



2020/2021 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, and be in compliance with Contract Services training requirements. You may check your status on the Online Roster at: www.csatf.org, under "Rosters & Lists."
- For Non Roster classifications, you must be reflected on the Online Roster in the applicable Local and classification and be in compliance with Contract Services training requirements.

Your Skills Training Application **must** be approved by Contract Services Administration Training Trust Fund (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.** Please note that Contract Services' facilitation of skills training is not intended to expand, limit or in any way affect the scope of work covered by any collective bargaining agreement.

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: _____ Last four digits of SSN*: _____
*First time applicants must provide full SSN

Local: _____ Job Titles/Classification: _____

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

Cell #: (____) _____ - _____ Home #: (____) _____ - _____ Email: _____

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
2710 Winona Avenue
Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
Fax Number: 818.847.0048

For Office Use Only

Required Training Compliant: _____ **Completed by:** _____

Skills Training Application Expires: _____ **Approved** **Denied**

Contract Services Administration Training TrustFund ("CSATTF") 2020/2021

Approved Skills Training - Motion Picture Editors Guild Local #700

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

Assistant Editor's Bootcamp							
	NA	Assistant Editing for Scripted Television	\$349.00		NA	Workshop: VFX Tracking and Editing for Features and Television	\$199.00
	NA	Adobe Premiere Pro for Features and Commercials	\$199.00		NA	Assistant Editing for Reality Television	\$249.00
	NA	Workshop: Making the Most of Avid's Effects	\$199.00		NA	Workshop: Stacking, Syncing and Multi-grouping in Avid	\$149.00
	NA	Workshop: VFX & Titling in After Effects Class	\$199.00		NA	Workshop: Online Turnover	\$149.00
	NA	Workshop: Filemaker From the Beginning	\$197.00		NA	Video Fundamentals in Depth	\$29.00
	NA	Workshop: Sound Design for Features and Television	\$199.00				
Audiograph							
	PT101	Introduction to Pro Tools	\$995.00		PTME 101	Music Editing in Pro Tools	\$1,800.00
	PT110	Essentials of Pro Tools	\$1,395.00		PTSE 101	Introduction to Sound Editing in Pro Tools	\$995.00
	PT201	Pro Tools Production Essentials	\$1,495.00		PTSE 201	Advanced Sound Editing Techniques in Pro Tools	\$995.00
	PT 210P	Pro Tools Post Production Techniques	\$1,595.00		PTSD 220	Sound Design in Pro Tools	\$1,600.00
	PT 210M	Pro Tools Music Production Techniques	\$1,595.00		PTDE 101	Dialog Editing Techniques in Pro Tools	\$995.00
	PT 310P	Pro Tools Post Production Techniques Expert Level	\$1,895.00		PTVO 101	Avid Pro Tools for Voice Over Talents	\$500.00
	PT 310M	Pro Tools Music Production Techniques Expert Level	\$1,895.00		PTST 101	Basic Synthesizer Techniques in Pro Tools	\$995.00
	APTSC 12	Avid Pro Tools 12 Shortcuts	\$600.00		PTST 201	Advanced Synthesizer Techniques in Pro Tools	\$995.00
	PTC 12	Avid Pro Tools 2019 Comprehensive	\$1,600.00		SDI 101	Studio Design & Installation	\$995.00
	PT 220	Avid Pro Tools 12 Re-Certification	\$600.00		PTS6CS	Avid S6 Control Surface Workshop	\$1,100.00
	PTMX 101	Mixing Techniques in Pro Tools	\$1,600.00		ACSRPTS6	Avid Certified Support Representative Pro Tools S6	\$1,800.00
	PTSM 101	Surround Mixing Techniques in Pro Tools	\$995.00		ACPTS6	Avid Certified Expert: Pro Tools S6	\$2,400.00

