



2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org

**Approved Skills Training for 2010/2011
Local #800 & 839
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, Online Roster, 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 from CSATTF indicating approval. You are not approved until you have received this 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 (all forms **MUST** be completed, signed, and returned as instructed below):

- Course Pre-Approval Form
- Course Selection Form
- Reimbursement Acknowledgement Form

(PLEASE PRINT ALL INFORMATION CLEARLY)

Name: _____ SSN: _____ Local/Classification: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ Cell: () _____

E-mail Address: _____

Course Name (one course per application): _____ Course Number: _____

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: _____

You will be notified by email unless the box below is checked.

Please send my notification of approval VIA US Mail

For pre-approval determination please return all three (3) forms to CSATTF via email 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

Contract Services Administration Training Trust Fund ("CSATTF")

Locals #800 and #839

2010/2011 Approved Skills Training

Course Selection Form - Gnomon

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

Gnomon (323)466-6663 www.gnomonschool.com		<input type="checkbox"/> CMOD PZBR Introduction to Zbrush	\$ 1,675.00	<input type="checkbox"/> APRA CHS2 Character Sculpture 2	\$ 520.00	<input type="checkbox"/> FLIT LIT1 Lighting & Rendering	\$ 1,675.00
10 Week Digital Classes		<input type="checkbox"/> DLIT LTR1 Lighting & Rendering 1	\$ 1,675.00	<input type="checkbox"/> AVFX CINE Cinematography of Visual Effects	\$ 520.00	<input type="checkbox"/> FVFX FVX1 Animation & Visual Effects	\$ 1,675.00
<input type="checkbox"/> DCOMP SHK2 Advanced Compositing	\$ 1,675.00	<input type="checkbox"/> DLIT LTR2 Lighting & Rendering 2	\$ 1,675.00	<input type="checkbox"/> ADRW CRDR Creative Life Drawing	\$ 520.00	<input type="checkbox"/> FRIG KINE Character Kinematics	\$ 1,675.00
<input type="checkbox"/> ADRW ADPT Advanced Digital Painting	\$ 1,675.00	<input type="checkbox"/> DLIT LOOK Look Development	\$ 1,675.00	<input type="checkbox"/> ADRW FILM Drawing from Film	\$ 520.00	<input type="checkbox"/> FRIG SKIN Character Skinning	\$ 1,675.00
<input type="checkbox"/> DVFX FLUI Advanced Effects & Fluids	\$ 1,675.00	<input type="checkbox"/> DVFX MMIN Match Moving & Integration	\$ 1,675.00	<input type="checkbox"/> ADRW HUMH Drawing the Human Head	\$ 520.00	<input type="checkbox"/> FVFX DYN1 Dynamic Effects	\$ 1,675.00
<input type="checkbox"/> DVFX VFX1 Animation & Visual Effects	\$ 1,675.00	<input type="checkbox"/> DLIT PREN Photorealistic Product Rendering	\$ 1,675.00	<input type="checkbox"/> ADES CDDE Character Development & Design for	\$ 520.00	Online 10 Week Courses	
<input type="checkbox"/> DCOMP SHK1 Art of Compositing	\$ 1,675.00	<input type="checkbox"/> DGEN PHOT Photoshop for Digital Production	\$ 1,675.00	<input type="checkbox"/> ADRW FIGR Figure Drawing	\$ 520.00	<input type="checkbox"/> OVFX VFX1 Animation & Visual Effects	\$ 1,675.00
<input type="checkbox"/> DANM CHA1 Character Animation 1	\$ 1,675.00	<input type="checkbox"/> DMOD PLY1 Polygon Modeling 1	\$ 1,675.00	<input type="checkbox"/> ADRW GEST Gesture Drawing	\$ 520.00	<input type="checkbox"/> ORIG KINE Character Kinematics	\$ 1,675.00
<input type="checkbox"/> DANM CHA2 Character Animation 2	\$ 1,675.00	<input type="checkbox"/> DMOD PLY2 Polygon Modeling 2	\$ 1,675.00	<input type="checkbox"/> APRD HIST History of Visual Effects	\$ 520.00	<input type="checkbox"/> ORIG SKIN Character Skinning	\$ 1,675.00
