intro to Short-form Editing	\$ 695.00	520	Short-form Editing Workshop Music Video	\$ 995.00
270	Intro to Promo Editing	\$ 695.00	530	Short-form Editing Workshop--Movie Trailer	\$ 995.00
300	Avid Project and Media Management Essentials	\$ 695.00	560	Real-Life Production 3: Premiere Editing and Workflow--Heist	\$ 995.00
310	Avid Assistant Editing: Grouping, String Outs, Shared Storage	\$ 695.00	580	Real-Life Production 5: Service to Man	\$ 995.00
320	Graphics Importing, Exporting and Formatting Essentials	\$ 695.00	590	Real-Life Production 6: Editing Action Drama Start to Finish--Mirage at Zabul Province	\$ 1,295.00
330	HD, Ultra HD and 4K Workflow Essentials	\$ 695.00	702	Intro to Newtek Tricaster Features and User Interface	\$ 495.00
340	Media Delivery Essentials	\$ 395.00	703	Advanced TriCaster Techniques	\$ 495.00

Audio Graph International (310)396-5004 www.audiographintl.com

PT101	Introduction to Pro Tools 12	\$ 995.00	PTS6CS	Avid S6 Control Surface Workshop	\$ 995.00
PT110	Essentials of Pro Tools 12	\$ 1,295.00	PTME 101	Music Editing in Pro Tools	\$ 1,700.00
PT201	Pro Tools 12 Production Essentials	\$ 1,195.00	PTSE 101	Introduction to Sound Editing in Pro Tools	\$ 750.00
PT 210P	Pro Tools 12 Post-Production Techniques	\$ 1,395.00	PTSE 201	Advanced Sound Editing Techniques in Pro Tools	\$ 750.00
PT 210M	Pro Tools 12 Music Production Techniques	\$ 1,395.00	PTSD 220	Sound Design in Pro Tools	\$ 1,500.00
PT 310P	Pro Tools 12 Post-Production Techniques Expert Level	\$ 1,795.00	PTDE 101	Dialog Editing Techniques in Pro Tools	\$ 750.00
PT 310M	Pro Tools 12 Music Production Techniques Expert Level	\$ 1,795.00	PTRX 101	Dialog Repair in Pro Tools Using RX	\$ 750.00
APTSC 12	Avid Pro Tools 12 Shortcuts	\$ 400.00	PTVO 101	Avid Pro Tools for Voice Over Talents	\$ 400.00
PTC 12	Avid Pro Tools 12 Comprehensive	\$ 1,500.00	PTST 101	Basic Synthesizer Techniques in Pro Tools	\$ 750.00
PT 220	Avid Pro Tools 12 Re-Certification	\$ 500.00	PTST 201	Advanced Synthesizer Techniques in Pro Tools	\$ 750.00
PTMX 101	Mixing Techniques in Pro Tools	\$ 1,500.00	SDI 101	Studio Design and Installation	\$ 750.00

Contract Services Administration Training TrustFund ("CSATTF") 2017/2018

Approved Skills Training - Motion Picture Guild Local #700

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

PTMXS 201	Surrounding Mixing Techniques in Pro Tools	\$ 750.00			
HeadTrix (310)450-0122 www.headtrixtraining.com					
101PP	Acrobat Professional X	\$ 695.00		111PP	InDesign Level 2 \$ 695.00
102PP	After Effects Level 1	\$ 695.00		LC101	LiveCycle ES Designing XML-Based PDF Forms \$ 1,395.00
103PP	After Effects Level 2	\$ 795.00		LC103	LiveCycle ES Database Connectivity \$ 495.00
CP101	Captivate Level 1	\$ 995.00		112PP	Photoshop Level 1 \$ 695.00
CP102	Captivate Level 2	\$ 695.00		113PP	Photoshop Level 2 \$ 750.00
104PP	Dreamweaver Level 1	\$ 695.00		114PP	Photoshop Power Users \$ 395.00
105PP	Dreamweaver Level 2	\$ 695.00		115PP	Premiere Level 1 \$ 795.00
AN101	Edge Animate Level 1	\$ 795.00		116PP	Premiere Level 2 \$ 795.00
108PP	Illustrator Level 1	\$ 695.00		N/A	Final Cut Pro Level 1 \$ 995.00
109PP	Illustrator Level 2	\$ 695.00		N/A	Final Cut Pro Level 2 \$ 1,295.00
110PP	InDesign Level 1	\$ 695.00			
International Colorist Academy (ICA) www.icolorist.com					
CSK	Colorist Strategies with Kevin	\$ 1,495.00		FMK 201	Advanced Film Master \$ 1,095.00
CTK	Colorist Tools with Kevin	\$ 549.00		FMD	Feature Films Master Class with Dado Valentic \$ 1,295.00
PLK	Popular Looks with Kevin	\$ 1,095.00		CMD	Commercials Master Class with Dado Valentic \$ 1,295.00
CDK	Advanced Color Design with Kevin	\$ 1,095.00		AAD	ACES with Dado Valentic \$ 549.00
CMK	Display Calibration and Emulation	\$ 549.00		CAD	Color Anatomy with Dado Valentic \$ 549.00
BMD 101	Resolve 101	\$ 1,095.00		PSK	Premium Color Strategies with Kevin \$ 549.00
BMD 102	Resolve 101 Plus	\$ 1,495.00		AHK	ACES, UHD, HDR and WCG for colorist \$ 1,095.00
BMD 201	Resolve 201	\$ 1,095.00		ACK	ACES 101 \$ 549.00
PLW	Warren's Looks	\$ 1,095.00		HDK	HDR101 \$ 549.00
CSW	Color Strategies with Warren	\$ 2,295.00		CSD	Color Management for Film and TV Productions \$ 1,600.00
FMK 101	Essential Film Master	\$ 1,095.00			
Moviola (323)467-1116 www.moviola.com					
MC101	Introduction to Avid Media Composer: Fundamentals I	\$ 695.00		MC410	Avid Editing System Support Re-Certification \$ 1,200.00
MC110	Introduction to Avid Media Composer: Fundamentals II	\$ 995.00		UN425	Avid ISIS 5000/5500 System Support Certification \$ 1,950.00

