

ANIMATION GUILD
2015-2016 CSATTF SKILLS TRAINING
GRANT APPLICATION
Computer Graphics Master Academy (CGMA)

These forms are to be used to apply for grants to take the indicated classes at the Los Angeles Academy of Figurative Art (LAAFA), Concept Design Academy (CDA), Computer Graphics Master Academy (CGMA), Silver Drawing Academy, Animation Academy and 3 Kicks Art Studio only. This grant is only for classes that begin between February 1, 2015 and January 31, 2016. Other grant applications are available on the Guild's website at <http://animationguild.org/about-the-guild/grant-classes/>

These grants are for partial reimbursement of class fees. You will have to pay CGMA the full class fee in advance*, and then you will be reimbursed by CSATTF upon successful completion. ***You must complete a separate application for each class.***

1. Before you complete and submit these forms, contact CGMA to determine if the class you're interested in is really what you're looking for, if it will be available on a day and time when you can take it, and if you meet the prerequisites. Class descriptions are available on the CGMA website.

Computer Graphics Master Academy
<http://2d.cgmasteracademy.com/>

2. Once CGMA has confirmed that the classes you want are available to you, fill out the attached forms. The entire application must be completed and submitted. Ignore all references on the forms to the "IATSE Basic Agreement" or the "online roster".

You will have to show proof of thirty days' employment in the last two years at an employer signed either to a TAG collective bargaining agreement or an IATSE collective bargaining agreement under TAG's jurisdiction.

Non-union employment does not count. This typically takes the form of paycheck stubs that indicate the 30 days of union employment. If you are unsure about this step, contact Steve Kaplan (skaplan@animationguild.org) and ask for clarification **BEFORE** sending your application to CSATTF.

Your application will expire if the class is not taken within ninety days of its approval, so please do not apply for more classes than you can reasonably expect to take in that period.

Do not return these forms to the Animation Guild or to CGMA. Please contact Kimberly Cruz if you have any questions about these forms.

**Kimberly Cruz, Training Programs Administrator
Contract Services Administration Training Trust Fund (CSATTF)
2800 Winona Avenue
Burbank, CA 91504
phone (818) 847-0040 ext. 1260
fax (818) 847-0048
email: kcruz@csatf.org**

2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org



Approved Skills Training for 2015/2016 Local #706, 800, 839 & 892 Vendor Provided Training

SKILLS TRAINING APPLICATION / COURSE PRE-APPROVAL FORM

Eligibility: In order to attend Skills Training, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification. You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access. Non-Roster Classification individuals, please see "Special Notes" located on the Reimbursement Acknowledgement Form.

In order to attend CSATTF Skills Training courses, your Skills Training Application **must** be approved by CSATTF **prior** to taking the requested course. You will receive written notification, via e-mail, from CSATTF indicating approval or denial. You are not eligible until you have received pre-approval notification from CSATTF. All approved applications will have expiration dates. **Training must commence before the expiration date indicated on your notification of approval. NO EXCEPTIONS WILL BE MADE.**

The Skills Training Application (one application packet per course) consists of the following three (3) forms:

- Course Pre-Approval Form
- Course Selection Form
- Reimbursement Acknowledgement Form

All forms **MUST** be completed, signed, and returned as instructed below. Please allow 1-2 weeks for processing.

(PLEASE PRINT ALL INFORMATION CLEARLY)

Name: _____ SSN: _____ Local/Classification: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Number: _____ E-mail Address: _____

Course Name (one application packet per course): _____ Course #: _____

At the completion of the Skills Training course, you will be asked to complete an anonymous electronic survey of your experience in the program. We request that you complete the survey and appreciate your cooperation.

I have read and understood the CSATTF Skills Training Application and Reimbursement Guidelines (where applicable), and I hereby agree to abide by all of the terms and conditions contained therein.

Applicant Signature: _____ Date: _____

For pre-approval determination, please return all forms to CSATTF via e-mail to Kcruz@csatf.org, or fax or U.S. Mail.