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headTrix							
	101PP	Acrobat Professional X	\$695.00		LC101	LiveCycle ES Designing XML-Based PDF Forms	\$1,395.00
	CP101	Captivate Level 1	\$1,195.00		LC103	LiveCycle ES Database Connectivity	\$495.00
	CP102	Captivate Level 2	\$695.00		N/A	Final Cut Pro Level 1	\$995.00
	104PP	Dreamweaver Level 1	\$695.00		N/A	Final Cut Pro Level 2	\$1,295.00
	105PP	Dreamweaver Level 2	\$695.00		N/A	Premiere Rush	\$395.00
Key Code Education							
	MC101	MC101 Avid Media Composer Fundamentals I	\$695.00		MC400	MC400 ACSR Avid Media Composer System Support Certification	\$3,100.00
	MC110	MC110 Avid Media Composer Fundamentals II	\$995.00		MC410	MC410 ACSR Avid Media Composer System Support Recertification	\$1,195.00
	MC201	MC201 Avid Media Composer Professional Editing I	\$695.00		MC420	NX420 ACSR Avid NEXIS System Support Certification for ISIS ACSRs	\$1,700.00
	MC210	MC210 Avid Media Composer Professional Editing II	\$995.00		NX423	NX423 ACSR Avid ISIS/NEXIS System Support Certification	\$2,650.00
	PR250	PR250 Adobe Premiere Pro for Avid/FCP Editors	\$595.00		NX440	NX440 ACSR Avid ISIS/NEXIS System Support Recertification	\$995.00
	FC101	FC101 Final Cut Pro X Fundamentals I	\$695.00		DR101	DR101 DaVinci Resolve Editing Essentials	\$795.00
	PT101	PT101 Pro Tools Fundamentals I	\$625.00		DR201	DR201 DaVinci Resolve Editing and Finishing	\$1,195.00
	PT110	PT110 Pro Tools Fundamentals II	\$925.00		DR210	DR210 DaVinci Resolve Advanced Color Grading	\$795.00
	PT301	PT301 Pro Tools S6 Mixing Technique Essentials	\$495.00		PC101	PC101 Post Coordinator Essentials	\$795.00
	PT400	PT400 ACSR Pro Tools System Support Certification	\$1,950.00		AS101	AS101 Aesthetics: Intro to Storytelling	\$595.00
	ED201	ED201 Assistant Editor Essentials	\$995.00		AS201	AS201 Aesthetics: Advanced Storytelling	\$595.00
	ED320	ED320 Shortform Editorial Essentials	\$795.00		FA400	FA400 Facilis TerraBlock System Support Certification	\$1,100.00
	ED323	ED323 Documentary Essentials	\$795.00		SN400	SNS System Support Certification	\$1,595.00
	ED325	ED325 Conforming Essentials	\$795.00				

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**Contract Services Administration Training TrustFund ("CSATTF") 2020/2021
Approved Skills Training - Motion Picture Editors Guild Local #700**

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

International Colorist Academy						
CT101	Color Foundations	\$1,095.00		RG201	Advanced Resolve Techniques	\$1,095.00
CT102	Colorist Strategies	\$1,495.00		RG204	Resolve Refresher	\$549.00
CT105	Color Strategies for Editors	\$1,095.00		RG301	Looks and Matching Masterclass	\$1,095.00
CT180	Intermediate Colorist	\$2,250.00		RG304	Resolve Skin Tone and Digital Makeup Masterclass	\$1,095.00
CT201	Advanced Looks and Matching	\$1,095.00		BG101	Learning to Grade with Baselight	\$1,495.00
CT220	Pro Colorist	\$1,095.00		NG101	Learning to Grade with Nucoda	\$1,095.00
CT280	Advanced Colorist	\$2,250.00		NG201	Advanced Nucoda Techniques	\$1,095.00
CT301	Color Design Masterclass	\$1,095.00		NG301	Nucoda Masterclass	\$549.00
CA101	An Introduction to ACES	\$549.00		SR101	Digital Image Restoration Strategies	\$1,095.00
CA201	Color Managed Workflows	\$1,095.00		PVA102 & PVA202	Video Calibration	\$2,948.00
CA301	HDR Colorist Masterclass	\$1,095.00		PG101	Premiere Color and Lumetri grading	\$1,095.00
RA101	Introduction to Fairlight Audio Post	\$1,095.00		PG102	Premiere into Resolve grading	\$1,495.00
RG101	Learning to Grade with Resolve	\$1,495.00		AG101	Avid Symphony and Color	\$1,095.00
RG105	Resolve Color Matrix	\$1,095.00		AG102	Avid into Resolve grading	\$1,495.00
RG180	Intermediate Resolve Techniques	\$1,095.00		RG206	Resolve Noise reduction	\$549.00
Smoke Flame Academy						
FL_TLC_101/201	Flame Level 1 Project A-Z, Timeline and Compositing	\$2,750.00		FP_LU_Gr 101.1	Grading L1.1	\$1,575.00
FP_VFX 301	Flame Level 2: Advanced Compositing	\$2,750.00		FP_LU_Gr 101.2	Grading L1.2	\$1,575.00
FP_VFX 401	Flame Level 3: Advanced Techniques	\$2,750.00				