<input type="checkbox"/> DANM CHA3 Character Animation 3: Applying Character Techniques	\$ 1,675.00	<input type="checkbox"/> DMOD SURF Surface Modeling	\$ 1,675.00	<input type="checkbox"/> APRD OVER Overview of Visual Effects & Games	\$ 520.00	<input type="checkbox"/> OVFX DYN1 Dynamic Effects 1	\$ 1,675.00
<input type="checkbox"/> DGAM CHGM Character Creation for Games	\$ 1,675.00	<input type="checkbox"/> DTEX TXM1 Texture Mapping 1	\$ 1,675.00	<input type="checkbox"/> ADES PERS Perspective	\$ 520.00	<input type="checkbox"/> OGEN INTR Introduction to 3D with Maya	\$ 1,675.00
<input type="checkbox"/> DRIG CSCK Character Kinematics	\$ 1,675.00	<input type="checkbox"/> DTEX TXM2 Texture Mapping 2	\$ 1,675.00	<input type="checkbox"/> ADES PRD1 Production Design 1: Fundamental Techniques	\$ 520.00	<input type="checkbox"/> OMOD PZBR Introduction to Zbrush	\$ 1,675.00
<input type="checkbox"/> DRIG SKIN Character Skinning	\$ 1,675.00	5 Week Digital Classes		<input type="checkbox"/> ADES PRD2 Production Design 2: Games & Film	\$ 975.00	<input type="checkbox"/> OGAM UREL Introduction to Unreal	\$ 1,675.00
<input type="checkbox"/> DTEX 2D3D Creating 2D Textures for 3D Art	\$ 1,350.00	<input type="checkbox"/> DTEX 3DPT 3D Texture Painting	\$ 875.00	<input type="checkbox"/> APRA STRY Storyboarding	\$ 520.00	<input type="checkbox"/> OLIT LTR2 Lighting & Rendering 1	\$ 1,675.00
<input type="checkbox"/> DCOMP MATT Digital Matte Painting	\$ 1,675.00	<input type="checkbox"/> DTEX ZANT Digital Sculpting & Anatomy in Zbrush	\$ 875.00	<input type="checkbox"/> ADRW VISC Visual Communications 1	\$ 520.00	<input type="checkbox"/> OMOD PLY1 Polygon Modeling 1	\$ 1,675.00
<input type="checkbox"/> ADRW DGPT Digital Painting	\$ 975.00	<input type="checkbox"/> DVFX DVID Essentials of Shooting Digital Video	\$ 875.00	<input type="checkbox"/> ADRW VIS2 Visual Communications 2	\$ 520.00	<input type="checkbox"/> OMOD PLY2 Polygon Modeling 2	\$ 1,675.00
<input type="checkbox"/> DDST SETS Digital Sets	\$ 1,750.00	<input type="checkbox"/> DPRG MEL1 Expressions & Scripting	\$ 875.00	<input type="checkbox"/> APRD VIST Visual Structure	\$ 520.00	<input type="checkbox"/> OTEX TXM1 Texture Mapping 1	\$ 1,675.00
<input type="checkbox"/> DVFX DYN1 Dynamic Effects 1	\$ 1,675.00	<input type="checkbox"/> DMOD ZAN2 Advanced Anatomy & Structure with Zbrush	\$ 875.00	<input type="checkbox"/> APRD PRDC Business of Production	\$ 290.00	<input type="checkbox"/> OGEN PHOT Photoshop for Digital Production	\$ 1,675.00
<input type="checkbox"/> DVFX DYN2 Dynamic Effects 2	\$ 1,675.00	<input type="checkbox"/> DLIT PIXR Rendering with Pixar's Renderman	\$ 875.00	<input type="checkbox"/> AANM TMCH Timing for Animation: Characters	\$ 290.00	Online 5 Week Courses	
<input type="checkbox"/> DGAM ENVG Environment Creation for Games	\$ 1,675.00	10 Week Traditional Classes		Maya Fast Track Courses		<input type="checkbox"/> OVFX HAIR Maya Cloth, Hair & Fur	\$ 875.00
<input type="checkbox"/> ADES ENVD Environment Design	\$ 975.00	<input type="checkbox"/> AANM ACTA Acting for Animators	\$ 520.00	<input type="checkbox"/> FGEN INTR Introduction to Maya	\$ 1,675.00	The Skills Trainign Application consists of three (3) forms. All forms MUST be completed , signed and returned to CSATTF. 1. Course Pre-Approval Form 2. Course Selection Form 3.Reimbursement Acknowledgement Form	
<input type="checkbox"/> DVFX HDNI Introduction to Houdini	\$ 1,675.00	<input type="checkbox"/> ADRW ANAT Anatomy	\$ 520.00	<input type="checkbox"/> FMOD SURF Surface Modeling	\$ 1,675.00		
<input type="checkbox"/> DGEN INTR Introduction to Maya	\$ 1,295.00	<input type="checkbox"/> ADES CHDS Character Design	\$ 520.00	<input type="checkbox"/> FMOD PLY1 Polygon Modeling	\$ 1,675.00		
<input type="checkbox"/> DCOMP COMP Introduction to Compositing	\$ 1,675.00	<input type="checkbox"/> APRA MAQT Character Sculpture: Maquettes	\$ 520.00	<input type="checkbox"/> FTEX1 Texture Mapping	\$ 1,675.00		