CSATTF Attn: Skills Training
2800 Winona Avenue
Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
Fax Number: 818.847.0048

FOR OFFICE USE ONLY

Form I-9 Date: _____ Safety: _____ Completed by: _____

Skills Training Application Expires: _____

Application Approved

Application Denied

2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org



**Approved Skills Training for 2015/2016
Local #706, 800, 839 & 892
Vendor Provided Training**

SKILLS TRAINING APPLICATION/REIMBURSEMENT ACKNOWLEDGEMENT FORM

In order to attend Skills Training, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification (please see "Special Notes" below). You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access.

The Skills Training Application (one application packet per course) consists of three (3) forms:

- Course Pre-Approval Form
- Course Selection Form
- Reimbursement Acknowledgement Form

Skills Training Application questions: 818.847.0040 extension 1260.

For training dates, course content and scheduling questions, please contact the vendors on the attached list.

Special Notes:

Industry Experience Roster (IER) Classifications for Local #706 & 800: To be eligible for pre-approval and 2/3 reimbursement from CSATTF, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification. You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access.

Non IER Classifications for Local #706, 800, 839 & 892: To be eligible for pre-approval and 2/3 reimbursement from CSATTF, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification. You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access. If your name is not reflected on the Online Roster, please provide proof of at least 30 Union workdays of applicable IATSE Local #706, 800, 839 or 892 covered employment within the past two years. You must include, along with your pre-approval application, an employment verification letter from a payroll company or an employer showing your exact work dates, job classification and social security number OR copies of supporting pay stubs showing actual work time (sick or vacation time is not eligible). *****Please Note***** More than one form of employment verification may be needed for pre-approval. Your application will be denied if no employment verification is submitted.

Reimbursement Guidelines:

Requests for reimbursement are subject to the "Reimbursement Policy", as set forth on the attached "Reimbursement Guidelines, Policy, and Requests Form". The specific training course must have been approved in advance, by CSATTF. Non-approved courses will not be reimbursed. The entire course must be successfully completed in order to receive reimbursement. Incomplete or unsuccessfully completed courses will not be reimbursed. One "Request for Reimbursement Form" is required per course. The "Request for Reimbursement Form" must be completed and submitted with supporting documentation within 45 days after the course completion date in order to be eligible for reimbursement.

2015/2016 Skills Training courses for Local #706, 800, 839 & 892:

See the attached list(s) of approved classes and vendors that qualify for reimbursement.

I, _____, have read and understood the CSATTF Skills Training Application,
Print Name

Special Notes and Reimbursement Guidelines, and I hereby agree to abide by all of the terms and conditions contained therein.

Signature of Applicant: _____ **Date:** _____

**Contract Services Administration Training Trust Fund ("CSATTF")
2015/2016 Approved Skills Training - Local #706, 800, 839 & 892**

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

Los Angeles Academy of Figurative Art (LAAFA) (818)708-9232 www.laafa.org

LAAFA ON CAMPUS

N/A	2D Anatomy	\$ 579.00	N/A	3D Anatomy/Ecorche	\$ 579.00
N/A	Analytical Figure Drawing	\$ 449.00	N/A	Basic Drawing Fundamental	\$ 449.00
N/A	Basic Painting Fundamentals	\$ 449.00	N/A	Color and Light Theory	\$ 479.00
N/A	Composition for Animation and Film	\$ 529.00	N/A	Dynamic Sketching on Location	\$ 449.00
N/A	Figure Construction	\$ 449.00	N/A	Figure Drawing	\$ 629.00
N/A	Figure Painting	\$ 629.00	N/A	Figure Quick Sculpt	\$ 529.00
N/A	Figure Sculpting	\$ 579.00	N/A	Gesture Drawing	\$ 449.00
N/A	Head Sculpting	\$ 579.00	N/A	Head, Hands and Costume Drawing	\$ 449.00
N/A	Imaginatomy	\$ 579.00	N/A	Introduction to Sculpting	\$ 449.00
N/A	Landscape Painting	\$ 529.00	N/A	Life Drawing	\$ 479.00
N/A	Life Drawing for Animation	\$ 479.00	N/A	Portrait Drawing	\$ 629.00
N/A	Portrait Painting	\$ 629.00	N/A	Still Life Painting	\$ 529.00
N/A	Storyboarding	\$ 449.00			

