



**ETP STUDENT ENROLLMENT & DATA COLLECTION**

This form is for ETP-approved Employers to enroll their Employees for training. Please complete the form legibly and in its entirety. All information requested is essential and will be kept confidential. Please call 818.505.3322 if you have questions or need assistance with this form. Either scan-email completed and signed form, or fax to 818.845.1951, or mail to VS ETP Dept. at the address above.

**EMPLOYEE AGREEMENT**

I understand that it is my responsibility to attend all of the classes in which I am enrolled at Video Symphony or provide at least 10 calendar days notice of cancellation prior to the start of the class. I agree to sign in to indicate my attendance at each class session.

I consent to the release to Video Symphony by any of my employers of employment verification and compensation data. I give my consent for the information below to be submitted via a secure internet server to the Employment Training Panel. My consent is limited solely to the use of that information for ETP compliance and qualification purposes. I understand that I am responsible for:

- A. Completing at least 24 hours of training.
- B. Completing all classes that I enroll in. Cancellations must be emailed to [etp@vs.edu](mailto:etp@vs.edu) 10 (ten) calendar days prior to the class.
- C. Continued employment with my current employer noted herein for 90 days after completion of training.

Employee Name \_\_\_\_\_  
 Company Name \_\_\_\_\_ Job Title \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Work Email \_\_\_\_\_  
 Home Phone/Cell \_\_\_\_\_ Home Zip Code \_\_\_\_\_  
 Hire Date \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ AGE \_\_\_\_\_  
 Yearly Salary (not including benefits) \_\_\_\_\_ Hourly Wage \_\_\_\_\_ Hrs /Wk \_\_\_\_\_

**Ethnicity**  Asian  African American  Filipino  Hispanic  
 (circle one)  Native American  Pacific Islander  White  Other

**Education**  Eighth Grade or Less  Some High School  High School  GED  
 (circle one)  Some College  College Graduate  Post-College

**Sex** (circle one)  Female  Male

**Married** (circle one)  Yes  No

**Circle the one that is true:**  I HAVE  I HAVE NOT participated in an ETP Program before.

**EMPLOYEE'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ETP AUTHORIZED SUPERVISOR CERTIFICATION**

I submit employee named above for enrollment in the classes noted herein. (Minimum 24 hours, maximum 56.) Upon receipt of invoice email, I will submit the co-pay of \$100 online at [vs.edu/fees](http://vs.edu/fees) (choose ETP Registration) or pay Video Symphony by credit card over the phone (818.557.7200).

**Employee Qualification Requirements:** I have confirmed as accurate Employee's Hire Date and Wage. I understand that:

1. Employee must have been employed full time by your Company for at least ninety (90) days, making a min. of \$16/hr prior to Employee's first class under this program.
2. Employee is not enrolled in any class until Video Symphony gives confirmation of enrollment.
3. It is my responsibility as Employee's ETP Supervisor to inform Employee of Video Symphony's cancellation and attendance policy as follows:
  - A cancellation must be made at least 10 calendar days prior to the class and must be submitted by email to [etp@vs.edu](mailto:etp@vs.edu).
  - Employer agrees to pay Video Symphony a) \$100 for any late cancellation, b) or \$200 for any No Show. In such situations, an invoice will be issued to the Employer.
  - Employee is required to complete all hours of enrollment, a minimum of 24 hours and a maximum of 56. (OPTIONAL FIELD: Authorized number of course hours \_\_\_\_\_)
  - Video Symphony reserves the right to cancel or reschedule classes.

**ETP AUTHORIZED SUPERVISOR NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**VIDEO SYMPHONY ETP CLASS SCHEDULER**

INSTRUCTIONS: You may choose any combination of classes from the categories below, provided the total number of hours falls between 8 (minimum) and 56 (maximum). Please enter the start date of the class(es) on the corresponding line. Video Symphony will do its best to enroll you in each class you select, but there is no guarantee until you receive an email, fax, or written letter of confirmation from Video Symphony. Students must already have basic Mac computer skills to qualify for any course listed below. The courses marked with † have additional prerequisites that are viewable on our website along with descriptions and class dates. Call the number above to check class availability.

See available class dates and descriptions - [vs.edu/ClassDates.aspx](http://vs.edu/ClassDates.aspx)

**VIDEO & FILM EDITING , AVID, FINAL CUT PRO**

	Enter start date on the line	
098	Post Production Essentials	8 hrs. _____
101MC	Intro to Media Composer Editing	24 hrs. _____
101A	Intro to Media Composer Editing	32 hrs. _____
101B	Intro to Media Composer Editing	16 hrs. _____
101C	Intro to Media Composer Editing	8 hrs. _____
101D	Intro to Media Composer Editing	16 hrs. _____
104	Intermediate Input/Output	24 hrs. _____
105	Intro to Editing Aesthetics	32 hrs. _____
107	Basic Editing Workshop	32 hrs. _____
107F	Basic Editing Workshop	24 hrs. _____
120F	Sound Recording Principles & Techniqs	16 hrs. _____
136	Script to Screen	8 hrs. _____
199	HD Essentials	8 hrs. _____
201A	Editing Tools & Techniques for Avid MC	8 hrs. _____
201B	Editing Tools & Techniques for Avid MC	8 hrs. _____
201C	Editing Tools & Techniques for Avid MC	8 hrs. _____
202	Avid Project and Media Management	24 hrs. _____
203	Film Editing Workflow	16 hrs. _____
205	Advanced Avid Effects	40 hrs. _____
206	Editing Audio in Avid	16 hrs. _____
209	Advanced Avid MC Effects	16 hrs. _____
212	Graphics Import, Export & Format	16 hrs. _____
236	Dailies to Rough Cut	24 hrs. _____
239	Avid Color Correcting	16 hrs. _____
301	Intro to Short Form Editing	16 hrs. _____
306	Intro to Promo Editing	16 hrs. _____
307	Advanced Editing Workshop	12 hrs. _____
336	Rough Cut to Fine Cut	24 hrs. _____
501	Intermed. Long Form Editing for Drama	40 hrs. _____
502F	Producing a Video for Online & Mobile	16 hrs. _____
510	Survival Skills for the Avid Asst. Editor	24 hrs. _____
531	Post Production Session 1	24 hrs. _____
532	Post Production Session 2	24 hrs. _____
FCP200	Comprehensive Intro to Final Cut Pro	24 hrs. _____
FCP300	Adv Final Cut Pro Editing, Color Correction & Effects	20 hrs. _____
FCP310	Color Correction in Final Cut Studio	16 hrs. _____
FCP320	Sound Editing in Final Cut Studio	16 hrs. _____
FCP330	Intro to Apple Motion	16 hrs. _____

