



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](http://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](mailto: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  
Multi Local #44, 399C, 695, 705, 706, 728, 755, 800, 839, & 892**

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

**Igloo Studios (Contact Alex Oliver) [www.igloostudios.com](http://www.igloostudios.com)**

**SKETCHUP**

404 A	Advanced Workshop (SketchUp)	\$ 900.00	404 SU211	Build Accurate Sets	\$ 1,500.00
404 SU110	Complete Intro to LayOut	\$ 600.00	404 SU100	Complete Intro to SketchUp	\$ 1,200.00
404 SU201	Concept Modeling	\$ 375.00	404 SU241	Detailed Construction Documents in LayOut	\$ 750.00
404 SU221	Get Accurate Shots with Advanced Cameras	\$ 750.00	404 SU231	Intro to Rendering	\$ 750.00
404 SU111	LayOut Essentials 1	\$ 300.00	404 SU112	LayOut Essentials 2	\$ 300.00
404 SU271	Model Furniture and Props	\$ 1,500.00	404 SU212	Model Location Sets	\$ 750.00
404 SU213	Model Stage Sets	\$ 750.00	404 SU251	Organic Modeling Essentials	\$ 1,500.00
404 SU232	Rendering with Lightroom	\$ 750.00	404 SU236	Rendering with Maxwell	\$ 750.00
404 SU235	Rendering with Podium	\$ 750.00	404 SU233	Rendering with Shaderlight	\$ 750.00
404 SUE234	Rendering with Thea	\$ 750.00	404 SU237	Rendering with V-Ray	\$ 750.00
404 SU294	Set Decorator Workflow	\$ 1,500.00	404 SU101	SketchUp Essentials 1	\$ 300.00
404 SU102	SketchUp Essentials 2	\$ 300.00	404 SU103	SketchUp Essentials 3	\$ 300.00
404 SU104	SketchUp Essentials 4	\$ 300.00	404 SU296	Special Effects Workflow	\$ 1,500.00
404 SU261	Terrain and Ladscape Essentials	\$ 750.00			

**PHOTOSHOP**

404 B	Advanced Workshop (Photoshop)	\$ 900.00	404 PS100	Complete Intro to Photoshop	\$ 1,200.00
404 PS101	Photoshop Essentials 1	\$ 300.00	404 PS102	Photoshop Essentials 2	\$ 300.00
404 PS103	Photoshop Essentials 3	\$ 300.00	404 PS104	Photoshop Essentials 4	\$ 300.00
404 PS200	Photoshop for Film, TV, Stage and Entertainment	\$ 1,500.00	404 PS201	Photoshop Pro Skills 1	\$ 375.00
404 PS202	Phototshop Pro Skills 2	\$ 375.00	404 PS203	Photoshop Pro Skills 3	\$ 375.00
404 PS204	Photoshop Pro Skills 4	\$ 375.00			

**ILLUSTRATOR**

404 C	Advanced Workshop (Illustrator)	\$ 900.00	404 IL100	Complete Intro to Illustrator	\$ 1,200.00
404 IL101	Illustrator Essentials 1	\$ 300.00	404 IL102	Illustrator Essentials 2	\$ 300.00
404 IL103	Illustrator Essentials 3	\$ 300.00	404 IL104	Illustrator Essentials 4	\$ 300.00
404 IL200	Illustrator for Film, TV, Stage and Entertainment	\$ 1,500.00	404 IL201	Illustrator Pro Skills 1	\$ 375.00
404 IL202	Illustrator Pro Skills 2	\$ 375.00	404 IL203	Illustrator Pro Skills 3	\$ 375.00
404 IL204	Illustrator Pro Skills 4	\$ 375.00			

**INDESIGN**

404 D	Advanced Workshop (InDesign)	\$ 900.00	404 ID100	Complete Intro to InDesign	\$ 1,200.00
404 ID101	InDesign Essentials 1	\$ 300.00	404 ID102	InDesign Essentials 2	\$ 300.00
404 ID103	InDesign Essentials 3	\$ 300.00	404 ID104	InDesign Essentials 4	\$ 300.00
404 ID200	InDesign for Film, TV, Stage and Entertainment	\$ 1,500.00	404 ID201	InDesign Pro Skills 1	\$ 375.00
404 ID202	InDesign Pro Skills 2	\$ 375.00	404 ID203	InDesign Pro Skills 3	\$ 375.00
404 ID204	InDesign Pro Skills 4	\$ 375.00			

