

Documents and Credentials Required for Vestee Application Appendix

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Prerequisites: Group 1 Documents (copies)

1a. Obtaining Group 1 Proof of Vested Status Required Documents:

The MPI Annual Benefit Summary and the I.A.T.S.E. National Pension Fund Plan C Participant Work History Report for Pension Plan C are required documents that must come from one of the two pension plan offices. These two documents prove if a vestee applicant has achieved vested status in one of the two pension plans as required by the IATSE Constitution.

Plan participants have several different ways of accessing these two reports. Local 52 is limiting the accepted methods for acquiring a copy of the vestee applicant's MPI Annual Benefit Summary and the I.A.T.S.E. National Pension Fund Plan C Participant Work History Report for Pension Plan C to the following two options to verify the pension reports

1. The vestee applicant can phone their pension plan office and request a copy of their MPI Annual Benefit Summary, or their I.A.T.S.E. National Pension Fund Plan C Participant Work History Report for Pension Plan C, to be mailed directly to the vestee applicant to be presented at their in-person appointment to the Local 52 HR Representative.
2. The vestee applicant establishes their on-line account with their pension office prior to their scheduled application appointment date. A plan participant only needs to have their name, date of birth and their Social Security number to create their on-line account.

At the vestee applicant's appointment, the vestee applicant will log into their account and locate either their MPI Annual Benefit Summary, or their I.A.T.S.E. National Pension Fund Plan C Participant Work History Report for Pension Plan C, and print a copy for the Local 52 HR Representative.

PLEASE BE AWARE: At the time of the appointment, the Vestee applicant will be asked to sign a waiver before signing into their online pension plan account at Local 52 to print the necessary document(s) for the Local 52 HR Representative.

1b. Obtaining Group 1 Proof of Local 52 Covered Craft:

For vestee applicants, proof of having worked in a Local 52 Covered Craft can be found on their paystubs; their payroll company employee online portals; and payroll histories that the vestee applicant can request from the various payroll companies that service Local 52 productions.

The various payroll companies maintain employee payroll records anywhere from 7 to 10 years back. The industry has standardized a 3-year lookback on the company's online employee portals. This 3-year period means that vestee applicants must contact each of their respective payroll companies and request payroll records to satisfy their five vested years of proof. These payroll records also have the Local 52 covered craft identified on them.

Local 52 will retain a copy of all documents and credentials provided by the Vestee Applicant.

Proof of Vested Status and Covered Craft Worked Summary Table

Proof of Vested Status	Proof of Work in a Covered Craft
<p>MPI:</p> <p>Summary Plan Description (SPD): Summary Appendix.pdf (mpiphp.org)</p> <p>MPI Annual Benefit Summary</p> <p>Motion Picture Industry Pension and Health Plan</p> <p>Participants Services: 855-275-4674</p>	<ul style="list-style-type: none"> • Payroll company yearly work history summary • Copies of timecards or paystubs for the 5 vesting years • Only enough documents to substantiate you have worked in a specific covered craft for a minimum of four hundred hours (400 Hrs.) per year for five years, not necessarily five consecutive years.
<p>I.A.T.S.E. National Benefit Fund Pension Plan C:</p> <p>I.A.T.S.E. National Pension Fund Plan C</p> <p>Call NBF Office, Pension Dept.: 212-580-9092</p> <p>For instructions to get proof of vested status.</p> <p>You can also email your questions to: pension@iatsenbf.org</p>	<ul style="list-style-type: none"> • I.A.T.S.E. National Pension Fund Plan C Participant Work History Report for Pension Plan C • Copies of timecards or paystubs for the 5 vesting years • Only enough documents to substantiate you have worked in a specific covered craft for a minimum of seventy-five (75) days per year for each year of the five years, not necessarily five consecutive years.

1c. Proof of Residency Requirements:

Any person applying for membership in the International must have been a resident for at least eighteen (18) months immediately preceding their application to Local 52. (*Article 21, Section 1 of the IATSE Constitution*).

Local 52's geographical jurisdiction includes:

New York	New Jersey	Connecticut
Northern Delaware	Pennsylvania (<i>except for the 50 miles radius surrounding Pittsburgh</i>)	

Applicants must provide proof that they meet the 18-month residency requirement of the IATSE Constitution. Acceptable documents are a state issued photo driver's license / state-issued photo ID within Local 52's jurisdiction valid for a minimum 18-month period prior to the date you come to the hall to submit your documents and credentials.

Applicant's whose state-issued photo driver's license/ state- issued photo ID shows less than 18-months within Local 52's jurisdiction can use their state-issued photo driver's license/ state-issued photo ID (or other acceptable proof of identity as outlined in the Proof of Identity section above) AND one of the following: original payroll stubs, mortgage statements, utility bills (e.g., gas, electric, water, phone, cable) banking statements, etc.

These documents **must** include the applicant's name and address and cover the 18 months prior to the application date. Rental and lease agreements are NOT acceptable.

Group 2 Documents (originals)

2a. Proof of identity

You will be required to produce an official Government issued ID as proof of your identity.

Accepted ID examples include a valid state-issued photo driver's license, valid state-issued photo ID are acceptable as proof, as well as a valid US Government Passport.

Alternatively, you may produce documents acceptable on page 2, List A or List B and C of the USCIS Form I-9 for identity purposes only. Local 52 will not accept the items listed under "Acceptable Receipts". Here is the link for the I-9 form: [I-9 Employment Eligibility Verification \(uscis.gov\)](https://uscis.gov/i-9-employment-eligibility-verification).

2b. A valid¹ and current OSHA 10 certification/card.

- OSHA 10-hour Safety and Construction Certificate, ***NOT*** the General Industry Certificate.

2c. A valid¹ and current aerial lift/scissor lift certification/ card.

- Please ensure that whichever vendor you choose offers a four-hour in person/hands-on training portion as a part of their certification. Online only courses will ***NOT*** be accepted.

[1]: Local 52 defines a valid certification as no more than three years past the issue date on the card, regardless of whether the card states never expire or expires after five years. These are required of all Crafts and Departments.

2d. Proof of Local 52 required craft specific training and credentials listed below:

The following two (2) crafts have craft specific training and /or credentials that are additional requirements to file an I.A.T.S.E. Membership Application to become a member of Local 52.

Allied Craft / Medic Department:

- Work history experience of at least 20 days on set plus;
- Current RN license OR Paramedic certification with 5 years work experience (either 911 system pre-hospital or Emergency Care in-hospital experience)
- Current CPR Card²
- Current Malpractice Insurance³
- Wilderness Certificate for those without recent RN or paramedic experience within the last four years
- First Aid review class scheduled by Local 52 for successful applicants.

Grip Department:

- A valid¹ and current forklift certification/ card.
- Please ensure that whichever vendor you choose offers an in-person/hands-on training portion as a part of their certification program. Online only courses will ***NOT*** be accepted.

[1]: Local 52 defines a valid certification as no more than three years past the issue date on the card. Regardless of whether the card states never expire or expires after five years.

[2]: CPR certification must be less than two years past the issue date on the card, regardless of whether the card states that it never expires or expires after additional years at the time of their application appointment.

[3]: Malpractice Insurance must be no more than one year past the issue date on the card at the time of their application appointment.