TOTAL HOURS THIS COLUMN \_\_\_\_\_

**AUDIO ENGINEERING & PRO TOOLS**

	Enter start date on the line	
PT101	Intro to Pro Tools	16 hrs. _____
PT110	Pro Tools Essentials	24 hrs. _____
PT111	Intro to Pro Tools Plug-ins & Effects	16 hrs. _____
PT115	Intro to Audio Engineering Tools & Workflows	16 hrs. _____
PT120	Recording Studio Operatns, Setups-1	16 hrs. _____
PT121	Recording Studio Operatns, Setups-2	8 hrs. _____
PT140	Post Production Sound	8 hrs. _____
PT201	Intermediate Pro Tools Production	16 hrs. _____
PT210M	Pro Tools Music Production Techniqs	24 hrs. _____
PT210P	Pro Tools Post Production Techniqs	24 hrs. _____
PT211	Pro Tools Music Studio Session	16 hrs. _____
PT212	Vintage Analog Equipment, Plug-ins & Applications	8 hrs. _____
PT219	Strategic Sound Design	16 hrs. _____
PT220	Music Recording & Production	24 hrs. _____
PT222	Intro to Sound Sound Mixing	16 hrs. _____
PT225	Editing Sound Effects	16 hrs. _____
PT235	Editing Backgrounds with Pro Tools	16 hrs. _____
PT240	Television & Foley Prodn Techniques	12 hrs. _____
PT245	Foley and ADR Editing & Delivery	16 hrs. _____
PT265	Dialogue and ADR Editing	16 hrs. _____
PT280	Voice Over Recording & Production	16 hrs. _____
PT291	Informing & Synthesis w/ Pro Tools	16 hrs. _____
PT310P	Advanced Post Production Techniqs	24 hrs. _____
PT319	Implementing Sound Design	12 hrs. _____
PT320	Field & Film Recording	16 hrs. _____
PT321	Stereo & Surround Digital Mixing Techniques	24 hrs. _____
PT322	Surround Digital Music Mixing	8 hrs. _____
PT331	Noise Reduction Techniques	8 hrs. _____
PT333	Spotting Music	8 hrs. _____
PT335	Advanced Audio & Music Editing	16 hrs. _____
PT339	Creating Video Game Audio Assets	8 hrs. _____
PT340	CD, Vinyl, Stereo Download & Surround Mastering Techniques	8 hrs. _____

TOTAL HOURS THIS COLUMN \_\_\_\_\_

**GRAPHICS, FX, ANIMATION**

	Enter start date on the line	
601	Intro to Adobe Illustrator	16 hrs. _____
603	Typography Design	24 hrs. _____
606	Color Theory In Design	24 hrs. _____
607	Layout & Composition	16 hrs. _____
610	Intro to Adobe Photoshop	16 hrs. _____
611	Intermediate Adobe Photoshop	16 hrs. _____
612	Advanced Adobe Photoshop	16 hrs. _____
619	Intro to Adobe After Effects for Editors	16 hrs. _____
621	Intermediate Adobe After Effects	16 hrs. _____
622	Advanced Adobe After Effects	16 hrs. _____
630	Cinema 4D Essentials	24 hrs. _____
632	Intermediate Cinema 4D Techniques	16 hrs. _____
633	Cinema 4D Texturing & Compositing	24 hrs. _____
634	Cinema 4D Advanced Rendering Techniques	16 hrs. _____
640	Storyboarding for Motion	24 hrs. _____
641	Maya Essentials	40 hrs. _____
650	Compositing & Rotoscoping Film & TV	24 hrs. _____
660	Premiere Production Essentials	16 hrs. _____
670	Title Graphics for Film & TV	24 hrs. _____
680	Media Delivery Essentials	8 hrs. _____
680F	Media Delivery Essentials	24 hrs. _____
691	Motion Graphics Workshop	16 hrs. _____
692	Motion Graphics Workshop	24 hrs. _____
694	Motion Graphics Synthesis Workshop & Exam	40 hrs. _____
930	Motion Graphics & 3D	16 hrs. _____
941	HD Cinematography	16 hrs. _____
996	Real Life Production 1	40 hrs. _____
998	Real Life Production 2	48 hrs. _____
999	Real Life Production Experience 3	48 hrs. _____

TOTAL HOURS THIS COLUMN \_\_\_\_\_

Complete & sign form, then SCAN-EMAIL to [etp@vs.edu](mailto:etp@vs.edu) or FAX to 818.845.1951 or mail to VS ETP Dept. (address at the top of this page).

Add up number of hours from 3 columns above. Write total in box. Total must be between 8 (minimum) and 56 (maximum) hours.

**TOTAL HOURS**