CONSTRUCTION EDUCATION
Course Catalog

2019
The Inland Northwest AGC Education Center offers an array of educational programs to help construction workers enhance every aspect of their careers and in turn improve every aspect of the employer’s business.

Providing training and continuing education to workers at all levels is the prime goal of the AGC Education Center. We want to attract the brightest and best into the construction workforce. The AGC is committed to offering the educational training programs and resources required to meet the construction workforce challenges.

Our outreach in Eastern Washington and Northern Idaho is not only to General Contractors, Construction Employers and Specialty Contractors but also to industrial suppliers, equipment and material manufacturers and firms that provide professional services to the construction community.

If you’re looking for education and training programs to help enhance your resume or to improve your productivity, making you more viable to a company, then you should take a look at what the AGC Education Center has to offer.

If you would like additional information on education and training please feel free to contact me so that I may assist you.

Mary Tantriella Education Director

Office Locations

Spokane Office
4935 E Trent Avenue
Spokane, WA 99212
Phone: (509) 535-0391
Fax: (509) 535-3706

Tri-Cities Office
3321 W Kennewick Ave, Ste 110
Kennewick, WA 99336
Phone: (509) 222-1145
# Table of Contents

## GENERAL INFORMATION
- Background
- About the AGC
- Office Hours
- Board of Directors / Staff

## STUDENT SERVICES
- Guarantee
- Facilities
- Attendance Policy
- Student Conduct
- Smoking/Tobacco Use
- Nondiscrimination Policy
- Types of Aid
- Licensing
- Class Size & Student Teacher Ratio
- Permanent Records
- Placement Assistance
- Standards of Progress and Grading System
- Transcript Requests
- Accreditation
- Program Admissions Standards
- Holiday Schedule
- Tuition & Fees

## CANCELLATION & REFUND POLICIES

## SAFETY & HEALTH TRAINING
- First Aid/CPR with AED Training
- Forklift Operator Safety
- 10-Hour OSHA Construction Industry Safety & Health Certification Course - Also Available Online
- 30-Hour OSHA Construction Industry Safety & Health Certification Course - Also Available Online

## BUSINESS & TECHNICAL TRAINING
- Army Corp. of Engineers Construction Quality Management (CQM)
- Department of Ecology Approved Certified Erosion & Sediment Control Lead Training (CESCL)
- Department of Ecology 8-Hour Certified Erosion & Sediment Control Lead Recertification Course

## CERTIFICATE PROGRAMS
- Safety Certification Program
- Online Construction Estimating Certification Program
- Project Manager Development Program (PMDP)
- Supervisory Training Program (STP) - Also Available Online
BACKGROUND

The AGC Education Center is a non-profit Accredited Training and Education Facility through the National Center for Construction Education and Research (NCCER). The Education Center provides a wide range of educational programs aimed at all segments of the construction industry. We provide training to participants that work on the job site as laborers, foremen and superintendents, in the office as project managers, schedulers and estimators, as well as company executives.

Our organization has provided safety and health certification and training programs, as well as professional consultation since 1921. Our AGC Chapter has many year’s experience assisting employers to create safer projects that reduce accidents and lower insurance rates, as well as improve job site productivity and worker morale.

Our courses are designed and delivered to adult participants at every level of company operations. Skills learned at our institution are specifically designed to provide the necessary knowledge and develop a highly skilled, conscientious and safe employee,

We pride ourselves on keeping our courses in time with the latest techniques and technologies available in the industry. Our excellent multimedia classroom facilities provide for unique, effectual and dynamic presentations from the most qualified instructors in the industry.

About the AGC

The AGC is the nation’s strongest and most widely respected construction association and has been the organization of choice for those associated with the construction industry for more than 80 years. Our membership includes general contractors, specialty contractors, suppliers, equipment and material manufacturers and firms that provide professional service to the construction industry.

