



INDUSTRY EXPERIENCE ROSTER & TELEVISION COMMERCIAL ROSTER REQUIREMENTS

The Contract Services Administration Trust Fund, also known as Contract Services or CSATF, is an independent organization not affiliated with Local 600 that was established by Signatory Producers to administer the Industry Experience Roster and the Television Commercial Roster to identify individuals who have acquired experience within their craft as outlined in the Local 600 Hollywood Basic Agreement and the Commercial Production Agreement.

Placement on the Roster does not mean that you are a member of Local 600, and you may be a member of Local 600 without being on the Roster. **You are required to join local 600 within sixty (60) days after Roster placement, which is separate from the process described below.**

The Industry Experience Roster (IER):

You must be placed on the Industry Experience Roster if you wish to work Union Agreements in Los Angeles, be hired and transported out of Los Angeles, or work within the thirteen (13) Western Region States in any of the following job classifications: Director of Photography, Camera Operator, Still Photographer, Portrait Photographer, Video Controller, First or Second Assistant, or Film Loader. The two paths to placement are as follows:

- Path 1:** Demonstrate thirty (30) days of signatory (union) work experience under one (1) job classification and can include days worked with a non-signatory (non-union) employer where they become signatory by signing a Union Agreement. Days must be within a one (1) year period immediately preceding the date of application and may not include Union commercial days.
- Path 2:** Demonstrate one hundred (100) days of signatory (union) or non-signatory (non-union) work experience under one (1) job classification within a three (3) year period immediately preceding the date of application and may include Union commercial days (*Film Loaders and Digital Utilities may demonstrate days worked as both Film Loader and/or Digital Utility to be placed on the roster as a Film Loader*).

The Television Commercial Roster (TCR):

You must be placed on the Industry Experience Roster or the Television Commercial Roster if you wish to work Union Commercial Agreements in Los Angeles or be hired and transported out of Los Angeles in any of the following job classifications: Director of Photography, Camera Operator, Still Photographer, Portrait Photographer, Video Controller, First or Second Assistant, or Film Loader. The path to placement is as follows:

- Path 1:** Demonstrate thirty (30) days of union commercial work experience under one (1) job classification. Days must be within a one (1) year period immediately preceding the date of application for the Television Commercial Roster.

Placement on the Television Commercial Roster permits you to work in union commercials only. You may request to be upgraded to the industry experience roster by demonstrating an *additional* sixty (60) days of union commercial work experience under one (1) job classification.

All work experience for the Industry Experience Roster or the Television Commercial Roster must be performed in connection with Motion Pictures, Commercials, bona fide Music Videos, or Documentaries of the type covered under the Basic Agreement, the Videotape Supplemental Agreement, the Digital Supplemental Agreement, the Commercial Production Agreement*, or the Music Video Agreement to include New Media productions** twenty (20) minutes or longer.

***Signatory (union) commercial days may only be submitted for Path 2 above or to be placed on the Television Commercial Roster (TCR).**

****New Media Productions less than twenty (20) minutes are subject to approval by Contract Services provided the content is distributed to broadcast or cable networks.**



How to apply for placement on the IER or the TCR:

You can apply for placement to the Industry Experience Roster (IER) or to the Television Commercial Roster (TCR) through the Contract Services Portal at www.csatf.org. If you don't have a Portal account, click [Create an Account](#) below the Portal Login at www.thehub.org. Once you have a [Portal account](#), log in to visit the [Industry Hub](#) and start your application.

Follow these three steps to complete your IER or TCR application:

1. Complete an IER or TC application:

Once you apply for an IER or a TCR classification through your Portal, you will receive an email with a link to complete and e-sign the application.

2. Submit Proof of Days Worked:

You will need to demonstrate eligibility through work experience to qualify for placement on the IER or TCR.

- A. Employment Verification Letter(s) (EVL) may be requested directly from the employer or payroll company that paid you for the time worked in the classification for which you are applying.
 - a) Upon request, most payroll companies will send an EVL to Contract Services on your behalf. Once the payroll company submits your EVL, it will appear in your Portal.
 - b) You may also submit an EVL from your employer or payroll company yourself by uploading the document to your Portal account.
- B. Contract Services may ask you to submit additional proof of payment, such as a paystub or W-2. If you do not have paystubs, contact the production and/or payroll company to provide you with this information.
- C. A [Payroll Contact Sheet](#) for major payroll companies can be found on the Industry Experience Roster landing page at www.csatf.org.

All work experience submitted to CSATF must be performed within the United States, its territories, or Canada. If you work in Canada, you must be hired in Los Angeles County then transported to Canada. All work must be paid, however deferred compensation may be considered. **Please contact Contract Services for further information regarding deferred pay.**

All paperwork must be submitted for your application to be considered complete.

3. Complete Preliminary Training Courses:

Once you submit proof of at least one qualifying day of work experience, Contract Services will grant you access to the following training courses required to complete your application:

- A. "A" General Safety/IIPP (online course)
- B. Harassment Prevention training (applicable HP1 or HP2 online courses).

If you do not have access to a computer or need help using one, visit Contract Services' on-site computer lab at 2710 Winona Avenue, Burbank, CA 91504. Reservations are encouraged. Call (818) 565-0550 ext. 1200 to make a reservation.

Further questions regarding the process of getting on the Industry Experience Roster or Television Commercial Roster, please contact CSATF at (818) 565-0550 ext. 1110 or email roster@csatf.org.

Want to [Learn More About the Hub](#)? Video Tutorials and Quick Reference Guides can be found at www.csatf.org

Local 600 is not responsible for reviewing the validity of your Roster placement application.

You are welcome to contact Local 600's National Office at (323) 876-0160. For questions about joining please ask for Member Services. For any additional questions please ask to speak with a Business Representative.