

2800 WINONA AVENUE
BURBANK, CA 91504



T 818.847.0040
F 818.847.0048
www.csatf.org

**Approved Skills Training for 2012/2013
Local #700
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 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 course per application): _____ Course Number: _____

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 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

2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org



**Approved Skills Training for 2012/2013
Local #700
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.

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

- 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:

In order to be pre-approved to attend CSATTF Skills Training Courses and be eligible for 2/3 reimbursement, 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.

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 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. 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 course completion date in order to be eligible for reimbursement.

2012/2013 Skills Training courses for Local #700:

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:** _____

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

Moviola (323)467-1116 www.moviola.com				Moviola Cont...			Studio Arts Cont...				
<input type="checkbox"/>	AC101	Color Correction in Final Cut Studio 3 w/ Apple's Color & FCP 7	\$ 626.50	<input type="checkbox"/>	MC240	Assistant Editing Essentials for Avid	\$ 416.50	<input type="checkbox"/>	CM200	Stereoscopic 3D Film Production & Post	\$ 750.00
<input type="checkbox"/>	AE101	After Effects Level 1	\$ 416.50	<input type="checkbox"/>	MC250	Avid for Final Cut Pro Editors	\$ 626.50	<input type="checkbox"/>	CMS101	Creating for New Media - Online	\$ 1,500.00
<input type="checkbox"/>	AE201	After Effects Level 2	\$ 416.50	<input type="checkbox"/>	MC260	GenArts Sapphire Plug-in Effects for Avid	\$ 416.50	<input type="checkbox"/>	DC110	Digital Intermediate	\$ 750.00
<input type="checkbox"/>	AE301	After Effects Level 3	\$ 416.50	<input type="checkbox"/>	MC305	HD & DI Workflows in Avid	\$ 416.50	<input type="checkbox"/>	DF101	Digital Fusion 101	\$ 1,500.00
<input type="checkbox"/>	AL101	Introduction to Ableton Live	\$ 195.00	<input type="checkbox"/>	MC315	Digital Cinema: RED, Avid & Beyond	\$ 486.50	<input type="checkbox"/>	DF201	Digital Fusion Intermediate	\$ 1,500.00
<input type="checkbox"/>	CS400	Avid Editing System Support Certification	\$ 2,750.00	<input type="checkbox"/>	ME101	Music Editing: A Practical Introduction	\$ 995.00	<input type="checkbox"/>	EX101	Microsoft Excel for Production	\$ 1,500.00
<input type="checkbox"/>	CS410	Avid Editing System Support Re-Certification	\$ 995.00	<input type="checkbox"/>	OS101	Introduction to Mac OS X	\$ 206.50	<input type="checkbox"/>	FA101	Flash 101	\$ 1,500.00
<input type="checkbox"/>	DK101	Decks in Professional Postproduction	\$ 276.50	<input type="checkbox"/>	PH101	Photoshop Level 1	\$ 416.50	<input type="checkbox"/>	FCP101	Final Cut Pro 101 (FCP101-OL)	\$ 1,500.00
<input type="checkbox"/>	DV101	Introduction to DVD Studio Pro	\$ 626.50	<input type="checkbox"/>	PH201	Photoshop Level 2	\$ 416.50	<input type="checkbox"/>	FCP201	Final Cut Pro 201	\$ 750.00
<input type="checkbox"/>	DW101	Dreamweaver Level 1	\$ 626.50	<input type="checkbox"/>	PH205	Photoshop Level 2 - For Nonlinear Editors	\$ 416.50	<input type="checkbox"/>	IL101	Illustrator 1 (IL101-OL)	\$ 1,500.00
<input type="checkbox"/>	DW201	Dreamweaver Level 2	\$ 626.50	<input type="checkbox"/>	PHLR01	Digital Photography Workflow with Lightroom	\$ 136.50	<input type="checkbox"/>	IL201	Illustrator 2	\$ 1,500.00
<input type="checkbox"/>	FC101	Introduction to Final Cut Pro 7	\$ 836.50	<input type="checkbox"/>	PT101	Introduction to Pro Tools	\$ 626.50	<input type="checkbox"/>	MA101	Maya 101 (MA101-OL)	\$ 1,500.00