Board of Directors

- John Madden, Inland Asphalt Co.
- Hollis Barnett, Garco Construction
- Chris Meyers, N.A. Degerstrom, Inc
- Kelli Franco, Moss Adams, LLP

INSTRUCTORS

- **Peter Vaughn** is CPESC certified and has been in the Erosion Control field for over 20 years. He consults and teaches Certified Erosion & Sediment Control Lead courses.
- **Curt Nead, Inland NW AGC Safety Director** is certified to instruct First Aid/CPR with AED through HeartSaver and OSHA 10-Hour and 30-Hour Construction courses. He has been in the construction industry for over 15 years.

GUARANTEE

The AGC Education Center offers top quality programs to the Construction industry provided by qualified and experienced instructors. If at any time a student feels that a course did not provide the training described in the course outline or that the material presented was insufficient or incorrect, the AGC will provide the student a credit voucher for the full amount of the course.

FACILITIES

The AGC Education Center is located in the Inland Northwest AGC’s building at 4935 E. Trent Ave. in Spokane, Washington. This site houses Administration, Marketing/Community Relations and the main AGC Education Center classroom. Parking is provided free of charge at this location.

OFFICE HOURS

Monday - Friday: 8:00am - 4:30pm
Weekends: During scheduled class times only

Ways to Register

- Online at www.nwagc.org/education
- By phone at (509) 535-0391
- By mail to 4935 E. Trent Ave., Spokane, WA 99212

STAFF

**Executive Director:** Cheryl Stewart
cstewart@nwagc.org

**Education Director:** Mary Tantriella
mtantriella@nwagc.org
ATTENDANCE POLICY

Students are responsible for attending all courses for all required hours in order to receive a Certificate of Completion. Exceptions for special circumstances may be made with the instructor or make-up sessions may be scheduled based on the availability of the instructor.

STUDENT CONDUCT

Students are expected to respect the rights and welfare of all members of the AGC Education Center and to exercise common sense, good taste and applied reason when testing their knowledge. Students are free to take reasonable exception of data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for satisfying the requirements of any course for which they are enrolled.

The Executive Director reserves the right, at his sole discretion, to dismiss any student from a course at the sole cost of the student or deny admission to future courses based on improper conduct.

SMOKING/TOBACCO USE

The AGC Education Center is designated as a SMOKE FREE building. Smoking and the use of tobacco products are permitted outside the building in accordance with Washington State laws.

NONDISCRIMINATION

The center supports the provisions and the intent of the applicable state and national statutes and regulations. Accordingly, equal opportunity for employment and admission is extended to all qualified persons. The AGC Education Center does not discriminate on the basis of race, age, color, religion, national origin, gender, sexual orientation, disability or veteran status. Any student or employee that encounters such discriminatory acts should report them to the Executive Director, 4935 E. Trent Ave, Spokane, WA 99212.

TYPES OF AID

The AGC Education Center is an approved agency through the Workforce Investment Act. Therefore, often times career agencies are able to sponsor students in their career pursuits through the AGC Education Center. Check with our local WorkSource Center or career agencies to see if you qualify for sponsorship.

CLASS SIZE & STUDENT/TEACHER RATIO

The average class size will be 10-30 students depending on class type, classroom vs. field training and the type of training provided. For classroom instruction, the typical student/teacher ratio is 20:1 while field training will have a typical ratio of 10:1.

PERMANENT RECORDS

All records pertaining to enrollment, course completion and financial services will be kept for a minimum of 50 years.

PLACEMENT ASSISTANCE

The AGC Education Center does not provide any placement assistance for any of the programs or classes offered.

STANDARDS OF PROGRESS AND GRADING SYSTEM

The AGC Education Center offers many short term seminars, and presentations, as well as certification courses and on-line courses. All seminars and presentations are given a pass or fail determined by attendance. All certification courses are given a pass or fail status determined by attendance and a passing test score of 60% or better if applicable.

