

winter
2024

PROGRAM GUIDE



[courses](#)

[funding](#)

[trainers](#)

[resources](#)

Contents

IATSE TTF Beneficiary Definition	1
Contact Us	2
Programs.....	4
No Fee Courses	4
Group Courses	4
Individual Courses.....	6
Funding	7
Funding for Individuals	7
Funding for Locals	8
Trainers.....	8
Trainers	8
Trainer Development	9
Resources	10
Frequently Asked Questions.....	11

IATSE TTF Beneficiary Definition

Individuals who are active IATSE members or working under an IATSE agreement may be eligible for TTF programs and be beneficiaries of the TTF.

Some courses may have specific class pre-requisites which must be met for admission to the course.

The TTF is a joint labor management fund governed by the Department of Labor and ERISA which means that we have to abide by strict guidelines regarding who is eligible to participate in our programs and what kind of programs we can offer. It also means that we are required to ask individuals and locals to complete certain paperwork to satisfy those ERISA and DOL requirements.

Contact Us

Have a question? We're here to help!

Our business hours are Monday-Friday from 9 a.m.-5 p.m. PT.

For general inquiries, call us at (818) 738-1802 or email us at info@iatsetrainingtrust.org.

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We're here to help

Program

Borrow Our OSHA Trainer
Develop a Local OSHA Trainer
OSHA Curriculum
OSHA 10-Hour & 30-Hour Courses
Train the Trainer

AVIXA Partnership and Courses
Computer Essentials Curriculum

Certification Reimbursement
Course Reimbursement
OSHA Online Course Reimbursement
ESTA TSP Membership Reimbursement

Course Reimbursement

LinkedIn Learning

TTF Safety First! Online Courses

MPTV Online Safety Courses

Training Tracker

Trainer Database

Programs

NO FEE COURSES

Group Courses

OSHA 10-Hour General Industry with Focus on the Entertainment Industry

This training uses examples from the entertainment industry and covers worker rights, employer responsibilities, how to file a complaint, and how to recognize, abate, and prevent job-related hazards.

Participants receive OSHA 10-hour General Industry completion cards upon course completion.

These courses are scheduled by the TTF throughout the US.

 iatsetrainingtrust.org/osha

 applications@iatsetrainingtrust.org


OSHA 30-Hour General Industry with Focus on the Entertainment Industry

This training uses examples from the entertainment industry and covers worker rights, employer responsibilities, how to file a complaint, and how to recognize, abate, and prevent job-related hazards. It is appropriate for supervisors, department heads, keys, leads, and forepersons.

Participants receive OSHA 30-hour General Industry completion cards upon course completion.

These courses are scheduled by the TTF throughout the US.

 iatsetrainingtrust.org/osha


 applications@iatsetrainingtrust.org


OSHA 10-Hour Construction with Focus on the Entertainment Industry

This training uses examples from the entertainment industry and covers worker rights, employer responsibilities, how to file a complaint, and how to recognize, abate, and prevent job-related hazards.

Participants receive OSHA 10-hour Construction completion cards upon course completion.

These courses are scheduled by the TTF throughout the US.

 iatsetrainingtrust.org/osha


 applications@iatsetrainingtrust.org

OSHA 30-Hour Construction with Focus on the Entertainment Industry

This training uses examples from the entertainment industry and covers worker rights, employer responsibilities, how to file a complaint, and how to recognize, abate, and prevent job-related hazards. It is appropriate for supervisors, department heads, keys, leads, and forepersons.

Participants receive OSHA 30-hour Construction completion cards upon course completion.

These courses are scheduled by the TTF throughout the US.

 iatsetrainingtrust.org/osha


 applications@iatsetrainingtrust.org

AV

We offer several audio-visual courses including CTS Prep and Networking Technology.

Most of these courses are scheduled by the TTF throughout the US and Canada.

 iatsetrainingtrust.org/avixa


 av@iatsetrainingtrust.org

Individual Courses

AVIXA Partnership & Courses


The IATSE TTF/AVIXA partnership includes Elite Membership access to free, online introductory AV training; a 25% discount on most in-person classroom trainings; a 10% discount on most virtual classroom trainings; exclusive video content; CTS exam application discounts; free worldwide trade show floor access including InfoComm; free downloads of AVIXA Standards; and members-only events.


 iatsetrainingtrust.org/avixa

 av@iatsetrainingtrust.org

TTF Safety First! Online Courses

We developed these courses to promote safe working conditions by providing information, tools, and resources to recognize potential hazards and minimize risks. Online courses include Introduction to Basic Entertainment Safety; Biological Hazards; Chemical Protection; Electrical Safety; Fall Prevention and Protection; Mobile Elevating Work Platforms; Scaffold Safety; Ergonomics; Noise Exposure; Confined Space/ Small Space Awareness; Firearms Safety; Hand and Portable Power Tools; Compressed Gases; Rigging Safety; Welding and Cutting; Pandemic Safety; Recommended Sanitation Practices for Make-up and Hair; Wardrobe and Costume Department Safety, and more.


 iatsetrainingtrust.org/safetyfirst

 onlinecourses@iatsetrainingtrust.org

Motion Picture Television Workers Online Safety

The A, A2, and HP1/HP2 Safety Pass online courses are available to eligible motion picture and television workers throughout the US. Eligibility requirements apply.


 iatsetrainingtrust.org/asa

 safety@iatsetrainingtrust.org

LinkedIn Learning Subscription

This free subscription provides unlimited access to the LinkedIn Learning online library of high-quality, instructional videos across a wide spectrum of technologies. Beneficiaries can access 20,000+ expert-led, online courses in over ten languages including English, French, and Spanish.

 iatsetrainingtrust.org/lil


 lil@iatsetrainingtrust.org

FUNDING

Funding for Individuals

Certification Reimbursement


We reimburse individuals for industry approved certifications including First Aid/CPR/AED; CTS; ETCP Arena Rigger, Theater Rigger, Entertainment Electrician, and Portable Power Distribution Technician; SPRAT; Mental Health First Aid (MHFA); Forklift Operator; and Mobile Elevating Work Platforms Operator.


