

2800 WINONA AVENUE
BURBANK, CA 91504T 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 #800 & 839

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

Rigging Dojo www.riggingdojo.com

395 A	Face Rigging 101	\$ 642.01	395 B	Maya API 101	\$ 642.01
395 C	Production Modeling and Sculpting FACS Facial Blendshapes for VFX	\$ 821.99	395 D	Props Rigging	\$ 589.00
395 E	Rigging 101	\$ 642.01	395 F	Scripting 101	\$ 642.01

Gnomon Online (323)466-6663 www.gnomonschool.com

ONLINE

396 A	Anatomy	\$ 945.00	396 B	Art of Compositing	\$ 1,260.00
396 C	Character Design	\$ 1,104.00	396 D	Character Modeling and Sculpting	\$ 1,260.00
396 E	Digital Painting	\$ 1,104.00	396 F	Digital Sculpting	\$ 1,260.00
396 G	Environment Modeling Sculpting	\$ 1,419.00	396 H	Hard Surface Modeling 1	\$ 1,419.00
396 I	Introduction to 3D with Maya	\$ 1,260.00	396 J	Material Indication	\$ 1,104.00
396 K	Photoshop for Concept Design	\$ 1,104.00	396 L	Photoshop for Digital Production	\$ 1,104.00
396 M	Texturing and Shading 1	\$ 1,419.00			

Gnomon (323)466-6663 www.gnomonschool.com

CLASSROOM

397 A	Acting for Animators	\$ 666.00	397 B	Advanced Character Design	\$ 1,197.00
397 C	Advanced Compositing	\$ 1,962.00	397 D	Advanced Digital Painting	\$ 1,197.00
397 E	Advanced Techniques in Houdini	\$ 1,962.00	397 F	Anatomy	\$ 666.00
397 G	Animation and Visual Effects	\$ 1,962.00	397 H	Art History 1	\$ 666.00
397 I	Art History 2	\$ 666.00	397 J	Art of Compositing	\$ 1,962.00
397 K	Character Animation 1	\$ 1,962.00	397 L	Character Animation 2	\$ 1,962.00
397 M	Character Animation 3	\$ 1,962.00	397 N	Character Animation 4	\$ 1,962.00
397 O	Character Creation for Games	\$ 1,962.00	397 P	Character Design	\$ 666.00
397 Q	Character Development	\$ 666.00	397 R	Character Modeling and Sculpting	\$ 1,962.00
397 S	Character Rigging for Production	\$ 1,962.00	397 T	Character Rigging Fundamentals	\$ 1,962.00
397 U	Character Sculpture 1	\$ 780.00	397 V	Character Sculpture 2	\$ 780.00
397 W	Character Sculpture 3	\$ 780.00	397 X	Character Texturing and Shading	\$ 1,962.00
397 Y	Cinematography for Visual Effects	\$ 780.00	397 Z	Cloth Hair and Fur	\$ 1,071.00
397 A1	Color Theory and Light	\$ 666.00	397 B1	Commercial Production Techniques	\$ 1,962.00
397 C1	Costumed Figure Drawing	\$ 666.00	397 D1	Creature Animation 1	\$ 1,962.00
397 E1	Creature Animation 2	\$ 1,962.00	397 F1	Creature Design	\$ 780.00
397 G1	Creature Modeling and Sculpting	\$ 1,962.00	397 H1	Design History	\$ 666.00
397 I1	Digital Matte Painting	\$ 1,962.00	397 J1	Digital Painting	\$ 1,197.00
397 K1	Digital Photography	\$ 1,962.00	397 L1	Digital Sculpting	\$ 1,962.00
397 M1	Digital Sets	\$ 2,031.00	397 N1	Dynamic Effects 1	\$ 1,962.00
397 O1	Dynamic Effects 2	\$ 1,962.00	397 P1	Dynamic Effects 3	\$ 1,962.00
397 Q1	Dynamic Effects 4	\$ 1,962.00	397 R1	Engine Cinematics and Machines	\$ 1,962.00
397 S1	Environment Creation for Games	\$ 1,962.00	397 T1	Environment Design	\$ 1,197.00
397 U1	Expressions and Scripting	\$ 1,962.00	397 V1	Figure Drawing	\$ 666.00

Contract Services Administration Training Trust Fund ("CSATTF")

2016/2017 Approved Skills Training - Local #800 & 839

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

Gnomon ~ Continued ~						
397 W1	Film History	\$ 666.00	397 X1	Gesture Drawing	\$ 666.00	
397 Y1	Graphic Design	\$ 1,596.00	397 Z1	Hard Surface Modeling 1	\$ 1,962.00	
397 A2	Hard Surface Modeling 2	\$ 1,962.00	397 B2	Hard Surface Texturing and Shading	\$ 1,962.00	
397 C2	HD Digital Filmmaking for VFX	\$ 2,031.00	397 D2	History and Principles of Animation	\$ 666.00	
397 E2	History of Visual Effects	\$ 666.00	397 F2	Houdini Effects	\$ 1,962.00	
397 G2	Improvisational Acting	\$ 666.00	397 H2	Introduction to 3D with Maya	\$ 1,596.00	
397 I2	Introduction to Compositing	\$ 1,962.00	397 J2	Introduction to Houdini	\$ 1,962.00	
397 K2	Introduction to Unreal	\$ 1,962.00	397 L2	Lighting and Rendering with Mental Ray	\$ 1,962.00	
397 M2	Lighting and Rendering with V-Ray	\$ 1,962.00	397 N2	Look Development	\$ 1,962.00	
397 O2	Matchmoving and Integration	\$ 2,031.00	397 P2	Motion Capture with Motion Builder	\$ 1,962.00	
397 Q2	Motion Graphics 1	\$ 1,962.00	397 R2	Overview of Visual Effects and Games	\$ 1,020.00	
397 S2	Painting with Color, Light and Composition	\$ 666.00	397 T2	Perspective	\$ 666.00	
397 U2	Photoshop for Digital Production	\$ 1,962.00	397 V2	Previsualization and Animatics	\$ 1,962.00	
397 W2	Product Design	\$ 1,197.00	397 X2	Reelflow	\$ 1,962.00	
397 Y2	Rotoscoping	\$ 1,071.00	397 Z2	Scripting for Production	\$ 1,962.00	
397 A3	Shave and a Haircut	\$ 1,071.00	397 B3	Story Development	\$ 666.00	
397 C3	Storyboarding	\$ 666.00	397 D3	Surface Modeling	\$ 1,962.00	
397 E3	Texture Painting with Mari	\$ 1,962.00	397 F3	Texturing and Shading 1	\$ 1,962.00	
397 G3	Texturing and Shading 2	\$ 1,962.00	397 H3	Timing for Animation	\$ 666.00	
397 I3	Vehicle Design	\$ 1,197.00	397 J3	Visual Communications 1	\$ 666.00	
397 K3	Visual Communications 2	\$ 666.00	397 L3	Visual Effects Design	\$ 1,962.00	
397 M3	Visual Effects for Games 1	\$ 1,962.00	397 N3	Visual Structure	\$ 666.00	
397 O3	Zoological Drawing	\$ 951.00				

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

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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 #: ☐ () - ☐ () - ☐ () 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
2800 Winona Avenue
Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
Fax Number: 818.847.0048

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Approved Date: _____ Course Cost: \$ _____

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