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Approved Skills Training - Motion Picture Editors Guild Local #700**

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

Moviola Digital						
MC101	Introduction to Avid Media Composer: Fundamentals I	\$695.00		MC400	Avid Editing System Support Certification	\$3,150.00
MC110	Introduction to Avid Media Composer: Fundamentals II	\$995.00		MC410	Avid Editing System Support Re-Certification	\$1,200.00
MC111	Introduction to Avid Media Composer: Fundamentals I & II Combo	\$1,295.00		NX423	Avid NEXIS System Support Certification	\$1,950.00
MC201	Avid Media Composer: Professional Editing I	\$725.00		PT101	Introduction to Pro Tools: Fundamentals I	\$625.00
MC210	Avid Media Composer: Professional Editing II	\$1,025.00		PT110	Introduction to Pro Tools: Fundamentals II	\$925.00
MC211	Avid Media Composer: Professional Editing I & II Combo	\$1,425.00		PT111	Introduction to Pro Tools: Fundamentals I & II Combo	\$1,095.00
MC250	Avid Media Composer for Final Cut Pro/Premiere Pro Editors	\$625.00		AE301	Adobe After Effects: Titling and Advanced Tricks	\$695.00
MC113	Avid Trimming Workshop	\$625.00		PR250	Premiere Pro for Avid/FCP Editors	\$595.00
MC230	Audio for Avid Editors	\$325.00		PRA01	Premiere Pro Assistant Editing: Essentials	\$625.00
MC239	Color Grading with Avid Media Composer & Symphony	\$695.00		DR101	Introduction to DaVinci Resolve	\$895.00
MC270	Avid Multicam Workshop	\$725.00		DR201A	Introduction to Fairlight Audio in DaVinci Resolve	\$695.00
AA101	Avid Assistant Editing: Essentials	\$725.00		DR201C	Advanced Color in DaVinci Resolve	\$725.00
AA201	Avid Assistant Editing: Troubleshooting Avid Editing Systems	\$725.00		DR201E	Advanced Editing in DaVinci Resolve	\$695.00
AA210	Avid Assistant Editing: Introduction to Avid Editing Systems Support	\$725.00		UCG01	Understanding Color for Color Grading	\$325.00
AA301	Avid Assistant Editing: HD-4K, DI, & File-Based Workflows	\$725.00		UAM01	Understanding Audio & Music Workflows in Post	\$325.00
Master the Workflow						
FFAE100	Feature Film Assistant Editor Immersion 1.0	\$997.00		APPAE100	Feature Film and Television Workflow in Adobe Premiere Pro for Avid Editors and Assistants	\$997.00
Color Intelligence						
CT1022	Davinci Resolve 16 Feature Films Masterclass	\$1,200.00		CT1010	Color Managed Workflow with Dado Valentic	\$1,200.00
CT2010	HDR Color Grading for Davinci Resolve	\$1,200.00				

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**Contract Services Administration Training TrustFund ("CSATTF") 2020/2021
Approved Skills Training - Motion Picture Editors Guild Local #700**

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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2020/2021 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 (must include account owner's name) 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: _____ Last four digits of SSN: _____

Local: _____ Job Titles/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
2710 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: _____