



Roster Placement Application Process and Requirements

Please Note: The following information is intended only to provide general guidance concerning certain requirements common to many of the motion picture industry collective bargaining agreements, and should not be construed as an exhaustive list of requirements for placement on to the applicable rosters. In the event that information contained in this document is in any way inconsistent with the applicable collective bargaining agreement, the collective bargaining agreement takes precedence.

Roster classifications generally require the following for placement on a roster:

1. Proof of Days Worked;
2. A Roster Application;
3. A Form I-9; and
4. Completed Safety Pass “A” Course.

General Process:

1. Submit proof of days worked to Contract Services (CS) for verification.
2. Complete the Roster Application.
3. Complete a Form I-9 at CS or via Notary Kit.
4. Complete the Safety Pass “A” Course.

Some job classifications have additional requirements, such as, completion of a color vision test, submission of appropriate license, certificate, resume, etc. For a specific list of requirements for your roster classification, please call CS at 818.565.0550.

Your application is not perfected until all placement requirements are met.

1. Days Worked:

If you have worked for a covered signatory company, please request that they submit the proof of your employment to CS. This request may be made directly to the company or to their payroll agent. Thirty (30) days of timely, eligible work is required. Please note, CS must have a copy of the contract from each covered signatory company in order to validate the days worked.

If you have worked for a non-signatory company, and the classification you are applying for allows, please request that they submit proof of your employment to CS. This request may be made directly to the company or to their payroll agent. The number of work days required for placement varies by the local agreement and classification. For a specific list of requirements for your roster classification, please call CS at 818.565.0550.

2. Application:

Complete the application for the roster you are applying to:

- Industry Experience Roster (IER)
- New Media Roster (NMR)
- Television Commercial Roster (TCR)

You may get an application at CS or at www.csatf.org. Please complete one application per roster. You may email, mail, fax or submit your application in person to CS.

- Email: Reception@csatf.org
- Mail: 2710 Winona Avenue, Burbank, CA 91504
- Fax: 818.565.0535

3. Form I-9:

A Form I-9 may be completed in person at CS. If you are unable to visit CS, you may request a notary kit. The cost for the notary is not reimbursed by CS.

When you visit CS, bring acceptable document(s) for Form I-9 completion. The Lists of Acceptable Documents can be viewed at <http://www.csatf.org/i-9.shtml>. CS must examine your original, unexpired documents.

4. Safety Pass “A” Course:

Once it is determined that you are eligible, you may register and complete the Safety Pass “A” course online at www.csatf.org. If you wish to complete the course at CS, a computer lab is available during office hours from 7:00 a.m. to 5:00 p.m.

5. Color Vision Test:

If your classification requires a color vision test, visit CS and complete it in person.