

## Preparing for Safety Pass Training Requirements

As you may be aware, as a result of recent negotiations, Safety Pass, a department of Contract Services Administration Training Trust Fund (CSATTF), will soon be providing required safety training to Production Office Coordinators, Assistant Production Office Coordinators, and Art Department Coordinators.

In order to begin the process, and enroll for training, please follow the steps below:

- I. Provide your contact information
  - Complete and return the attached Personal Information form
  
2. Provide documentation demonstrating 30 signatory days (days worked under the I.A.T.S.E. and M.P.T.A.A.C. Local #871 agreement) worked as a Production Office Coordinator, Assistant Production Office Coordinator, or Art Department Coordinator.
  - Documentation may consist of: payroll companies/studio payroll departments/employer pay stub(s) or letter(s) from payroll companies or employers. A list of current payroll companies and their contact information can be found on our website at <http://www.csatf.org/payroll.shtml>
    - The documentation must include your name, hours and classification.
    - Please black out money and other sensitive information.

Please provide the form and proof to Safety Pass via:

- Email to [NonRoster.SafetyPass@csatf.org](mailto:NonRoster.SafetyPass@csatf.org)
- Fax to 818-847-0070 Attn: Non Roster
- Mail to 2800 Winona Ave, Burbank, CA 91504, Attn: Non Roster

We will confirm receipt of your information, via e-mail. Due to the anticipated volume, this confirmation will come within 10 days of receipt of your email.

Early next year, you will receive notice of your specific required courses, your training timeline, and the deadline date for training completion.