 iatsetrainingtrust.org/certification-reimbursement

 funding@iatsetrainingtrust.org

OSHA Online Course Reimbursement


We offer reimbursement to individuals who do not have access to a live, in-classroom OSHA 10 or OSHA 30 for taking OSHA 10-hour and OSHA 30-hour General Industry and Construction online trainings.

 iatsetrainingtrust.org/osha-online-course-reimbursement

 funding@iatsetrainingtrust.org

ESTA Technical Standards Program Membership Reimbursement

We reimburse individuals who successfully obtain membership to an ESTA Technical Standards Program Working Group for the cost of the application.

 iatsetrainingtrust.org/esta-tsp

 funding@iatsetrainingtrust.org

Funding for Locals

Course Reimbursement

This reimbursement defrays the cost of training for group courses presented by local unions. The local selects the trainer and safety or craft skills topic and organizes, plans, and presents these courses.

Applications are accepted throughout the year, on a rolling basis, and must be submitted before training takes place to obtain funding pre-approval.

 iatsetrainingtrust.org/course-reimbursement


 funding@iatsetrainingtrust.org

Develop a Local OSHA Trainer

This reimbursement program enables local unions in areas without an OSHA Outreach Trainer to develop their own in-house trainer for OSHA 10-hr General Industry and/or OSHA 10-hr Construction trainings.

Locals must apply before training takes place to receive funding pre-approval for OSHA Training Institute tuition fees.

 iatsetrainingtrust.org/develop-a-local-osha-trainer


 applications@iatsetrainingtrust.org


TRAINERS

Trainers

Borrow Our OSHA Trainer

This program helps local unions who have an OSHA 10-hour training need for a group of workers but don't have access to an OSHA Outreach Trainer. We can provide an OSHA Outreach Trainer to teach an OSHA 10-Hour General Industry with Focus on the Entertainment Industry course or OSHA 10-Hour Construction with Focus on the Entertainment Industry course.

 iatsetrainingtrust.org/borrow-our-osha-trainer

 applications@iatsetrainingtrust.org

Trainer Database

The Trainer Database is a searchable, online listing of trainers throughout the IATSE who can provide safety and craft skills classes for local unions. Local unions can apply for an account to explore classes and trainers throughout the United States and Canada in a variety of craft topics.

 iatsetrainingtrust.org/trainer-database

 trainerdatabase@iatsetrainingtrust.org

Trainer Development

Train the Trainer: Training Techniques

This two-day, in-person course is a general workshop on how to prepare for and conduct successful training. Topics include effective instruction and presentation techniques, curriculum design, adult learning theory, and coaching skills. Participants will have ample time to practice the skills being addressed before returning to their local.

 iatsetrainingtrust.org/train-the-trainer

 applications@iatsetrainingtrust.org

Train the Trainer: Course Development

This two and a half-day, in-person course is designed for local trainers who are conducting one/two-day safety or craft skills training courses they design themselves. Participants review curriculum development theories, learn strategies for making courses learner-centered, and spend time on the practical application of these new skills.

 iatsetrainingtrust.org/train-the-trainer

 applications@iatsetrainingtrust.org

Train the Trainer: Virtual Training and Presentation Techniques

This half-day, distance-learning course provides practical tips for facilitating before, during, and after a virtual class. Participants learn to plan, prepare, and set the stage for learning in a virtual classroom, including ideas for interactive learning and games.

 iatsetrainingtrust.org/train-the-trainer

 applications@iatsetrainingtrust.org


RESOURCES

Curriculum Library

Our training materials were developed for the entertainment and exhibition industries and are available for locals to teach group courses.

- OSHA 10-Hour General Industry with Focus on the Entertainment Industry
- OSHA 30-Hour General Industry with Focus on the Entertainment Industry
- OSHA 10-Hour Construction with Focus on the Entertainment Industry
- OSHA 30-Hour Construction with Focus on the Entertainment Industry
- TTF Safety First! Online Courses ©


 iatsetrainingtrust.org/curriculum-library


 applications@iatsetrainingtrust.org

 onlinecourses@iatsetrainingtrust.org

Computer Essentials

This curriculum was developed by the IATSE Education and Training Department to provide locals with training that covers basic knowledge required for an individual to use their personal computer.


 iatsetrainingtrust.org/computer-essentials

 av@iatsetrainingtrust.org

Training Tracker


Our searchable database makes it easy to explore local union training records at your convenience. Simply send us information on your local's classes and we'll track your trainings and certifications for you!


 iatsetrainingtrust.org/training-tracker

 tracking@iatsetrainingtrust.org

LinkedIn Learning Local Union Curator

The LinkedIn Learning Local Union Curator role was introduced in 2023 to better support training at the local level. It replaces the role of Sub-Admin and gives local unions the ability to customize training even more.

 iatsetrainingtrust.org/lil-curator

 lil@iatsetrainingtrust.org

Frequently Asked Questions

General

What is the IATSE Training Trust Fund?

The IATSE Entertainment and Exhibition Industries Training Trust Fund is a Taft-Hartley and ERISA Trust. Our purpose is to facilitate and support training and craft skills development for IATSE members and those working in IATSE-represented crafts, and to promote industry-wide recognized standards for safety and craftsmanship in the entertainment and exhibition industries.

Who is eligible for IATSE TTF benefits?

Individuals who are active IATSE members or working under an IATSE agreement may be eligible for TTF programs and be beneficiaries of the TTF. We verify eligibility through the IATSE Member Database. If an applicant is not listed as Active in their local or is not found in the IATSE Member Database, we reach out to local officers to confirm that the individual is working under an IATSE agreement. Some courses and programs have additional eligibility requirements.

