

2800 WINONA AVENUE  
BURBANK, CA 91504T 818.847.0040  
F 818.847.0048  
www.csatf.org

## Approved Skills Training for 2013/2014

### Local #839

### Local 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](http://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 two (2) forms:

- Course Pre-Approval Form
- Reimbursement Acknowledgement Form

Both 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 both forms to CSATTF via e-mail to [Kkemp@csatf.org](mailto:Kkemp@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

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## Approved Skills Training for 2013/2014 Local #839 Local 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](http://www.csatf.org), left navigation under Online Roster, click on General Access.

**The Skills Training Application (one application packet per course) consists of two (2) forms:**

- Course Pre-Approval Form
- Reimbursement Acknowledgement Form

**Skills Training Application questions: 818.847.0040 extension 1260.**

For training dates, course content and scheduling questions, please contact Local #839 at 818.845.7500.

#### **Special Notes:**

**Non Industry Experience Roster (IER) Classifications for Local #839:** Please provide proof of at least 30 Union workdays of applicable IATSE Local #839 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:**

N/A

#### **2013/2014 Skills Training courses for Local #839:**

839-01 Toon Boom Storyboard Pro

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