<input type="checkbox"/>	FC205	Troubleshooting in Final Cut Pro 7	\$ 206.50	<input type="checkbox"/>	PT110	Essentials of Pro Tools (Production 1)	\$ 626.50	<input type="checkbox"/>	MA201	Maya 201	\$ 1,500.00
<input type="checkbox"/>	FC240	Assistant Editing Essentials for Final Cut Pro 7	\$ 416.50	<input type="checkbox"/>	SM101	Introduction to Smoke (5-Day)	\$2,250.00	<input type="checkbox"/>	MCP101	Motion Capture 101	\$ 1,500.00
<input type="checkbox"/>	FC250	Final Cut Pro 7 for Avid Editors	\$ 626.50	<input type="checkbox"/>	SM201	Intermediate Smoke (5-Day)	\$2,250.00	<input type="checkbox"/>	MV101	Matchmoving 101	\$ 1,500.00
<input type="checkbox"/>	FC300	Advanced Editing Techniques in Final Cut Pro 7 Level 2	\$ 626.50	<input type="checkbox"/>	SP101	Sound Editing in Final Cut Studio 3	\$ 416.50	<input type="checkbox"/>	NU101	Nuke 101	\$ 1,500.00
<input type="checkbox"/>	FC305	HD, Tape & File Based Workflows in Final Cut Pro 7	\$ 416.50	<input type="checkbox"/>	UN402	Avid Unity Media Network System Support Certification	\$2,750.00	<input type="checkbox"/>	NU201	Nuke 201	\$ 1,500.00
<input type="checkbox"/>	FC315	RED Digital Cinema Workflows in Final Cut Pro 7	\$ 416.50	<input type="checkbox"/>	UN412	Avid Unity Media Network System Support Re-Certification	\$ 995.00	<input type="checkbox"/>	PS101	Photoshop 1 (PS101-OL)	\$ 1,500.00
<input type="checkbox"/>	FC320	Effects in Final Cut Pro 7	\$ 416.50	Studio Arts (323)227-8776 www.studioarts.com				<input type="checkbox"/>	PS125	Photography Retouching & FX	\$ 750.00
<input type="checkbox"/>	FCX101	Introduction to Final Cut Pro X	\$ 626.50	<input type="checkbox"/>	AE101	After Effects 101 (AE101-OL)	\$1,500.00	<input type="checkbox"/>	PS201	Photoshop 2	\$ 1,500.00
<input type="checkbox"/>	FCX300	Advanced Techniques in Final Cut Pro X	\$ 626.50	<input type="checkbox"/>	AE201	After Effects 201	\$1,500.00	<input type="checkbox"/>	PS220	Painting with Photoshop	\$ 1,500.00
<input type="checkbox"/>	FL101	Introduction to Flash	\$ 626.50	<input type="checkbox"/>	AE301	After Effects 301	\$ 750.00	<input type="checkbox"/>	PS310	Digital Mattes	\$ 1,500.00
<input type="checkbox"/>	FL201	Flash Animation	\$ 626.50	<input type="checkbox"/>	AE350	After Effects 350 - Advanced FX	\$ 750.00	<input type="checkbox"/>	PS410	Photoshop for Compositing	\$ 1,500.00
<input type="checkbox"/>	LG101	Introduction to Logic Pro Level 1	\$ 346.50	<input type="checkbox"/>	AE375	After Effects 375 - Rotoscoping	\$ 750.00	<input type="checkbox"/>	RC110	Red Camera Basics	\$ 750.00
<input type="checkbox"/>	LG270	Logic Pro Project Workshop	\$ 416.50	<input type="checkbox"/>	AM115	Motion 1	\$ 750.00	<input type="checkbox"/>	RC210	Red Camera Workflow in Post	\$ 750.00
<input type="checkbox"/>	LG301	Intermediate Logic Pro Level 2	\$ 416.50	<input type="checkbox"/>	AMC101	Avid Media Composer 1	\$1,500.00	<input type="checkbox"/>	TB110	Toon Boom 1	\$ 1,500.00
<input type="checkbox"/>	MC101	Professional Editing with Avid Media Composer	\$ 1,046.50	<input type="checkbox"/>	AMC201	Avid Media Composer 2	\$1,500.00	Video Symphony (818)557-2700 www.videosymphony.com			
<input type="checkbox"/>	MC113	Avid Trimming Workshop	\$ 416.50	<input type="checkbox"/>	AP101	Adobe Premiere 101	\$1,500.00	<input type="checkbox"/>	099	Macintosh Essentials	\$ 265.50
<input type="checkbox"/>	MC201	Avid Editing Tools & Techniques	\$ 626.50	<input type="checkbox"/>	C4D101	Cinema 4D 101 (C4D101-OL)	\$1,500.00	<input type="checkbox"/>	104	Intermediate Input/Output	\$ 715.50
<input type="checkbox"/>	MC202	Avid for Editing a Documentary	\$ 416.50	<input type="checkbox"/>	C4D201	Cinema 4D 201	\$1,500.00	<input type="checkbox"/>	105	Intro to Editing Aesthetics	\$ 1,165.50
<input type="checkbox"/>	MC205	Avid Effects Tools & Techniques	\$ 626.50	<input type="checkbox"/>	CC110	3CP - Color Correction Intro	\$1,500.00	Additional courses listed on the next page...			
<input type="checkbox"/>	MC239	Basic Color Correction in Avid	\$ 416.50	<input type="checkbox"/>	CC210	3CP - Digital Intermediate	\$ 750.00				