The TTF is a joint labor management fund governed by the Department of Labor and ERISA which means that we must abide by strict guidelines regarding who is eligible to participate in our programs and what kind of programs we can offer. It also means that we are required to ask individuals and locals to complete certain paperwork to satisfy those ERISA and DOL requirements.

How long has the IATSE Training Trust Fund been in existence?

The IATSE Training Trust Fund was formed on June 22, 2011, under the direction of IATSE International President, Matthew D. Loeb. Founding Participants are IATSE and DADCO, LLC, an equipment provider in the motion picture industry.

How many Trustees are there?

The IATSE Training Trust Fund is governed by an equal number of Employer Trustees and Union Trustees.

Can a local union access TTF support and programs if they do not have Training Trust collective agreement contributions?

The TTF supports training and certification reimbursement for IATSE workers regardless of whether their local has signatory employers. However, priority may be given to locals with Training Trust contributions in their collective agreements, based on the financial demands on the Trust.

Our local is negotiating an agreement and wants to put the Training Trust Fund in the agreement, what should we do?

The local should [request a copy of the model language](#). There is specific binding language that is required to be in every agreement for that employer to be accepted by the Trustees of the TTF.

Can family members participate in TTF programs or classes?

No. TTF programs and classes are only for TTF Beneficiaries.

Our local doesn't have a training program, but we'd like to start organizing classes. What do we do?

Check out the [Publications](#) page under the Resources drop-down on our website and start with our *Guide to Developing Training Programs*. Establishing a training program and enlisting the help of local trainers can reduce your training costs while increasing training opportunities for IATSE workers. We encourage you to use this guide as a resource to evaluate and address your local's training needs. In the [Course Templates](#) page you'll find flyers, applications, sign-in sheets, evaluations, outlines, and an instructor guide. You may also want to apply for a [Trainer Database](#) account. The Trainer Database is a searchable, online listing of trainers throughout the IATSE who can teach safety and craft skills classes for local unions.

I participated in a Train the Trainer workshop. Does this mean I'm a TTF trainer now?

Sorry, but no. You are not a TTF trainer, and we will not hire you to teach our courses. We cannot pay you to develop your courses and taking a Train the Trainer workshop does not certify you to be a trainer in any specific topic (e.g., OSHA, ETCP, AV). What it does do is give you the tools to develop courses for your own local.

Funding

Our local wants to organize a training and we have an instructor, but we need financial assistance. Can the TTF help?

Yes! Our [Course Reimbursement](#) program offers reimbursement to locals offering their own safety and craft skills training. Reimbursements are intended to help defray the cost of providing group training and courses must meet a minimum of five students. A local union officer must submit

the application prior to training. Refer to the Course Reimbursement page for the application acceptance schedule. We will notify you once the application is approved and let you know which expenses we can reimburse.

When should our local submit the Course Reimbursement Application for approval?

Applications should be submitted to the TTF at least 30 days prior to the class date if possible. Any applications received within the 30 days prior to the course will still be reviewed, but we may not be able to respond immediately to your request. We cannot consider applications for courses that have already occurred.

Can our local submit multiple Course Reimbursement Applications at once?

There are no deadlines for the submission of Course Reimbursement Applications. We suggest submitting applications at least 30 days prior to the course date; however, we will review all applications submitted before the course date. The Course Reimbursement Expense Reports are due within 45 days of the final day of the class. After 45 days, the approved Course Reimbursement funds may be forfeited and redistributed to other locals applying for course reimbursement.

Can courses approved for Course Reimbursement funding be rescheduled?

Yes. Courses can be rescheduled if held within the same year in which they were approved.

Our local has funding for a course, but we do not have a trainer. Can the TTF help?

Yes! A local officer can apply for a [Trainer Database](#) account. The Trainer Database is a searchable, online listing of trainers throughout the IATSE who can teach safety and craft skills classes for local unions.

Can you reimburse for industry certifications?

Yes! We reimburse individuals the cost of exam fees for successfully obtaining these certifications: AED; CTS; ETCP Arena Rigger, Theater Rigger, Entertainment Electrician, Portable Power Distribution Technician; SPRAT; Mental Health First Aid; Forklift Operator; and Mobile Elevating Work Platforms Operator. Include a copy of your certification and a copy of your exam payment receipt when you submit your [Certification Reimbursement](#) application.

Can you reimburse for OSHA online training?

Yes! [OSHA Online Course Reimbursement](#) is offered to IATSE workers who do not have access to a live, in-classroom OSHA 10 or OSHA 30 course. You must obtain a 10-hour or 30-hour General Industry Safety and Health or Construction Safety and Health completion card from the [approved OSHA-Authorized Online Outreach Training Providers](#) listed on

OSHA's website.

Once you receive your OSHA completion card in the mail, scan or take a photo and attach it along with your official receipt from the OSHA-approved organization that provided training and your completed application. OSHA online training providers often issue completion certificates after course completion, but we need a copy of your OSHA card to issue reimbursement.

I haven't received my OSHA completion card, but I completed an OSHA online course last week. Can I submit a completion certificate for OSHA Online Course Reimbursement?

Many online vendors fraudulently advertise OSHA training online, but only OSHA-authorized trainers may teach 10- and 30-hour safety courses and issue OSHA student course completion cards. When you submit a copy of your card, this helps us verify you completed the course through an authorized trainer. We'll also use this information to update your training record in the Training Tracker.

Can you reimburse locals and workers for union leadership development?

No. The TTF can only support safety and craft skills training, but the [IATSE Education Department](#) might be able to help. The IATSE's Labor Education Assistance Program (LEAP) provides reimbursement money to officers of local unions who enroll in qualifying labor studies programs. The IATSE Officer Institute is a five-day, intensive certification program with courses that include labor law and collective bargaining, union finance, managing day-to-day challenges, and dealing with conflict.

AVIXA Partnership & Courses

What is AVIXA?