Students will be given a certificate of completion for any class requiring such. Students will know their pass or fail status at the time of the class completion. All certificates are mailed within 14 days of course completion.

TRANSCRIPT REQUESTS

All transcript requests must be made in writing to the AGC Education Center, 4935 E. Trent Avenue, Spokane, WA 99212. The student must sign a letter or form to authorize the release of their records to themselves or a second party. All requests will be kept in the students file.

LICENSING

The AGC Education Center is licensed under Chapter 28C.10. Inquiries or complaints regarding this or any other private vocational school may be made to the Workforce Training & Education Coordinating Board, 128 Tenth Ave SW, Olympia, Washington 98504-3105 (360) 709-4600.
ACCREDITATION

The AGC Education Center is an accredited training and education facility with the National Center for Construction Education & Research (NCCER) through the sponsorship of the Inland Northwest AGC.

The NCCER is not-for-profit education foundation established by the nation’s leading construction companies. NCCER was created to provide the industry with standardized construction education materials, the Contren® Learning Series, and a system for tracking and recognizing students’ training accomplishments nationwide through the NCCER’s National Registry.

PROGRAM ADMISSIONS STANDARDS

An entrance exam is not required for individuals to register for classes but participants must have a high school diploma or GED equivalent. Check individual courses for proficiency skills and prerequisites.

TUITION & FEES

Tuition is based on costs related to the industry, such as program materials, equipment fees and instruction. Due to the wide range of costs, tuition prices may vary from year to year. For more information on individual course fees, contact the AGC at (509) 535-0391 or log onto our website at www.nwagc.org/upcoming-classes. The AGC Education Center offers discounted rates to all AGC members and their employees.

2019 HOLIDAY SCHEDULE

January 1           New Years
May 27             Memorial Day
July 4           Independence Day
September 2        Labor Day
November 28-29    Thanksgiving
December 25       Christmas Day

![2019 Calendar](https://www.vertix2.com/calendars/printable-calendars.html)
CANCELLATION & REFUND POLICY

1) The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.

2) The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

3) The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.

4) If training is terminated after the student enters classes, the school may retain the registration fee established under #3 of this subsection, plus a percentage of the total tuition as described in the following table.

5) When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
   a. When the school receives notice of the student’s intention to discontinue the training program; or,
   b. When the student is terminated for a violation of a published school policy which provides for termination, or,
   c. When a student, without notice, fails to attend classes for thirty calendar days or the remainder of the course.

6) All refunds must be paid within thirty calendar days of the student’s official termination date.

   If the student completes this amount of training: The school may keep this % of the tuition cost:
   
   One week or up to 10%, whichever is less.................................................................10%
   More than one week or 10% whichever is less but less than 25%..........................25%
   25% through 50% .........................................................................................................50%
   More than 50% ..............................................................................................................100%

CANCELLATION & REFUND POLICY FOR ONLINE PROGRAMS

1) Students may request cancellation in any manner.

2) Applicants may cancel up to five business days after signing the enrollment agreement. In the event of a dispute over timely notice, the burden to prove service rests on the applicant.

3) Students canceling after the fifth calendar day but before the first lesson has been turned in will be responsible for a registration fee of $50 or 15% of tuition, whichever is greater but not to exceed $150.

4) If the class is terminated by the student after the first lesson has been turned in the school may retain the registration fee as established under #3 of this subsection, plus a percentage of the total tuition as described in the following table. The percentage will be calculated by dividing the total number of lessons in the class by the number of lessons turned in by the student.

   If the student completes this percentage of lessons: The school may keep this % of the tuition cost:
   
   0% through 10%............................................................................................................10%
   11% through 25% .........................................................................................................25%
   26% through 50% .........................................................................................................50%
   More than 50% ..............................................................................................................100%
SAFETY & HEALTH TRAINING

An AGC Learning Tool for Implementing Safety & Health Practices

BASIC FIRST AID/CPR W/AED

Worldwide, for every second that passes, 10 people are injured; many of which occur in the construction industry. For every additional 10 seconds someone in the world dies due to an accidental injury. The goal of this 5-hour course is to prevent these injuries and deaths by focusing on safe practices both at work and at home. Students will receive an intense and complete basic first-aid and CPR course with AED Training. A first-aid card will be issued upon completion of this course, a valuable credential recognized in the construction industry.

