



2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org

2016/2017 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: _____ SSN: _____ Local/Classification: _____

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

Cell #: (None) () - Home #: (None) () - Email: (None)

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
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 Exp. Date: _____ Safety Pass Compliant: _____ Completed by: _____

Skills Training Application Expires: _____ Approved Denied

**Contract Services Administration Training Trust Fund ("CSATTF")
2016/2017 Approved Skills Training - Local #705, 706, 800, 839 & 892**

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

Concept Design Academy (CDA) (818)669-4657 www.conceptdesignacad.com

381 W-001	1-Day Workshop Event	\$ 120.00	381 W-002	2-Day Workshop Event	\$ 240.00
381 W-002a	2-Day Workshop Event	\$ 250.00	381 W-003	3-Day Workshop Event	\$ 360.00
381 W-004	3-Day Workshop Event	\$ 380.00	381 W-005	5-Day Workshop Event	\$ 450.00
381 W-006	5-Day Workshop Event	\$ 600.00	381 A-005	Advanced Digital Illustration	\$ 750.00
381 A-003	Advanced Entertainment Design	\$ 750.00	381 F-017	Advanced Life Drawing for Illustration	\$ 800.00
381 A-004	Advanced Storyboard	\$ 850.00	381 A-001	Advanced Visual Communication	\$ 750.00
381 F-003	Analytical Figure Drawing	\$ 730.00	381 F-016A	Analytical Figure Drawing 2	\$ 730.00
381 F-005	Animal Anatomy	\$ 700.00	381 A-006	Animation Projects	\$ 2,250.00
381 I-002A	Background Design for Animation	\$ 750.00	381 I-008B	Card and Cover Illustration	\$ 750.00
381 I-016A	Character and Costume Design	\$ 750.00	381 I-010	Character Design 2	\$ 750.00
381 I-013	Cinematic Storyboard	\$ 820.00	381 F-009	Color and Lighting	\$ 730.00
381 I-029	Color and Lighting Design for Animation	\$ 750.00	381 A-008	Color Key Design for Production	\$ 750.00
381 I-022	Color Script Design	\$ 750.00	381 F-018	Comparative Anatomy	\$ 730.00
381 I-001	Composition and Cinematography	\$ 750.00	381 I-009	Costume and Creature Design	\$ 750.00
381 F-015	Costume and Drapery Drawing	\$ 730.00	381 F-015A	Costumed Gesture Drawing	\$ 730.00
381 I-020	Creature Design 2	\$ 750.00	381 I-008A	Design and Composition for Illustration	\$ 750.00
381 I-008	Digital Illustration	\$ 750.00	381 F-011	Digital Landscape Painting	\$ 800.00
381 X-002	Entertainment Copyright 101	\$ 750.00	381 I-003	Environment Design	\$ 750.00
381 I-003A	Environment Design for Games	\$ 750.00	381 I-005	Figure Invention for Animation	\$ 750.00
381 F-012	Figure Quick Sketch	\$ 730.00	381 I-016	Film Costume Design	\$ 750.00
381 A-007	Game Design Projects	\$ 2,250.00	381 F-004	Head and Figure Drawing	\$ 730.00
381 F-013	Head and Hand Drawing	\$ 730.00	381 F-014	Head Drawing	\$ 730.00
381 F-020	Head Painting	\$ 730.00	381 X-004	History of Film	\$ 750.00
381 X-003	History of Illustration	\$ 750.00	381 I-012A	Human and Mech Design	\$ 750.00
381 I-021	Intro to Animation	\$ 750.00	381 I-027	Intro to Book Design	\$ 750.00
381 I-006	Intro to Character Design	\$ 750.00	381 I-023	Intro to Comics	\$ 750.00
381 I-004	Intro to Digital Painting	\$ 750.00	381 D-007	Intro to Digital Printing	\$ 800.00
381 I-017	Intro to Entertainment Design	\$ 750.00	381 I-002	Intro to Environment Design	\$ 750.00
381 F-012A	Intro to Figure Drawing	\$ 730.00	381 F-008	Intro to Figure Painting	\$ 730.00
381 D-004	Intro to Flash Animation	\$ 750.00	381 I-015	Intro to Form Language	\$ 750.00
381 I-018	Intro to Matte Painting	\$ 750.00	381 D-003	Intro to Maya	\$ 800.00
381 I-028	Intro to Motion Graphics	\$ 750.00	381 F-002	Intro to Perspective	\$ 700.00
381 I-025	Intro to Product Design	\$ 750.00	381 D-006	Intro to Sound Design	\$ 750.00
381 I-014A	Intro to Story Development	\$ 820.00	381 I-013A	Intro to Storyboard	\$ 820.00
381 I-024	Intro to Toy Design	\$ 750.00	381 I-011	Intro to Vehicle Design	\$ 750.00
381 D-005	Intro to Video Editing	\$ 750.00	381 I-007	Key Frame Illustration	\$ 750.00
381 F-010	Landscape Painting	\$ 750.00	381 F-016	Long Pose Figure Drawing	\$ 730.00
381 I-019	Matte Painting 2	\$ 750.00	381 D-002	Modo for Concept Design	\$ 800.00
381 F-019	Sculptural Anatomy	\$ 730.00	381 F-007	Sketching for Character 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 ~