AVIXA stands for the Audiovisual and Integrated Experience Association and was formerly known as InfoComm. AVIXA is a global trade association of AV professionals in more than 80 countries. They have developed AV standards, offer AV courses, and run the Certified Technology Specialist™ (CTS) program.

What is the IATSE TTF/AVIXA partnership?

The [IATSE TTF/AVIXA Partnership](#) includes Elite Membership access to free, online introductory AV training; a 25% discount on most classroom trainings; a 10% discount on most virtual classroom trainings; exclusive video content; CTS exam application discounts; free worldwide trade show floor access including InfoComm; free downloads of AVIXA Standards; and members-only events.

How do I apply to the IATSE TTF/AVIXA Partnership?

To apply, please visit the [AVIXA Partnership & Courses](#) page, and under membership benefits, there is an apply button that will open the pop-up

application for you to complete.

I have an AVIXA account through the IATSE TTF/AVIXA Partnership. How can I see what online training is available?

First, log into your AVIXA account by going to store.avixa.org/AvixaLogin. Then select training to view the training catalog where you can use the filters to sort by type, exam preparation paths, renewal units, tracks, topics, and languages.

My AVIXA password and username do not work. How do I reset my password?

Fill out the [AVIXA Password Reset Form](#) by entering your email address and they will send you a link to reset your password. If this does not work, please email av@iatsetrainingtrust.org. We may have a different email address on file for you.

I have an AVIXA account I created on my own. How can I check if it's linked with the IATSE TTF/AVIXA partnership?

Please email av@iatsetrainingtrust.org with your name and your local union to check. If you know the email address you used to create your AVIXA account or your AVIXA Member ID, please include that too.

Borrow Our OSHA Trainer

How do I request and set up a Borrow Our OSHA Trainer class for my local?

If your local union is interested in a Borrow Our OSHA Trainer class, a local officer should fill out the [inquiry form on our website](#), and we will contact you to further discuss your specific needs. If the TTF determines that a Borrow Our OSHA Trainer class is best suited to meet your local's specific needs, we will provide the application and further instructions for how to set up the class. Classes must meet a minimum requirement of 20 students.

We expect the local to be actively involved in the course implementation and enrollment process for both distance learning and in-person classes. The local is responsible for reaching out to potential student TTF Beneficiaries (active IATSE members and those working under IATSE agreements) as well as distributing and processing course applications. For in-person classes, the local is also responsible for all course logistics including securing a training space and equipment and training venue set-up.

How can our local meet the minimum requirement of 20 students?

The TTF expects the local to be actively involved in the course implementation and enrollment process for both distance learning and in-person classes. The local is responsible for reaching out to potential student TTF Beneficiaries (active IATSE members and those working under IATSE agreements) as well as distributing and processing course

applications. In addition to proactively encouraging IATSE workers from your local to attend, you may also want to reach out to nearby IATSE locals and request they promote your class to interested workers from their local to help meet the 20-student minimum.

What technical requirements need to be provided by the host local for a Borrow Our OSHA Trainer class?

Borrow Our OSHA Trainer classes require a training room appropriate in size to that of the class (up to 40 students) with table and chairs to sit all course participants in a classroom configuration, with the ability to control and dim overhead lighting near the projection screen. The local will also need to provide the following: internet access; projector for PowerPoint and video presentations (preferably with HDMI connection); presentation screen large enough for all participants to see; sound system and/or Direct Box (DI Box) for audio playback from laptop (1/8" jack); multi-strip power cord; extension cord; "Post-it" type self-stick easel pad, easel, and/or dry erase board with markers for instructor use; pens or pencils for participants; and an Emergency Action Plan for the training venue. You can use the [Emergency Action Plan template](#) to develop one if one does not already exist.

Develop a Local OSHA Trainer

What expenses will the TTF reimburse our local union as part of the Develop a Local OSHA Trainer program?

The TTF will reimburse the local union for the pre-approved cost of tuition for the local's selected trainer to attend OSHA #511 and OSHA #501 for General Industry (or OSHA #503 for General Industry renewal) or OSHA #510 and OSHA #500 for Construction (or OSHA #502 for Construction renewal). The TTF cannot reimburse for any costs of travel, lodging, meals, or per-diems in association with travel or participation in any of the OSHA trainer certification courses.

How far in advance of our selected trainer's course dates does our local need to submit the Develop a Local OSHA Trainer application?

Applications should be submitted at least one month ahead of the course dates. Applications for new trainers should be submitted at least one month before the course dates for the first of the two required courses: OSHA #511 (for General Industry) or OSHA #510 (for Construction).

Does participation in Develop a Local OSHA Trainer mean that our local OSHA trainer is a TTF trainer?

No. Your local OSHA trainer is not a TTF trainer, even if they were selected by the local to participate in the Develop a Local OSHA Trainer program. Local OSHA trainers will not teach OSHA classes for the TTF, and the TTF will not pay your trainer directly to teach OSHA classes at your local or other locals.

Locals who have utilized Develop a Local OSHA Trainer may apply for a license to use TTF OSHA Curriculum for OSHA classes taught by their approved OSHA trainer. However, the local's OSHA trainer is not a TTF trainer, and the classes they teach with TTF OSHA curriculum are not TTF classes.

Does our local's selected trainer need to complete Train the Trainer: Training Techniques to qualify for Develop a Local OSHA Trainer?

While Train the Trainer: Training Techniques workshop is highly recommended for new trainers, it is not a requirement for Develop a Local OSHA Trainer. The local's selected trainer will be teaching OSHA courses for the local, so it is up to the local to determine the appropriate trainer for Develop a Local OSHA Trainer.

What OSHA courses should I take if I want to become an OSHA Outreach Trainer?

If you are interested in becoming an OSHA Outreach Trainer for your local, please contact your local union to discuss their training needs first. We are always looking to support the creation of new OSHA trainers and have a [program](#) that assists locals who want to develop their own OSHA trainers. Your local should reach out to us if they are interested in having you become an OSHA trainer for the local.

LinkedIn Learning Local Union Curator

Who owns my custom content?