FORKLIFT OPERATOR SAFETY TRAINING

The forklift safety training class is specifically designed to meet Occupation Safety and Health Administration (OSHA) and Department of Safety & Health (DOSH) requirements. Participants will receive a completion card.

10-HOUR OSHA CONSTRUCTION INDUSTRY SAFETY & HEALTH

Our course is intended to provide instruction on the construction industry safety and health standards for construction workers. Topics include scope and application of the Occupational Safety and Health Administration (OSHA) construction standards. Special emphasis is placed on those areas that are the most hazardous in the industry using OSHA standards as a guide. Upon successful course completion, our participants will receive an OSHA outreach construction safety and health 10-hour course completion card and an AGC certificate of completion.

30-HOUR OSHA CONSTRUCTION INDUSTRY SAFETY & HEALTH

This certification course includes in depth material on the main requirements of job site safety for construction sites. This course is recommended for those employees with a higher level of responsibility in safety including foreman and superintendents. Class participants will receive an OSHA 30 Certification Card from the OSHA Training Institute Education.
BUSINESS & TECHNICAL TRAINING

ARMY CORPS OF ENGINEERS CONSTRUCTION QUALITY MANAGEMENT (CQM)
This course, taught by the Seattle District Corps of Engineers, is required for firms who work with or plan to work with the Army Corps of Engineers. The certificate is good for 5 years. Topics covered will include:

- What is Construction Quality Management?
- Quality Management Planning
- Contractor and Government Responsibilities
- Quality Management During Construction
- Control vs. Inspection

Attendees will gain the ability to work effectively with the Corps of Engineers’ construction contracts, the ability to define the function and importance of Contractor Quality Control, the ability to state the contractor’s responsibilities for reviewing contract plans and the ability to discuss contractor and government interrelationships.

DEPT. OF ECOLOGY APPROVED CERTIFIED EROSION & SEDIMENT CONTROL LEAD TRAINING (CESCL)
This 2 day course satisfies the training requirements stated in the Department of Ecology’s Construction Stormwater General Permit for certification as a Certified Erosion and Sediment Control Lead (CESCL) for the Department of Ecology. The first day will be spent in the classroom. On the second day participants will spend the day in the field doing hands-on exercises including BMP installations. Certification is good for three years and is recognized by the Washington State Department of Transportation. Certification requires class attendance, class participation and a passing exam score.

Course Objective:
Proper methods for the prevention of soil erosion and control of sediment using Best Management Practices (BMPs) such as straw mulch, silt fence, ditches, and ponds. Understand the use and proper installation of the different materials and products used for stormwater control, including the ongoing maintenance and inspection process of BMPs to ensure proper containment is being achieved.

Who Should Attend:
Construction field personnel, contractors, superintendents, foreman, estimators, public works, inspectors and engineer professionals who design stormwater prevention plans. Operators of construction activities which disturb 1 acre or more need to be covered under the Construction Stormwater General Permit. The course does not require previous education or

DEPT. OF ECOLOGY APPROVED 8-HOUR CERTIFIED EROSION & SEDIMENT CONTROL LEAD - RECERTIFICATION
This 1 day course satisfies the training requirements stated in the Department of Ecology’s Construction Stormwater General Permit for certification as a Certified Erosion and Sediment Control Lead (CESCL) for the Department of Ecology. The day will be spent in the classroom. Updates to the Stormwater General Permit and new BMP’s will be discussed. Certification is good for three years and is recognized by the Washington State Department of Transportation. Certification requires class attendance, class participation and a passing exam score.
SAFETY CERTIFICATION PROGRAM

Safety Training. Your first line of defense.