LAAFA SELF STUDY ONLINE

N/A	2D Anatomy	\$ 495.00	N/A	3D Anatomy/Ecorche	\$ 495.00
N/A	Analytical Figure Drawing	\$ 395.00	N/A	Beginning Composition	\$ 395.00
N/A	Beginning Digital Painting	\$ 395.00	N/A	Beginning Drawing Fundamentals	\$ 395.00
N/A	Beginning Painting Fundamentals	\$ 395.00	N/A	Color and Composition	\$ 495.00
N/A	Color Theory	\$ 395.00	N/A	Composition for Film and Animation	\$ 495.00
N/A	Digital Painting	\$ 395.00	N/A	Drawing from Imagination	\$ 495.00
N/A	Drawing the Portrait	\$ 495.00	N/A	Dynamic Color Sketching for Entertainment	\$ 395.00
N/A	Dynamic Sketching	\$ 395.00	N/A	Fantasy Illustration	\$ 395.00
N/A	Figure Construction	\$ 495.00	N/A	Figure Construction 2	\$ 495.00
N/A	Head, Hands and Costume Drawing	\$ 495.00	N/A	Imaginative Worlds for Entertainment	\$ 395.00
N/A	Imaginatomy	\$ 495.00	N/A	Introduction to Character Design	\$ 395.00
N/A	Introduction to Creature Design	\$ 395.00	N/A	Introduction to Environments	\$ 395.00
N/A	Life Painting (Drapery and Folds)	\$ 495.00	N/A	Perspective	\$ 395.00
N/A	Sculpting 1	\$ 395.00	N/A	Sculpting a Character in Clay	\$ 295.00
N/A	Sketching for Environment Design	\$ 395.00	N/A	Storyboarding	\$ 395.00
N/A	Visual Development Fundamentals	\$ 395.00	N/A	Visual Storytelling: Movie Moments	\$ 395.00

LAAFA SELF STUDY ONLINE W/CRITIQUE

N/A	2D Anatomy	\$ 695.00	N/A	Color and Composition	\$ 695.00
N/A	Drawing the Portrait	\$ 995.00	N/A	Figure Construction	\$ 695.00
N/A	Life Painting (Drapery and Folds)	\$ 695.00			

**Contract Services Administration Training Trust Fund ("CSATTF")
2015/2016 Approved Skills Training - Local #706, 800, 839 & 892**