You retain sole possession of your intellectual property. Neither LinkedIn Learning nor the IATSE TTF will be able to edit or copy your content. However, the IATSE TTF reserves the right to delete any content that is deemed inappropriate.

LinkedIn Learning Subscription

Do I need a LinkedIn profile?

No, you do not need to have a LinkedIn profile to take advantage of LinkedIn Learning. You will be given the opportunity of creating a profile and connecting it if you'd like.

What if I don't want to connect my LinkedIn profile to my LinkedIn Learning account?

During registration, you will have the option of [connecting your LinkedIn profile to your account](#). If you don't have a LinkedIn profile, you will be able to create one, but you can decline to connect your accounts.

Can I change my mind about connecting my LinkedIn Learning profile and opt in or out later?

You can opt in or out at any time by [emailing us](#).

I use a different email address for my LinkedIn profile and LinkedIn Learning account. Can I still connect them?

Yes, you can [connect your LinkedIn profile](#) and your LinkedIn Learning accounts, even if you use different email addresses. Once connected, you will only use your LinkedIn credentials to access both your profile and LinkedIn Learning.

How do I log into my LinkedIn Learning account after I activate it?

Go to www.linkedin.com/learning to log in. If you did not connect your LinkedIn profile, enter your email address and password. If you connected your LinkedIn profile, use your profile email address and password or log into your LinkedIn profile and click “Go to Learning” at the top right next to “Me.”

Can the IATSE or TTF see my LinkedIn profile?

No. Your profile will not be accessible to the IATSE or TTF.

Motion Picture Television Workers Online Safety Courses

What is Online Safety Training for MPTV Workers?

The IATSE Training Trust Fund in partnership with Contract Services Safety Pass offers free online safety courses for motion picture and television workers. The program includes access to four courses:

- “A” – General Safety Training/Injury and Illness Prevention Program (IIPP)
- “A2” – Environmental Safety
- “HP1” – Harassment Prevention 1 or “HP2” – Harassment Prevention 2

The A and A2 courses cover general industry-related safety topics, such as injury and illness prevention, personal protection equipment, lifting safety, and hazard communication. HP1/HP2 help individuals identify behaviors that create or contribute to unlawful harassment, discrimination, and retaliation.

Who is eligible for the program?

This online safety program is available to individuals performing work under the Area Standards Agreement.

How do I apply?

Download the application from the [Motion Picture TV Online Safety](#) webpage. Email your completed application to safety@iatsetrainingtrust.org. Once we verify your eligibility, Safety Pass will email your registration PIN within two weeks. Use this PIN to create your portal account and enroll in classes.

Will I receive a certificate of completion?

Upon completion, you will have access to your Official Course Transcript from within your portal account, which serves as proof of course completion. Your Official Course Transcript can be accessed in the “My Docs” section of your portal account by logging in through our website. Your Official Course Transcript can be downloaded, printed, and/or emailed directly to employers or others as a PDF attachment.

As of December 23, 2019, Contract Services Administrative Trust Fund is no longer issuing Passcards for any of their Safety Pass or harassment prevention courses, including any of the following courses completed through the IATSE Training Trust Fund: A, A2, HP1, or HP2. The Passcard has been replaced by the Official Course Transcript.

What is harassment prevention training?

Harassment Prevention training is negotiated training that covers how to recognize, prevent, and report harassment, discrimination, and retaliation.

There are two online courses. Your classification or job duties will determine which course you need to complete. Do not take both courses.

The “HP1” – Harassment Prevention 1 (1-hour) course will assist individuals to identify behaviors that create or contribute to unlawful harassment, discrimination, and retaliation. It also offers information on how to respond to incidents of harassment in the workplace.

The “HP2” – Harassment Prevention 2 (2-hour) course will assist individuals to identify behaviors that create or contribute to unlawful harassment, discrimination, and retaliation. It also offers information on how to assist in preventing and responding to incidents of harassment in the workplace. Individuals who have completed “HP2” – Harassment Prevention 2 will also receive credit for “HP1” – Harassment Prevention 1. This course is for department heads, keys, and those with supervisory responsibilities.

Why is harassment prevention training necessary?

Industry unions and producers negotiated Harassment Prevention training because they agreed that preventing unlawful harassment, discrimination, and retaliation in the workplace is important.

Which harassment prevention course should I complete?

If you work as a Department Head, Key, or have supervisory responsibilities you will need to take the “HP2” course. All others should take the “HP1” course. Do not take both courses. You will be asked to answer a short questionnaire after selecting the Harassment Prevention course in the portal to determine which course you are required to take. Please answer the questions carefully.

What if I work in multiple job classifications?

If you need to take the “HP2” course for one job classification and the “HP1” for another job classification, completing the “HP2” will also satisfy the “HP1” requirement. See the course descriptions above.

How do I complete the harassment prevention training?

Online. The course can be found in the same [portal account](#) used to take the “A” and “A2” through the IATSE TTF. If you already have access to the “A” and “A2” courses through a TTF portal account, visit the [Motion Picture TV Online Safety page](#), click on the “Log in to Courses” button, log in to your account, and then select “Enroll” next to the Harassment Prevention course. You will be asked to answer a short questionnaire to determine which course you are supposed to take. Please answer the questions carefully. Do not take both courses.

If you do not have an account through the TTF yet, click on the “Download Application” button to download the application and [email](#) it to the TTF. Once your eligibility is confirmed, you will receive your account registration email in about a week. Once you register, you will be able to take the Harassment Prevention course along with the “A” and “A2” courses.

Where do I take the class if I am a member of a Hollywood local and another studio mechanics local outside of California?

If you are a member of a Hollywood local and a studio mechanics local outside of California, contact us for specific instructions on how to take the A, A2, and HP1 or HP2 class(es).

What internet browser should I use?