381 F-006	Sketching for Environment	\$ 700.00	381 I-014B	Story Development for Animation	\$ 950.00
381 A-004A	Story Development, The Sequel	\$ 1,000.00	381 I-012	Vehicle and Mechs	\$ 750.00
381 F-001	Visual Communication 1: Dynamic Sketching	\$ 800.00	381 F-021	Visual Communication 2	\$ 800.00
381 A-002	Visual Development for Animation	\$ 750.00	381 D-001	ZBrush Character Creation	\$ 800.00

3 Kicks Art Studio www.3kickstudio.com

382 3KWS1	1-Day Workshop	\$ 120.00	382 3KWS2	2-Day Workshop	\$ 240.00
382 3KWS3	3-Day workshop	\$ 380.00	382 3KWS4	4-Day Workshop	\$ 450.00
382 3KWS5	5-Day Workshop	\$ 620.00	382 3KS24	Beginning Figure Drawing	\$ 560.00
382 3KS23	Beginning Head Drawing	\$ 560.00	382 3KS19	Costume Painting Focusing on Colors and Composition	\$ 560.00
382 3KS18	Creative Sketching	\$ 560.00	382 3KS01	Drawing and Anatomy	\$ 560.00
382 3KS02	Figure Painting 1	\$ 560.00	382 3KS03	Figure Painting 2	\$ 620.00
382 3KS25	From Head Drawing to Head Painting	\$ 560.00	382 3KS04	Gesture Drawing	\$ 560.00
382 3KS07	Head and Figure Painting	\$ 560.00	382 3KS05	Head Drawing	\$ 560.00
382 3KS06	Head Painting	\$ 560.00	382 3KS08	Illustrative Storytelling from Life	\$ 560.00
382 3KS09	Imaginative Figure Drawing	\$ 560.00	382 3KS21	Long Pose Figure Drawing	\$ 620.00
382 3KS22	Long Pose Indirect Painting	\$ 620.00	382 3KS10	Painting	\$ 600.00
382 3KS20	Painting in Digital Medium	\$ 560.00	382 3KS11	Painting Objects and Environments	\$ 560.00
382 3KS13	Painting with an Emphasis on Colors	\$ 560.00	382 3KS13	Perspective 1	\$ 560.00
382 3KS14	Perspective 2	\$ 560.00	382 3KS15	Plein Air Painting Class	\$ 560.00
382 3KS16	Portraiture Drawing	\$ 560.00	382 3KS26	Simply Watercolor and Simply Oil Painting	\$ 560.00
382 3KS17	Still Life and Landscape Painting	\$ 560.00			