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

LAAFA LIVE ONLINE						
N/A	Analytical Figure Drawing	\$ 695.00	N/A	Beginning Composition	\$ 695.00	
N/A	Beginning Digital Painting	\$ 495.00	N/A	Beginning Painting Fundamentals	\$ 695.00	
N/A	Color Theory	\$ 695.00	N/A	Digital Painting	\$ 695.00	
N/A	Dynamic Color Sketching for Entertainment	\$ 695.00	N/A	Dynamic Sketching	\$ 695.00	
N/A	Imaginative Worlds for Entertainment	\$ 695.00	N/A	Introduction to Character Design	\$ 695.00	
N/A	Introduction to Creature Design	\$ 695.00	N/A	Introduction to Environments	\$ 695.00	
N/A	Sketching Environment Design	\$ 695.00	N/A	Storyboarding	\$ 695.00	
N/A	Visual Storytelling: Movie Moments	\$ 695.00				
LAAFA WORKSHOPS						
N/A	1-Day Workshop/Event	\$ 195.00	N/A	2-Day Workshop/Event	\$ 395.00	
N/A	3-Day Workshop/Event	\$ 495.00	N/A	4-Day Workshop Event	\$ 795.00	
N/A	5-Day Workshop/Event	\$ 895.00				
LAAFA DRAWING/PAINTING DAY PASS						
N/A	1-Day Drawing/Painting Training Class Pass	\$ 95.00	N/A	2-Day Drawing/Painting Training Class Pass	\$ 190.00	
N/A	3-Day Drawing/Painting Training Class Pass	\$ 285.00				
Silver Drawing Academy (818)773-2440 www.silverdrawingacademy.com						
SSDA1WS	1-Day Workshop	\$ 175.00	SSDA2WS	2-Day Workshop	\$ 350.00	
SSDA01	Character Design	\$ 699.00	SSDA02	Figure Drawing	\$ 699.00	
SSDA04	Storyboarding 101	\$ 699.00				
Concept Design Academy (CDA) (818)669-4657 www.conceptdesignacad.com						
W-001	1-Day Workshop Event	\$ 120.00	W-002	2-Day Workshop Event	\$ 240.00	
W-002a	2-Day Workshop Event	\$ 250.00	W-003	3-Day Workshop Event	\$ 360.00	
W-004	3-Day Workshop Event	\$ 380.00	W-005	5-Day Workshop Event	\$ 450.00	
W-006	5-Day Workshop Event	\$ 600.00	A-005	Advanced Digital Illustration	\$ 700.00	
A-003	Advanced Entertainment Design	\$ 700.00	F-017	Advanced Life Drawing for Illustration	\$ 750.00	
A-004	Advanced Storyboard	\$ 700.00	A-001	Advanced Visual Communication	\$ 700.00	
F-003	Analytical Figure Drawing	\$ 680.00	F-016A	Analytical Figure Drawing 2	\$ 680.00	
F-005	Animal Anatomy	\$ 650.00	A-006	Animation Projects	\$ 2,000.00	
I-008B	Card and Cover Illustration	\$ 700.00	I-010	Character Design 2	\$ 700.00	
I-013	Cinematic Storyboard	\$ 770.00	F-009	Color and Light	\$ 680.00	
I-029	Color and Lighting Design for Animation	\$ 700.00	A-008	Color Key Design for Production	\$ 700.00	
I-022	Color Script Design	\$ 700.00	F-018	Comparative Anatomy	\$ 680.00	
I-001	Composition and Cinematography	\$ 700.00	F-015	Costume and Drapery Drawing	\$ 680.00	
F-015A	Costumed Gesture Drawing	\$ 680.00	I-009	Creature Design	\$ 700.00	
I-020	Creature Design 2	\$ 700.00	I-008A	Design and Composition for Illustration	\$ 700.00	
I-008	Digital Illustration	\$ 700.00	F-011	Digital Landscape Painting	\$ 750.00	
X-002	Entertainment Copyright 101	\$ 650.00	I-003	Environment Design	\$ 700.00	
I-005	Figure Invention for Animation	\$ 700.00	F-008	Figure Painting	\$ 680.00	
F-012	Figure Quick Sketch	\$ 680.00	I-016	Film Costume Design	\$ 700.00	