Contract Services Administration Training Trust Fund ("CSATTF") 2012/2013 Approved Skills Training - Motion Picture Editors Guild, Local 700

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

Video Symphony Cont...				Video Symphony Cont...				Video Symphony Cont...			
<input type="checkbox"/>	107_2011	Basic Editing Workshop (2011)	\$ 895.50	<input type="checkbox"/>	621	Intermediate After Effects	\$ 715.50	<input type="checkbox"/>	PT110	Essentials of Pro Tools (9.0)	\$ 895.50
<input type="checkbox"/>	125	Intro to New Media Aesthetics	\$ 535.50	<input type="checkbox"/>	622	Advanced After Effects	\$ 715.50	<input type="checkbox"/>	PT111	Intro to Pro Tools Plug-ins & Effects	\$ 715.50
<input type="checkbox"/>	136	Script to Screen	\$ 265.50	<input type="checkbox"/>	630	Cinema 4D Essentials	\$ 895.50	<input type="checkbox"/>	PT115	Intro to Audio Engineering Tools & Workflows	\$ 715.50
<input type="checkbox"/>	198	Web Media Essentials	\$ 265.50	<input type="checkbox"/>	632	Intermediate Cinema 4D Techniques	\$ 715.50	<input type="checkbox"/>	PT120	Sound Recording Principles & Techniques	\$ 715.50
<input type="checkbox"/>	199	HD Essentials	\$ 335.50	<input type="checkbox"/>	633	Cinema 4D Texturing & Compositing	\$ 895.50	<input type="checkbox"/>	PT121	Sound Recording Principles & Techniques	\$ 355.50
<input type="checkbox"/>	202	Advanced Avid Project and Database	\$ 715.50	<input type="checkbox"/>	634	Cinema 4D Advanced Rendering	\$ 715.50	<input type="checkbox"/>	PT140	Post Production Sound	\$ 355.50
<input type="checkbox"/>	206	Editing Audio in Avid	\$ 715.50	<input type="checkbox"/>	640	Storyboard for Motion	\$ 895.50	<input type="checkbox"/>	PT201	Pro Tools Production Essentials (9.0)	\$ 895.50
<input type="checkbox"/>	207	Advanced Editing Workshop	\$ 895.50	<input type="checkbox"/>	641	Maya Essentials	\$1,345.50	<input type="checkbox"/>	PT210M	Music Production Techniques (8.0)	\$ 985.50
<input type="checkbox"/>	209	Intermediate Avid MC & AVX Effects	\$ 715.50	<input type="checkbox"/>	650	Compositing & Rotoscoping for Film & Television	\$ 895.50	<input type="checkbox"/>	PT210P	Pro Tools Production Techniques (8.0)	\$ 985.50
<input type="checkbox"/>	212	Graphics Importing, Exporting & Formatting	\$ 895.50	<input type="checkbox"/>	660	Premiere Production Essentials	\$1,345.50	<input type="checkbox"/>	PT211	Pro Tools Music Studio Session	\$ 715.50
<input type="checkbox"/>	236	Dailies to Rough Cut	\$ 895.50	<input type="checkbox"/>	670	Title Graphics for Film & Television	\$ 895.50	<input type="checkbox"/>	PT212	Vintage Analog Equipment, Plug-ins & Applications	\$ 355.50
<input type="checkbox"/>	239	Color Correction w/ Avid MC & Xpress Pro	\$ 715.50	<input type="checkbox"/>	680	Media Delivery Essentials	\$ 355.50	<input type="checkbox"/>	PT219	Strategic Sound Design	\$ 715.50
<input type="checkbox"/>	301	Intro to Short-form Editing	\$ 715.50	<input type="checkbox"/>	685	Promo Reel Essentials	\$ 895.50	<input type="checkbox"/>	PT220	Music Recording & Production	\$ 895.50
<input type="checkbox"/>	306	Promo Editing	\$ 715.50	<input type="checkbox"/>	703	Intro to DVD Studio Pro	\$ 895.50	<input type="checkbox"/>	PT222	Intro to 5.1 Surround Sound Mixing	\$ 715.50
