

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 #40

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

Electrical Training Institute (ETI) (Electrical Only)

361 15JCHV	High Voltage Cable Splicing	\$ 1,500.00	361 15JCTI	Telephone Connect/Structured Cabling	\$ 400.00
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LATTC (HVAC/Electrical)

362 REF A/C 135	Air Conditioning and Refrigeration	\$ 138.00	362 REF A/C 124	Refrigeration Electrical Circuits	\$ 690.00
362 REF A/C 141	Applied Refrigeration and Air Conditioning	\$ 138.00	362 REF A/C 114	Refrigeration Maintenance Procedures	\$ 414.00
362 ECONMT 007	Home Theater and Commercial Audio, Video Installation Theory and Practice	\$ 276.00	362 REF A/C 133	Refrigeration Service Procedures	\$ 414.00
362 ECONMT 197	Low Voltage Electrical Practices	\$ 276.00	362 REF A/C 125	Refrigeration System Components	\$ 138.00
362 REF A/C 199	Mechanical Code I-HVAC R	\$ 138.00	362 REF A/C 187	Servicing I	\$ 138.00
362 ETNTLGY 252	Network Cabling Specialist	\$ 230.00	362 REF A/C 188	Servicing II	\$ 138.00
362 REF A/C 123	Pipe and Tube Joining Processes	\$ 138.00	362 ETNTLGY 150	Soldering Surface Mount Technology	\$ 230.00
362 REF A/C 159	Principles of Practices of Electrical Circuits and Controls	\$ 322.00	362 REF A/C 166	Water Tower, Evaporative Condensers and Chemical Treatment	\$ 184.00

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 #: ☐ None () - Home #: ☐ None () - Email: ☐ None

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: _____