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

<b>AFTER EFFECTS</b>						
404 E	Advanced Workshop (After Effects)	\$ 900.00	404 AE101	After Effects Essentials 1	\$ 300.00	
404 AE102	After Effects Essentials 2	\$ 300.00	404 AE103	After Effects Essentials 3	\$ 300.00	
404 AE104	After Effects Essentials 4	\$ 300.00	404 AE200	After Effects for Film, TV, Stage and Entertainment	\$ 1,500.00	
404 AE201	After Effects Pro Skills 1	\$ 375.00	404 AE202	After Effects Pro Skills 2	\$ 375.00	
404 AE203	After Effects Pro Skills 3	\$ 375.00	404 AE204	After Effects Pro Skills 4	\$ 375.00	
404 AE100	Complete Intro to After Effects	\$ 1,200.00				
<b>LIGHTROOM</b>						
404 F	Advanced Workshop (Lightroom)	\$ 900.00	404 LR100	Complete Intro to Lightroom	\$ 600.00	
404 LR101	Lightroom Essentials 1	\$ 300.00	404 LR102	Lightroom Essentials 2	\$ 300.00	
404 LR200	Lightroom for Film, TV, Stage and Entertainment	\$ 750.00	404 LR201	Lightroom Pro Skills 1	\$ 375.00	
404 LR202	Lightroom Pro Skills 2	\$ 375.00				
<b>VECTORWORKS</b>						
404 G	Advanced Workshop (Vectorworks)	\$ 900.00	404 VW100	Complete Intro to Vectorworks	\$ 1,200.00	
404 VW101	Vectorworks Essentials 1	\$ 300.00	404 VW102	Vectorworks Essentials 2	\$ 300.00	
404 VW103	Vectorworks Essentials 3	\$ 300.00	404 VW104	Vectorworks Essentials 4	\$ 300.00	
404 VW200	Vectorworks for Film, TV, Stage and Entertainment	\$ 1,500.00	404 VW201	Vectorworks Pro Skills 1	\$ 375.00	
404 VW202	Vectorworks Pro Skills 2	\$ 375.00	404 VW203	Vectorworks Pro Skills 3	\$ 375.00	
404 VW204	Vectorworks Pro Skills 4	\$ 375.00				
<b>RHINO</b>						
404 H	Advanced Workshop (Rhino)	\$ 900.00	404 RN100	Complete Intro to Rhino	\$ 1,200.00	
404 RN101	Rhino Essentials 1	\$ 300.00	404 RN102	Rhino Essentials 2	\$ 300.00	
404 RN103	Rhino Essentials 3	\$ 300.00	404 RN104	Rhino Essentials 4	\$ 300.00	
404 RN200	Rhino for Film, TV, Stage and Entertainment	\$ 1,500.00	404 RN201	Rhino Pro Skills 1	\$ 375.00	
404 RN202	Rhino Pro Skills 2	\$ 375.00	404 RN203	Rhino Pro Skills 3	\$ 375.00	
404 RN204	Rhino Pro Skills 4	\$ 375.00				
<b>3D PRINTING</b>						
404 I	Advanced Workshop (3D Printing)	\$ 900.00	404 3DP100	Complete Intro to 3D Printing	\$ 1,200.00	
404 3DP201	3D Printing Pro Skills 1	\$ 375.00	404 3DP202	3D Printing Pro Skills 2	\$ 375.00	
404 3DP203	3D Printing Pro Skills 3	\$ 375.00	404 3DP204	3D Printing Pro Skills 4	\$ 375.00	
404 3DP200	3D Printing for Film, TV, Stage and Entertainment	\$ 1,500.00	404 3DP101	3D Printing Essentials 1	\$ 300.00	
404 3DP102	3D Printing Essentials 2	\$ 300.00	404 3DP103	3D Printing Essentials 3	\$ 300.00	
404 3DP104	3D Printing Essentials 4	\$ 300.00				

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**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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## 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](mailto:skillstraining@csatf.org), in person, by fax or mail.**

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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: \_\_\_\_\_