<input type="checkbox"/>	336	Rough Cut to Fine Cut	\$ 895.50	<input type="checkbox"/>	706	Designing DVD Menu Graphics w/ After Effects & Photoshop	\$ 715.50	<input type="checkbox"/>	PT225	Editing Sound Effects	\$ 715.50
<input type="checkbox"/>	501	Intermediate Long-form Editing for Drama	\$ 1,345.50	<input type="checkbox"/>	920	Intro to Flash for TV & DVD	\$ 535.50	<input type="checkbox"/>	PT235	Editing Backgrounds	\$ 715.50
<input type="checkbox"/>	506	Intermediate Long-form Editing for Action	\$ 1,165.50	<input type="checkbox"/>	930	Motion Graphics & 3D	\$ 715.50	<input type="checkbox"/>	PT240	Television & Foley Production Techniques	\$ 355.50
<input type="checkbox"/>	510	Survival Skills for the Assistant Editor	\$ 1,165.50	<input type="checkbox"/>	107F	Basic Editing Workshop	\$1,165.50	<input type="checkbox"/>	PT245	Foley Editing & Delivery	\$ 715.50
<input type="checkbox"/>	600	Motion Graphics Concepts	\$ 265.50	<input type="checkbox"/>	120F	Sound Recording Principles & Techniques	\$ 715.50	<input type="checkbox"/>	PT280	Voice Over Recording & Production	\$ 805.50
<input type="checkbox"/>	601	Intro to Adobe Illustrator	\$ 535.50	<input type="checkbox"/>	201A	Editing Tools & Techniques for Avid Media Composer	\$ 815.50	<input type="checkbox"/>	PT291	Conforming and Synthesis w/ Pro Tools	\$ 715.50
<input type="checkbox"/>	603	Typography Design	\$ 895.50	<input type="checkbox"/>	205/305	Effects Tools & Techniques for Avid	\$1,165.50	<input type="checkbox"/>	PT310M	Advanced Music Production Techniques (8.0)	\$ 1,525.50
<input type="checkbox"/>	605	Color Theory in Design	\$ 895.50	<input type="checkbox"/>	201B	Editing Tools & Techniques for Avid Media Composer	\$ 535.50	<input type="checkbox"/>	PT310P	Advanced Post Production Techniques (8.0)	\$ 1,525.50
<input type="checkbox"/>	607	Layout & Composition	\$ 715.50	<input type="checkbox"/>	301F	Intro to Short-form Editing	\$ 715.50	<input type="checkbox"/>	PT319	Implementing Sound Design	\$ 535.50
<input type="checkbox"/>	609	Motion Graphics Aesthetics	\$ 265.50	<input type="checkbox"/>	502F	Producing a Video Show for Online & Mobile	\$ 715.50	<input type="checkbox"/>	PT321	Stereo and 7.1 Surround Digital Mixing Techniques	\$ 895.50
<input type="checkbox"/>	610	Intro to Adobe Photoshop	\$ 535.50	<input type="checkbox"/>	FCP200_2010	A Comprehensive Intro to Final Cut Pro (2010)	\$1,525.50	<input type="checkbox"/>	PT322	5.1 Surround Digital Music Mixing	\$ 355.50
<input type="checkbox"/>	611	Intermediate Photoshop	\$ 535.50	<input type="checkbox"/>	FCP200_2011	A Comprehensive Intro to Final Cut Pro (2011)	\$ 895.50	<input type="checkbox"/>	PT331	Noise Reduction Techniques	\$ 355.50
<input type="checkbox"/>	612	Advanced Photoshop	\$ 715.50	<input type="checkbox"/>	FCP300	Editing, Color Correction & Effects in FCP	\$1,165.50	<input type="checkbox"/>	PT333	Spotting Music	\$ 355.50
<input type="checkbox"/>	619	Intro to After Effects for Editors	\$ 715.50	<input type="checkbox"/>	FCP310	Color Correcting in Final Cut Studio	\$ 715.50	<input type="checkbox"/>	PT335	Advanced Audio & Music Editing	\$ 715.50
<input type="checkbox"/>	620	Intro to Adobe After Effects	\$ 895.50	<input type="checkbox"/>	PT101	Intro to Pro Tools (9.0)	\$ 715.50	<input type="checkbox"/>	PT339	Creating Video Game Audio Assets	\$ 355.50