2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org



**Approved Skills Training for 2010/2011
Local #800 & 839
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, Online Roster, 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.

Training dates, course content, and scheduling questions please contact Gnomon at 323.466.6663.

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, Online Roster, General Access. If your name is not reflected on the Online Roster, please provide proof of at least 30 Union workdays of applicable AMPTP Producer/Local #800 or IATSE Local 839 covered employment within the past two years. You must include along with your pre-approval application and employment verification letter showing your exact work dates, job classification and social security number OR copies of supporting paystubs 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. If no verification is submitted your application will be denied.

Reimbursement Guidelines:

Requests for reimbursement are subject to the "Reimbursement Policies", as set forth on the attached "Reimbursement Guidelines, Policy, and Requests Form". The specific training course must have been approved in advance, by CSATTF. Non-approved courses will not be reimbursed. The entire course must be successfully completed in order to receive reimbursement; non completed or unsuccessfully completed courses will not be reimbursed. One "Request for Reimbursement Form" is required per course. "Request for Reimbursement Form" must be completed and submitted with supporting documentation within 45 days after course completion in order to be eligible for reimbursement.

2010/2011 Skills Training courses for Local #800 & 839:

See attached list of approved classes and vendors. Only approved classes on the attached list qualify for reimbursement.

I, _____, have read and understood the CSATTF Skills Training
Print Name

Application, special notes and reimbursement guidelines, and I hereby agree to abide by all of the terms and conditions contained therein.

Signature of Applicant: _____ **Date:** _____

2800 WINONA AVENUE
BURBANK, CA 91504



T 818.847.0040
F 818.847.0048
www.csatf.org

**Approved Skills Training for 2010/2011
Local #800 & 839
Vendor Provided Training**

Reimbursement Guidelines, Policy, and Requests Form

Reimbursement Guidelines:

- The specific training course must have been approved in advance, by CSATTF. Non-approved courses will **not** be reimbursed
- The entire course must be successfully completed in order to receive reimbursement; non completed or unsuccessfully completed courses will not be reimbursed
- One "Request for Reimbursement" form per course
- "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 Policies," 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 thereunder. 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 submit one completed "Request for Reimbursement" 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, or a copy of the front & back of the canceled check. 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: _____

Email Address: _____ Phone Number: _____

You may submit your "Request for Reimbursement" with documentation via email 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

Please allow 2 to 4 weeks for processing of your reimbursement request.

FOR OFFICE USE ONLY

Reimbursement Approved Date: _____ Course Cost: \$ _____

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