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

LAAFA ON CAMPUS

383 A	2D Anatomy Drawing	\$ 579.00	383 B	Alla Prima Figure Painting	\$ 449.00
383 C	Alla Prima Painting Master Studies	\$ 449.00	383 D	Alla Prima Portrait Painting	\$ 449.00
383 E	An Approach to Painting the Figure	\$ 579.00	383 F	Analytical Figure Drawing	\$ 579.00
383 G	Basic Drawing/Painting Fundamentals	\$ 449.00	383 H	Color and Light Theory	\$ 529.00
383 I	Comic Art Visual Storytelling	\$ 449.00	383 J	Composition for Animation and Film	\$ 599.00
383 K	Dynamic Sketching	\$ 449.00	383 L	Ecorche/3D Anatomy	\$ 579.00
383 M	Exploring Portraiture	\$ 629.00	383 N	Figure Construction	\$ 449.00
383 O	Figure Drawing	\$ 449.00	383 P	Figure Quick Sculpt	\$ 579.00
383 Q	Gesture Drawing	\$ 449.00	383 R	Head Drawing	\$ 579.00
383 S	Head Sculpting	\$ 629.00	383 T	Head, Hands, and Costume Drawing	\$ 449.00
383 U	Imaginatomy	\$ 579.00	383 V	Introduction to Sculpting	\$ 449.00
383 W	Landscape Painting	\$ 449.00	383 X	Life Drawing	\$ 449.00
383 Y	Life Drawing for Animation	\$ 549.00	383 Z	Life Painting	\$ 449.00
383 A1	Long Pose Figure Drawing and Painting	\$ 449.00	383 B1	Long Pose Figure Sculpting	\$ 629.00
383 C1	Mixed-Media Drawing	\$ 549.00	383 D1	Still Life Painting	\$ 599.00

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Los Angeles Academy of Figurative Art (LAAFA) ~ Continued ~

LAAFA ON CAMPUS

383 E1	Storyboarding	\$ 449.00	383 F1	Tonal Figure Drawing and Painting	\$ 549.00
383 G1	Tonal Portrait Drawing and Painting	\$ 549.00	383 H1	Understanding the Figure	\$ 629.00

LAAFA WORKSHOPS

383 I1	1-Day Workshop/Event	\$ 195.00	383 J1	2-Day Workshop/Event	\$ 395.00
383 K1	3-Day Workshop/Event	\$ 495.00	383 L1	4-Day Workshop/Event	\$ 795.00
383 M1	5-Day Workshop/Event	\$ 895.00			

LAAFA DAY PASSES

383 N1	1-Day Drawing/Painting Training Class Pass	\$ 95.00	383 O1	2-Day Drawing/Painting Training Class Pass	\$ 190.00
383 P1	3-Day Drawing/Painting Training Class Pass	\$ 285.00	383 Q1	4-Day Drawing/Painting Training Class Pass	\$ 380.00
383 R1	5-Day Drawing/Painting Training Class Pass	\$ 475.00			

LAAFA SELF STUDY ONLINE

383 S1	2D Anatomy	\$ 495.00	383 T1	3D Anatomy/Ecorche	\$ 495.00
383 U1	Analytical Figure Drawing	\$ 495.00	383 V1	Anatomy Bundle (Human and Animal Anatomy, Plus 3D Ecorche)	\$ 1,185.00
383 W1	Animal Anatomy - Imaginatomy	\$ 495.00	383 X1	Beginning Composition	\$ 495.00
383 Y1	Beginning Digital Painting	\$ 495.00	383 Z1	Beginning Drawing Fundamentals	\$ 495.00
383 A2	Beginning Drawing Fundamentals	\$ 495.00	383 B2	Classical Painting Collection	\$ 495.00
383 C2	Color and Composition	\$ 495.00	383 D2	Color Theory	\$ 495.00
383 E2	Composition 1	\$ 495.00	383 F2	Composition 2	\$ 495.00
383 G2	Composition 3	\$ 495.00	383 H2	Composition 4	\$ 495.00
383 I2	Composition for Film and Animation	\$ 495.00	383 J2	Digital Painting	\$ 495.00
383 K2	Drawing from Imagination	\$ 495.00	383 L2	Dynamic Color Sketching for Entertainment	\$ 495.00
383 M2	Dynamic Sketching	\$ 495.00	383 N2	Fantasy Illustration	\$ 495.00
383 O2	Figure Construction	\$ 495.00	383 P2	Figure Construction 2	\$ 495.00
383 Q2	Figure Painting Collection	\$ 495.00	383 R2	Head, Hands and Costume Drawing	\$ 495.00
383 S2	Imaginative Worlds for Entertainment	\$ 495.00	383 T2	Introduction to Character Design	\$ 495.00
383 U2	Introduction to Comic Art	\$ 495.00	383 V2	Introduction to Creature Design	\$ 495.00
383 W2	Introduction to Drawing Collection	\$ 495.00	383 X2	Introduction to Environments	\$ 495.00
383 Y2	Introduction to Painting Collection	\$ 495.00	383 Z3	Methods and Materials	\$ 495.00
383 A3	Painting from Life (Emphasis on Drapery and Folds)	\$ 495.00	383 B3	Perspective	\$ 495.00
383 C3	Portrait Drawing in Charcoal	\$ 495.00	383 D3	Portrait Painting Collection	\$ 495.00
383 E3	Sculpting 1	\$ 495.00	383 F3	Sculpting a Character in Clay	\$ 395.00
383 G3	Sketching For Environment Design	\$ 495.00	383 H3	Storyboarding	\$ 495.00
383 I3	Tonal Drawing and Painting	\$ 495.00	383 J3	Visual Development Fundamentals	\$ 495.00
383 K3	Visual Storytelling: Movie Moments	\$ 495.00			