Additional courses listed on the next page...

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

HeadTriX (310)450-0122

www.headtrixtraining.com

<input type="checkbox"/>	N/A	After Effects Level 1	\$ 695.00
<input type="checkbox"/>	N/A	After Effects Level 2	\$ 695.00
<input type="checkbox"/>	N/A	Final Cut Pro Level 1	\$ 995.00
<input type="checkbox"/>	N/A	Final Cut Pro Level 2	\$ 995.00
<input type="checkbox"/>	N/A	Photoshop Level 1	\$ 695.00
<input type="checkbox"/>	N/A	Photoshop Level 2	\$ 695.00
<input type="checkbox"/>	N/A	Photoshop Level 3	\$ 795.00
<input type="checkbox"/>	N/A	Photoshop Tips/Tricks	\$ 395.00
<input type="checkbox"/>	N/A	Photoshop for Photographers	\$ 1,195.00
<input type="checkbox"/>	N/A	Premiere Level 1	\$ 695.00
<input type="checkbox"/>	N/A	Premiere Level 2	\$ 695.00

Weynand (818)995-1719

www.revuptransmedia.com

<input type="checkbox"/>	N/A	Adobe After Effects Level 101	\$ 650.00
<input type="checkbox"/>	N/A	Adobe Photoshop Level 101	\$ 650.00
<input type="checkbox"/>	FCPX 101	Final Cut Pro X	\$ 835.00
<input type="checkbox"/>	FCP7 101	Final Cut Pro 7	\$ 835.00
<input type="checkbox"/>	FCP7 300	Advanced Final Cut Pro	\$ 795.00
<input type="checkbox"/>	FCP350	Final Cut Pro for Avid Editors	\$ 795.00
<input type="checkbox"/>	FCPX 300	Advanced Final Cut Pro	\$ 795.00
<input type="checkbox"/>	MO101	Motion 5	\$ 795.00

*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

*The Skills Training Application consists of three (3) forms. All forms **MUST** be completed, signed and returned to CSATTF.*

Please allow 1-2 weeks for processing.

1. Course Pre-Approval Form
2. Course Selection Form
3. Reimbursement Acknowledgement Form

International Colorist Academy (ICA)

www.icolorist.com

<input type="checkbox"/>	CSK	Colorist Strategies with Kevin	\$ 1,350.00
<input type="checkbox"/>	PLK	Popular Looks with Kevin	\$ 995.00
<input type="checkbox"/>	DCK	Display Calibration & Emulation	\$ 350.00
<input type="checkbox"/>	BMD 101	Resolve 101	\$ 995.00
<input type="checkbox"/>	BMD 102	Resolve 101 Plus	\$ 1,350.00
<input type="checkbox"/>	BMD 201	Resolve 201	\$ 995.00
<input type="checkbox"/>	CSW	Colorist Strategies with Warren	\$ 1,350.00
<input type="checkbox"/>	FMK 101	Essential Film Master	\$ 1,350.00

Smoke Flame Academy (310)463-6288

www.smokeflameacademy.com

<input type="checkbox"/>	SM101/201	Smoke Level 1	\$ 2,550.00
<input type="checkbox"/>	SM301	Smoke Level 2	\$ 2,550.00
<input type="checkbox"/>	FL101/102	Flame Level 1	\$ 2,550.00
<input type="checkbox"/>	FL301	Flame Level 2	\$ 2,550.00
<input type="checkbox"/>	LU101	Lustre Smoke Grading Level 1	\$ 2,300.00

2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org



**Approved Skills Training for 2012/2013
Local #700
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 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

Reimbursement Approved Date: _____ Course Cost: \$ _____

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