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

Concept Design Academy (CDA) ~ Continued ~

A-007	Game Design Projects	\$ 2,000.00	F-004	Head and Figure Drawing	\$ 680.00
F-013	Head and Hand Drawing	\$ 680.00	F-014	Head Drawing	\$ 680.00
F-020	Head Painting	\$ 680.00	X-004	History of Film	\$ 700.00
X-003	History of Illustration	\$ 700.00	I-021	Intro to Animation	\$ 700.00
I-027	Intro to Book Design	\$ 700.00	I-006	Intro to Character Design	\$ 700.00
I-004	Intro to Digital Painting	\$ 700.00	D-007	Intro to Digital Printing	\$ 800.00
I-017	Intro to Entertainment Design	\$ 700.00	I-002	Intro to Environment Design	\$ 700.00
F-012A	Intro to Figure Drawing	\$ 680.00	D-004	Intro to Flash Animation	\$ 700.00
I-015	Intro to Form Language	\$ 700.00	I-018	Intro to Matte Painting	\$ 700.00
D-003	Intro to Maya	\$ 800.00	I-028	Intro to Motion Graphics	\$ 700.00
F-002	Intro to Perspective	\$ 650.00	I-025	Intro to Product Design	\$ 700.00
D-006	Intro to Sound Design	\$ 700.00	I-014A	Intro to Story Development	\$ 770.00
I-024	Intro to Toy Design	\$ 700.00	I-011	Intro to Vehicle Design	\$ 700.00
D-005	Intro to Video Editing	\$ 700.00	I-026	Intro to Web Design	\$ 700.00
I-007	Key Frame Illustration for Animation	\$ 700.00	F-010	Landscape Painting	\$ 700.00
F-016	Long Pose Figure Drawing	\$ 680.00	I-019	Matte Painting 2	\$ 700.00
D-002	Modo for Concept Design	\$ 800.00	F-019	Sculptural Anatomy	\$ 680.00
F-007	Sketching for Character Design	\$ 650.00	F-006	Sketching for Environment	\$ 650.00
I-014B	Story Development for Animation	\$ 900.00	A-004A	Story Development, The Sequel	\$ 900.00
I-012	Vehicle and Mechs	\$ 700.00	F-001	Visual Communication 1: Dynamic Sketching	\$ 750.00
F-021	Visual Communication 2	\$ 750.00	A-002	Visual Development for Animation	\$ 700.00
D-001	Zbrush Character Creation	\$ 800.00			

Computer Graphics Master Academy (CGMA) www.2dcgmasteracademy.com

CA308	Advanced Character Design for Production	\$ 699.00	EA210	Advanced Entertainment Design	\$ 699.00
FB104	Analytical Figure Drawing	\$ 699.00	CI301	Analytical Figure Drawing: Hands/Feet/ Head/Composition	\$ 699.00
FI108	Animal Drawing	\$ 699.00	CI302	Character Design for Animation	\$ 699.00
CI306	Character Design for Production	\$ 699.00	CA307	Character Illustration for Entertainment	\$ 699.00
CA309	Character Sculpting with Zbrush	\$ 699.00	CI303	Costume Design	\$ 699.00
FI106	Digital Painting	\$ 699.00	FI111	Digital Rendering Techniques	\$ 699.00
FB102	Dynamic Sketching 1	\$ 699.00	FB103	Dynamic Sketching 2	\$ 699.00
EA207	Environment Design 1	\$ 699.00	EA208	Environment Design 2	\$ 699.00
EI203	Environment Sketching for Production	\$ 699.00	FI107	Environmental Sketching	\$ 699.00
EI202	Fundamentals for Creative Environment Design	\$ 699.00	EI201	Fundamentals of Architecture Design	\$ 699.00
FI109	Fundamentals of Character Design	\$ 699.00	FB105	Fundamentals of Design	\$ 699.00
EI205	Intro to 3D Environment Design (Maya and SketchUp)	\$ 699.00	CI304	Intro to Character and Creature Design	\$ 699.00
FB101	Intro to Perspective	\$ 699.00	EA211	Matte Painting	\$ 699.00
CI305	Storyboarding for Animation	\$ 699.00	FI110	The Art of Color and Light	\$ 699.00
EA206	The Art of Color and Light for Production	\$ 699.00	EI204	Vehicle and Mech Design	\$ 699.00
EA209	Visual Development for Animation	\$ 699.00			

**Contract Services Administration Training Trust Fund ("CSATTF")
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Course Selection Form (One selection per form, you MUST check one and only one selection)

Animation Academy www.theanimationacademy.com

N/A	Background Design and Perspective	\$ 425.00	N/A	Character Design 1	\$ 425.00
N/A	Character Design 2	\$ 425.00	N/A	Story Sketch	\$ 425.00
N/A	Visual Development 1	\$ 425.00	N/A	Visual Development 2	\$ 425.00