We recommend using either Chrome or Firefox. If you are using Safari, please note that it must be version 10 or higher. Safari version 10 was released with the Sierra operating system in September 2016. Older versions of Safari (version 9 and earlier) continue to be restricted because they did not receive the newest fixes and therefore lack certain security patches and other necessary capabilities. The courses are designed to be taken on a computer and are not adapted for mobile devices.

Who do I contact if I have issues logging in to my portal account?

Email safety@iatsetrainingtrust.org for assistance if you are having any issues logging into your portal account.

OSHA Courses

What is OSHA 10?

The 10-hour safety awareness course covers general safety and health hazards for all workers. It provides awareness of potential dangers and how to avoid, prevent, or mitigate them.

Who should take OSHA 10?

OSHA 10 provides basic occupational safety and health information for workers. If your job requires OSHA Outreach Training and you don't have supervisory responsibilities, take an OSHA 10-hour class.

How long is the OSHA 10 course?

OSHA requires a minimum of 10 hours of instructional time, and training is limited to a maximum of 7.5 student contact hours daily. Therefore, 10-hour classes must take a minimum of two calendar days.

What is OSHA 30?

The 30-hour safety awareness course provides a greater variety of safety subjects and in-depth, industry-specific safety awareness training. It is intended for supervisors and workers with safety and health responsibility.

Who should take OSHA 30?

OSHA 30 is appropriate for supervisors, department heads, keys, leads, and forepersons. If your job requires OSHA Outreach Training and you have supervisory responsibility for worker safety, you should take an OSHA 30-hour class.

How long is the OSHA 30 course?

OSHA requires a minimum of 30 hours of instructional time, and training is limited to a maximum of 7.5 student contact hours daily. Therefore, 30-hour classes must take a minimum of four calendar days.

Which course should I take?

Some employers, states, cities, municipalities, or local unions may require OSHA 30 for all employees regardless of their level of responsibility and may specify whether an OSHA General Industry or Construction card is required. You should check with your employer and/or local union to help you determine which course you should take.

Do I need both OSHA 10 and OSHA 30?

You should take the course that best aligns with your job description and safety responsibilities. OSHA 30 is not the next step after taking the OSHA 10. OSHA 30 is intended for supervisors and those in charge of crews. All the material covered in OSHA 10 is included in OSHA 30. If you take an OSHA 30 course, you don't need to take an OSHA 10 course.

Should I take OSHA General Industry or Construction courses?

The entertainment industry follows both the General Industry and Construction rules and regulations. Which industry courses you take could be determined or required by your employer, state, city, municipality, or local union. If none of those entities require you to take a specific industry course, take the one that pertains the most to your craft. Those who build sets—like propmakers, carpenters, and painters—may want to consider taking OSHA Construction 10 or 30 courses. Those whose craft does not involve construction elements—like camera operators, sound mixers, and makeup artists—may want to consider OSHA General Industry 10 or 30 courses. You should always check with your local union first to see what they recommend or require.

What is OSHA online training?

OSHA's preferred training delivery method is through standard, in-person classroom instruction. However, a list of OSHA-authorized online Outreach Training Program providers can be found on OSHA's website. OSHA encourages interested students to research multiple vendors on the provided list to determine which program best suits their training needs.

Online training is not the same as video conference training. With video conferencing, interactive instruction is delivered live by an OSHA Outreach Trainer to a group of students who can ask questions in real time. This is how our distance learning OSHA 10-Hour General Industry and Construction with Focus on the Entertainment Industry classes are taught. In contrast, online training is self-paced and completed by individuals at their convenience. Students can expect to receive a response from their trainer within a maximum of 24 hours after submitting their questions. OSHA requires that online courses be completed within six months from the day you start the course.

The IATSE TTF does not offer OSHA training online, so any course you take online will not incorporate examples from the entertainment and exhibition industries.

Can I take an entertainment industry OSHA course online?

No, the IATSE TTF does not offer OSHA training online. In 2001, [OSHA began an Online Outreach Training Program](#) to provide online delivery of 10-hour and 30-hour construction and general industry courses. OSHA also implemented an application process for becoming an authorized online training provider, but due to several issues with online training providers, they stopped accepting applications in 2009. Thus, only eight previously authorized online providers currently provide training.

Any course you take online will not incorporate examples from the entertainment and exhibition industries. If you decide to take an online course, you should consider whether a General Industry or

Construction class is best for you. Which industry courses you take could be determined or required by your employer, state, city, municipality, or local union. If none of those entities require you to take a specific industry course, take the one that pertains the most to your craft. Those who build sets—like propmakers, carpenters, and painters—may want to consider taking OSHA Construction courses. Those whose craft does not involve construction elements—like camera operators, sound mixers, and makeup artists—may want to consider OSHA General Industry courses. You should always check with your local union first to see what they recommend or require.

How long does OSHA online training take to complete?

OSHA daily student contact hour limits apply to both in-person and online training. Classes are limited to 7.5 hours daily. Therefore, 10-hour classes must take a minimum of two days, and 30-hour classes must take a minimum of four days.

Will I get an OSHA completion card if I take an OSHA training online?

Yes, Outreach Training Program trainers, including online providers, are required to issue student course completion cards directly to the student within 90 days of class completion. Only OSHA-authorized online Outreach training providers may conduct online OSHA Outreach Training Program classes. The best way to ensure the class you're signing up for is valid is to browse the list on [OSHA's website](#).

Does my OSHA 10 or OSHA 30 card expire?

No. Student course completion cards do not have an expiration date, but the IATSE TTF suggests taking an OSHA Outreach Training every few years as a safety refresher. The date on the card is the last day of your class. If your card is lost, stolen, or destroyed, you can get a replacement card for a fee within five years from the date on your card. Even though OSHA cards do not expire, certain employers, states, cities, municipalities, or local unions may require that you renew your OSHA card after a period of years. You should check with your employer and/or local union for renewal requirements.

What OSHA courses should I take if I want to become an OSHA Outreach Trainer?