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

Silver Drawing Academy (818)773-2440 www.silverdrawingacademy.com

384 A	1-Day Workshop	\$ 175.00	384 B	2-Day Workshop	\$ 350.00
384 C	Character Design	\$ 699.00	384 D	Character Gesture Drawing	\$ 699.00
384 E	Storyboarding 101	\$ 699.00			

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

CGMA FOUNDATION DESIGN PROGRAM

385 A	Analytical Figure Drawing	\$ 699.00	385 B	Analytical Figure Drawing 2	\$ 699.00
385 C	Animal Drawing	\$ 699.00	385 D	Digital Painting	\$ 699.00
385 E	Digital Rendering Techniques	\$ 699.00	385 F	Dynamic Sketching 1	\$ 699.00
385 G	Dynamic Sketching 2	\$ 699.00	385 H	Dynamic Sketching and Composition	\$ 699.00
385 I	Environment Sketching	\$ 699.00	385 J	Fundamentals of Character Design	\$ 699.00
385 K	Fundamentals of Design	\$ 699.00	385 L	Intro to Perspective	\$ 699.00
385 M	Intro to Photoshop	\$ 699.00	385 N	Layout Drawing and Composition	\$ 699.00
385 O	The Art of Color and Light	\$ 699.00			

CGMA ENVIRONMENT DESIGN PROGRAM

385 P	Advanced Entertainment Design	\$ 699.00	385 Q	Advanced Perspective	\$ 699.00
385 R	Environment Design 1	\$ 699.00	385 S	Environment Design 2	\$ 699.00
385 T	Environment Sketching for Production	\$ 699.00	385 U	Fundamentals for Creative Environment Design	\$ 699.00
385 V	Fundamentals of Architecture Design	\$ 699.00	385 W	Intro to 3D Environment Design (Maya and SketchUp)	\$ 699.00
385 X	Matte Painting	\$ 699.00	385 Y	The Art of Color and Light for Production	\$ 699.00
385 Z	Vehicle and Mech Design	\$ 699.00	385 A2	Visual Development for Animation	\$ 699.00

CGMA CHARACTER DESIGN PROGRAM

385 B2	Advanced Entertainment Design	\$ 699.00	385 C2	Analytical Figure Drawing: Hands/Feet/Head/Composition	\$ 699.00
385 D2	Art Direction for Character Designers	\$ 699.00	385 E2	Character Design for Animation	\$ 699.00
385 F2	Character Design for Production	\$ 699.00	385 G2	Character Illustration for Entertainment	\$ 699.00
385 H2	Character Sculpting with ZBrush	\$ 699.00	385 I2	Costume Design	\$ 699.00
385 J2	Creature Design	\$ 699.00	385 K2	Head Drawing Construction	\$ 699.00
385 L2	Intro to Character and Creature Design	\$ 699.00	385 M2	Storyboarding for Animation	\$ 699.00

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



2800 WINONA AVENUE
BURBANK, CA 91504

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2016/2017 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: _____ SSN: _____ Local/Classification: _____

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

Cell #: (None) () - Home #: (None) () - 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
2800 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: _____