Contract Services Administration Training TrustFund ("CSATTF") 2017/2018

Approved Skills Training - Motion Picture Guild Local #700

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

MC111	Introduction to Avid Media Composer: Fundamentals I & II	\$ 1,195.00		PT101	Introduction to Avid Pro Tools	\$ 695.00
MC201	Avid Media Composer: Professional Editing I	\$ 695.00		PT110	Essentials of Pro Tools	\$ 695.00
MC210	Avid Media Composer: Professional Editing II	\$ 995.00		ME101	Music Editing : A Practical Introduction	\$ 995.00
MC211	Avid Media Composer: Professional Editing I & II	\$ 1,195.00		AE101	Introduction to Adobe After Effects	\$ 595.00
MC250	Avid Media Composer for Final Cut Pro/Premiere Pro Editors	\$ 595.00		AE201	Intermediate Adobe After Effects	\$ 595.00
AA101	Avid Assistant Editing: Essentials	\$ 695.00		AE301	Adobe After Effects: Titling and Advanced Tricks	\$ 595.00
AA201	Advanced Avid Assistant Editing: Decks and Hardware	\$ 695.00		PS101	Introduction to Adobe Photoshop	\$ 595.00
AA210	Avid Assistant Editing: Introduction to Avid Editing Systems Support	\$ 695.00		PS201	Intermediate Adobe Photoshop	\$ 595.00
AA301	Avid Assistant Editing: HD-4K, DI, & File-Based Workflows	\$ 695.00		PR101	Introduction to Premiere Pro	\$ 895.00
MC113	Avid Trimming Workshop	\$ 595.00		PR201	Intermediate Premiere Pro	\$ 595.00
MC213	Narrative Film Editing with Avid	\$ 695.00		PR250	Premiere Pro for Avid/FCP Editors	\$ 595.00
MC215	Photoshop for Avid Editors	\$ 295.00		FC101	Introduction to Final Cut X	\$ 895.00
MC230	Audio for Avid Editors	\$ 295.00		FC300	Advanced Editing Techniques in Final Cut X	\$ 595.00
MC239	Color Graing with Avid Media Composer & Symphony	\$ 595.00		MO101	Introduction to Motion	\$ 895.00
MC270	Avid Multicam Workshop	\$ 695.00		DR101	Introduction to DaVinci Resolve	\$ 695.00
AVX01	BCC & Sapphire Effects for Avid Editors	\$ 695.00		DR110	Advanced Conforming and Online Finishing in DaVinci Resolve	\$ 695.00
FC4MC	Fusion Connect for Avid Editors	\$ 395.00		DR201	Intermediate DaVinci Resolve	\$ 695.00
TP4MC	NewBlue Titler Pro for Avid Editors	\$ 395.00		TR101	Introduction to Trailer Editing	\$ 695.00
MC400	Avid Editing System Support Certification	\$ 3,000.00		PAW01	Production Audio Workshop	\$ 695.00
Smoke Flame Academy (310)463-6288 www.smokeflameacademy.com						
SM250	Smoke on Mac1: Timeline A-Z and Project Management	\$ 1,550.00		FP_VFX 401	Flame Premium Level 3: Advanced Techniques	\$ 1,550.00
SM205	Smoke on MacL2: Compositing Connect FX	\$ 1,550.00		FP_LU_Gr 101.1	Grading LI.1	\$ 1,575.00
377A	Flame Premium LI Project A-Z, Timeline and Compositing	\$ 2,550.00		FP_LU_Gr 101.2	Grading LI.2	\$ 1,575.00
FP_VFX 301	Flame Premium Level 2: Advanced Compositing	\$ 2,550.00				

**Contract Services Administration Training TrustFund ("CSATTF") 2017/2018
Approved Skills Training - Motion Picture Guild Local #700**

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

The application packet consists of two (2) forms. All forms listed below MUST be completed, signed and returned to CSATTF.

- 1. Skills Training Application**
- 2. Course Selection 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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2017/2018 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 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: _____ 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: _____