3Kicks Art Studio www.3kickstudio.com

N/A	1-Day Workshop	\$ 120.00	N/A	2-Day Workshop	\$ 240.00
N/A	3-Day workshop	\$ 380.00	N/A	4-Day Workshop	\$ 450.00
N/A	5-Day Workshop	\$ 620.00	N/A	Contemporary Costume Drawing	\$ 560.00
N/A	Creative Sketching	\$ 560.00	N/A	Digital Painting	\$ 560.00
N/A	Drawing and Anatomy	\$ 560.00	N/A	Figure Painting 1	\$ 560.00
N/A	Figure Painting 2	\$ 620.00	N/A	Gesture Drawing	\$ 560.00
N/A	Head and Figure Painting	\$ 560.00	N/A	Head Drawing	\$ 560.00
N/A	Head Painting	\$ 560.00	N/A	Illustrative Picture Making	\$ 620.00
N/A	Long Pose Figure Drawing	\$ 620.00	N/A	Imaginative Figure Drawing	\$ 560.00
N/A	Painting Objects and Environments	\$ 560.00	N/A	Painting	\$ 600.00
N/A	Perspective 1	\$ 560.00	N/A	Painting with and Emphasis on Colors	\$ 560.00
N/A	Plein Air Painting Class	\$ 560.00	N/A	Perspective 2	\$ 560.00
N/A	Still Life and Landscape Painting	\$ 560.00	N/A	Portraiture Drawing	\$ 560.00

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



2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
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**Approved Skills Training for 2015/2016
Local #706, 800, 839 & 892
Vendor Provided Training**

REIMBURSEMENT GUIDELINES, POLICY, AND REQUESTS FORM

Reimbursement Guidelines:

- The specific training course must have been pre-approved in advance, by CSATTF. Non-approved courses will **not** be reimbursed.
- The entire course must be successfully completed in order to receive reimbursement; incomplete or unsuccessfully completed courses will not be reimbursed.
- Complete one "Request for Reimbursement Form" per course.
- The "Request for Reimbursement Form" must be completed and submitted with supporting documentation within 45 days after course completion date.
- Request for reimbursements are subject to the "Reimbursement Policy", set forth below.

CSATTF Reimbursement Policy:

This program, which is administered by Contract Services Administration Training Trust Fund (the "Fund") 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 ensure that you (or the vendors providing you with training) receive prompt reimbursement for your eligible employment related expenses, you must meet several requirements.

You will need to provide the Fund with substantiation or proof that you, in fact, incurred the expenses for which you are receiving reimbursement (or for which the Fund is making payments to vendors). This substantiation must be submitted to the Fund within a reasonable time after the expense is incurred. For example, if you submit your substantiation within 45 days of incurring the expense or of completion of the training, whichever is later, that will be considered to be a reasonable time.

You will also need to return to the Fund any excess reimbursement that is made to you. In other words, if you discover that the Fund has paid you too much as a reimbursement, you must return the excess to the Fund within a reasonable time after you discover this error. If you have any questions, please call the Fund at 818.847.0040, extension 1260 and we will be happy to assist you.

Request for Reimbursement Form: Please allow 2 to 4 weeks for processing your reimbursement request.

Please submit one completed **"Request for Reimbursement Form"** per course and return it with the following items:

- A signed Certificate of Completion issued by the vendor that includes the course description and vendor's name or submit a letter from the vendor indicating successful course completion.
- Proof of Payment: Either a copy of the applicant's original credit card receipt/credit card statement, a copy of the front & back of the canceled check or additional information if requested. Note: Receipts for cash payments are not eligible for reimbursement.
- A copy of the vendor invoice or a copy of the attendance record.

Name: _____ SSN: _____ Local: _____

Address: _____ City: _____ State: _____ Zip: _____

Course Name: _____ Date Completed: _____

Contact Number: _____ E-mail Address: _____

You may submit your "Request for Reimbursement Form" with documentation via e-mail to Kcruz@csatf.org, or fax or U.S. Mail.

CSATTF Attn: Skills Training
2800 Winona Avenue
Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
Fax Number: 818.847.0048

FOR OFFICE USE ONLY

Reimbursement Approved Date: _____ Course Cost: \$ _____

Reimbursement Amount (2/3rds): \$ _____ Approved by: _____ Code: _____