Neither the OSHA 10 nor the OSHA 30 are the courses you need to take to become an OSHA Outreach Trainer. If you are interested in becoming a trainer, please contact your local and have them [email us](#). We are always looking to support the creation of new OSHA trainers and have a program that assists locals that want to develop their own OSHA trainers.

Trainer Database

I want to add my courses to the Trainer Database. What do I do?

That's great! We would love to see Trainer Database course offerings increase. You'll need to provide a course description and outline and fill out a submission form on our [website](#). We also recommend you include a biography that details your professional background, education, and relevant certifications that make you a suitable candidate to teach IATSE workers.

I teach the TTF's OSHA 10/30-hour Construction/General Industry with Focus on the Entertainment Industry curriculum for our local union. Can I add my name to the Trainer Database?

Your local union provided your contact details when they listed you as a trainer on their curriculum license application, so there's no need to resubmit your information. When a local union requests OSHA training, we review their form submission responses to determine whether their local might best be served by sending one of our OSHA Trainers to facilitate course instruction or by providing a list of trainers in their district. If you reside in the same district as that local union, we'll include you in that list.

Our local is interested in organizing a safety or craft skills class. Is this something the TTF has that we could coordinate to present?

A list of [courses available for individuals](#) through the TTF can be found on our website, and the [TTF Safety First! Online Courses](#) © are available in an [Instructor Led Training \(ILT\)](#) format for approved local trainers to teach in a group setting using audio narration. Trainers can facilitate interactive group courses by muting the narration if they wish or pausing to discuss their own subject matter experiences. If these courses don't meet your local's needs or you are looking for a specific training, the Trainer Database is an excellent resource. With a [Trainer Database](#) account, you'll be able to search by keyword and use filters to find courses by department, craft, format, location, trainer name, or industry-recognized certifications.

After you find the course your local needs, we encourage you to apply for [Course Reimbursement](#) to help defray the costs of group training.

Training Tracker

Training Tracker Conditions for Access and Use

All access to, and any use of, the Training Tracker is governed by the below disclaimers and limits on use.

The content of this database tracks courses taken through the TTF and safety and craft skills training courses offered by Locals and their TTF

signatory employers by collecting course sign-in sheets and uploading that information to the database. The Training Tracker is maintained and monitored by TTF staff.

While every attempt is made to ensure that information found in this database is accurate and up to date, the information is subject to change and all information included is subject to the accuracy and completeness of the information provided for entry to the TTF. The IATSE Training Trust Fund will not be held liable for information found in this database and reserves the right to determine the basis of inclusion for training records submitted to the TTF and to alter the content of the database at any time.

Please note that the Training Tracker may not contain training records for courses and certifications not submitted to us and/or taken outside of TTF or IATSE Local or signatory employer offerings. We encourage you to double-check the information obtained through the Training Tracker.

Disclaimer of Liability

Neither the TTF nor its contributors shall be held liable for any improper or incorrect use of the information described and/or contained herein and the TTF assumes no responsibility for anyone's use of the information. In no event shall the TTF or its contributors be liable for any direct, indirect, incidental, special, exemplary, or consequential damages however caused and on any theory of liability, whether in contract, strict liability, tort (including negligence or otherwise), or any other theory arising in any way out of the use of this system, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, whether based on alleged breach of contract, tortious behavior, negligence or any other cause of action, including but not limited to damages or injuries caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, and/or theft, destruction or unauthorized access to, alteration of, or use of any record.

Disclaimer of Warranties/Accuracy and Use of Data

Although the data found using the TTF Training Tracker database have been produced and processed from sources believed to be reliable, no warranty expressed or implied is made regarding accuracy, adequacy, completeness, legality, reliability or usefulness of any information. This disclaimer applies to both isolated and aggregate uses of the information. The TTF provides this information on an "AS IS" basis. All warranties of any kind, express or implied, including but not limited to the IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, freedom from contamination by computer viruses and non-infringement of proprietary rights ARE DISCLAIMED. Changes may be periodically added to the information herein; these changes may or may not be incorporated in any new version of the publication. If the user

finds any errors or omissions, we encourage the user to report them to us at tracking@iatsetrainingtrust.org.

What is the Training Tracker?

The [Training Tracker](#) helps local unions and IATSE workers keep track of safety and craft skills trainings in an easy to use, searchable, online database.

What is included in the Training Tracker?

The training records included in the Training Tracker are for courses taken directly through the TTF and its programs (not including courses taken by individuals on the external platforms of LinkedIn Learning and AVIXA), courses taken through an IATSE local union that were supported by the TTF, and individual certifications or OSHA online courses that the TTF has reimbursed.

The Training Tracker also contains records of group courses offered by local unions that have been submitted to the TTF. The training records for local group courses submitted to the Training Tracker are included based on and subject to the accuracy and completeness of the required course information and documentation provided to the TTF by the local.

I am an IATSE worker. How do I get a Training Tracker account?

When you take one of the many courses we offer, we create a Training Tracker account for you. The first time you complete a course, we will email you your username and password and explain how to access your account. If you have not taken such a course, or cannot find that email, please email tracking@iatsetrainingtrust.org to request an account. Any other courses you take through us and safety and craft skills courses your local union submits to us will also be added to your training record. We will also routinely update your training record to reflect your industry certifications after you complete your training and apply for our [Certification Reimbursement](#) or [OSHA Online Course Reimbursement](#) programs. You can only search your own training record.

Which class do I have to take to get a Training Tracker account?

These are some of the live and online courses you can take through the TTF: [AVIXA Networking Technology](#); [OSHA 10-Hour General Industry with Focus on the Entertainment Industry](#); [OSHA 10-Hour Construction with Focus on the Entertainment Industry](#); [OSHA 30-Hour General Industry with Focus on the Entertainment Industry](#); [OSHA 30-Hour Construction with Focus on the Entertainment Industry](#); [Motion Picture TV Online Safety](#); [TTF Safety First! Online Courses](#); and [Train the Trainer](#).

These are the certifications we add to your training record after you complete your training and apply for reimbursement for any of the following under our [Certification Reimbursement](#) program: First Aid/CPR/AED Certification; CTS Certification; ETCP Certification for Arena Rigger,

Theater Rigger, Entertainment Electrician, Portable Power Distribution Technician; SPRAT Certification; Mental Health First Aid (MHFA); Forklift Operator; or Mobile Elevating Work Platforms Operator.

These are the OSHA courses that we add to your training record after you complete your training and apply for reimbursement for any of the following under our [OSHA Online Course Reimbursement](#) program: OSHA 10-Hour General Industry Safety and Health; OSHA 10-Hour Construction Safety and Health; OSHA 30-Hour General Industry Safety and Health; or OSHA 30-Hour Construction Safety and Health.

My employer requires I take a TTF Safety First! or MPTV Online Safety course for employment. I finished the course today, but it's not showing up in my Training Tracker account. What do I do?

We understand how important it is for your training records to be updated as soon as possible. We update records for TTF Safety First! Online Courses on a weekly basis. If you need to provide immediate proof of a TTF Safety First! course completion, you can download a certificate of completion from the [TTF Safety First! portal](#). The MPTV Online Safety Program (ASA) courses A, A2, and HP1/HP2 are updated when we receive those course completion updates from Contract Services. If you need a [real time accounting](#) of your course completion, you can access your Official Course Transcript in the "My Docs" section of your MPTV Online Safety Training [portal account](#) by logging in through our website. Your Official Course Transcript can be downloaded, printed, and/or emailed directly to employers or others as a PDF attachment.

How do I download a copy of my TTF training records?

To download a copy of your TTF training records, you will need to log in to your Training Tracker account. If you previously completed a course through the TTF, you may have received an email with login credentials and instructions for your Training Tracker account. If you have not taken such a course, or cannot find that email, please email tracking@iatsetrainingtrust.org to request an account. Once you have an account, log in to the Training Tracker and click the PDF icon that appears towards the bottom of the page to download your TTF training records.

Our local is holding a training course and we are not requesting Course Reimbursement, but we would like the course to be tracked by the TTF. What do we need to submit to the Training Tracker?

Download the [Submission Form](#) and [Course Sign-in Sheet Template](#) before your course, and make sure participants sign in for every day of training. Sign-in sheets must have the following information: course name, course date(s), local, instructor name, and participants' first and last name and their date of birth, with a signature for each day of class. Email the form and sign-in sheets to tracking@iatsetrainingtrust.org.

I checked the Training Tracker account for our local, but it doesn't list all the courses our members have completed. Why?

When an IATSE worker in your local union takes a course you present with support from the Course Reimbursement program, we manually add those records to the Training Tracker after we receive training sign-in sheets. We also routinely add industry certifications for which we reimburse through the Certification Reimbursement program. TTF Safety First! Online Courses and No Fee Courses like the OSHA 10-Hour General Industry with Focus on the Entertainment Industry, OSHA 10-Hour Construction with Focus on the Entertainment Industry, OSHA 30-Hour General Industry with Focus on the Entertainment Industry, OSHA 30-Hour Construction with Focus on the Entertainment Industry, AVIXA Networking Technology, and Train the Trainer are manually uploaded on a weekly basis. The MPTV Online Safety Program (ASA) courses A, A2, and HP1/HP2 are updated when we receive those course completion updates from Contract Services.

Other trainings your local union organizes and presents locally can also be added to the Training Tracker. Your local just needs to send us the Training Tracker Submission Form and sign-in sheets. Please keep in mind that Training Tracker records are manually updated, so course completions may not be available immediately after a class ends.

How do I submit courses to the Training Tracker?

For each course your local is submitting to be included in the Training Tracker, please fill out the [Training Tracker Submission Form](#) and email the completed form, along with the course sign-in sheets to tracking@iatsetrainingtrust.org.

We want to update our local membership's records in the Training Tracker, but we don't have sign-in sheets for all classes. Can we send in a list of names and trainings?

Sign-in sheets are necessary for the TTF to verify IATSE workers' eligibility as TTF Beneficiaries. At minimum, sign-in sheets must list the host local, course date, instructor name, participants' full name, and participants' date of birth with a signature for each day of the class.

Who can view training records for my local union?

Local unions can only access their own local's training records. Local union officers can [apply for a local union account](#) to see what training information we have for your local. Participating employers can also search these training records once they request access.

TTF Safety First! Online Courses ©

Where do I log in to take the courses?

Click the “Log in to Courses” button on the TTF Safety First! page. We suggest you bookmark the login page to make logging in for future courses easier.

I cannot remember my username. Can you send it to me?

Your username is your first and last name followed by your local union number and month and day of birth. For example: Jessica Brown of Local 268 born on July 7 would be: jessicabrown2680707. If you still have trouble, you can [email us](#) to request your username.

Can I take the courses on my phone or tablet?

The courses are optimized for use on a computer, laptop, or iPad/tablet. While the courses will be displayed on your phone (iPhone and Android), we do not recommend using these devices as the interactive activities will not work properly.

What browsers can I use for taking the courses?

You can take the courses using Chrome, Firefox, Safari, or Microsoft Edge. Internet Explorer is no longer supported, and we are not able to fix any difficulties you may have with the course if you are using IE as your browser.

Why am I getting the message “Your internet connection appears to be unreliable at the moment. Your progress in the course may not be saved properly as a result. If you see this message more than once, you should exit the course and return when you have a dependable internet connection.”?

You will see this message if the system senses your internet connection is not strong enough. When this happens, your progress in the course may not be saving correctly. If you see this message several times, we recommend that you exit the course properly and try again later when you have access to a more reliable internet connection.

Will my progress be saved if I log out before I finish taking a course?

Yes, your course progress is saved every 15 seconds when you have a reliable internet connection. To ensure your course progress is saved, click “Exit Course” (top right corner) before closing the page.



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