The AGC Education Center Safety Certification Program’s primary goals are to:

- Provide participants with best practices for specific hazards on new or existing job assignments.
- Provide safety task training involved with completing, overseeing and evaluating specific tasks in the field.
- Provide the necessary knowledge on how to implement and administer a company safety program.
- Provide exam preparation for the Council on Certification of Health, Environmental, and Safety Technologists’ (CCHEST) Safety Trained Supervisor (STS), Construction Health and Safety Technician (CHST), and Occupational Health and Safety Technologist (OHST) certifications.

With completion of the 100 hour program participants will receive a mounted Certificate of Completion from the Inland Northwest AGC and the AGC EDUCATION CENTER.

Participants completing modules 1, 2 and 3 of the program will receive a Construction Site Safety Technologist (CSST) certificate from the National Center for Construction Education and Research (NCCER).

PROGRAM PARAMETERS
The AGC Education Center’s goal is to offer the Safety Certification Program in full every 12 months. Participants will have 3 years to complete all courses in the program. The classes may be taken in any order. Classes may be taken individually by participants who do not wish to obtain the Safety Certification.

CLASS HOURS
The majority of classes will be offered in the evenings and on Saturdays during Fall and Winter in order for working participants to attend.

PROGRAM COSTS
Classes will be charged by the credit (class) hour. There is an AGC Member discount. Please visit our website or call for current pricing.

CLASS MATERIALS
For participants working toward the certification, a manual for modules 2 and 3 must be purchased. For current pricing please call or visit our website. Each manual will be billed with the first class taken in each of the two modules. A copy of the OSHA Safety & Health Standards for Construction will also be required. These are also available for sale through the AGC.

CLASS LOCATION
All Spokane classes will be held at the Inland Northwest AGC at 4935 East Trent Avenue, Spokane, WA 99212. Tri-Cities area classes, when offered, will be held at a site to be announced on scheduling of classes.

COURSE CURRICULUM
The Inland Northwest AGC is an accredited training sponsor through the NCCER. Seventy-five percent of the curriculum used in the Education Center’s Safety Certification Program is the NCCER’s Contren Safety Learning Series. The other 25 percent is comprised of various components that make the program a well rounded and complete safety training experience.
The AGC Safety Certification Program is made up of 3 modules.

**Module 1 | Field Safety (38 Hours Total)**
- Introduction to Safety
- Hazard Communication
- Personal Protective Equipment
- Work-Zone Safety
- Electrical and High-Voltage Hazards
- Fire Protection and Prevention
- Hand and Power Tool Safety
- Welding Safety
- Fall Protection
- Steel Erection
- Walking and Working Surfaces
- Ladders and Scaffolding
- Horizontal Directional Drilling
- Heavy Equipment, Crane, and Rigging Safety
- Trenching Safety
- Forklift Safety
- Lockout/Tagout
- Confined Spaces
- Concrete and Masonry

**Module 2 | Safety Technology (36 Hours Total)**
- Hazard Recognition, Evaluation and Control
- Risk Analysis and Assessment
- Inspections, Audits, and Observations
- Employee Motivation & Recognition
- Site Specific EH&ES Plans
- Emergency Action Plans
- JSAs and TSAs
- Safety Orientation and Training
- Work Permit Policies
- Confined-Space Entry Procedures
- Safety Meetings & Committees
- Accident Investigation: Policies and Procedures
- Accident Investigation: Data Analysis
- Record keeping
- OSHA Inspection Procedures
- ES&H Data Tracking and Trending
- Environmental Awareness

**Module 3 | Safety Management (26 Hours Total)**
- Federal and State OSHA/DOSH Regulations and Standards
- Industrial Insurance and Worker’s Compensation Basics
- Violence in the Workplace
- Transportation Safety
- Security Programs & Accident Prevention
- Safety Budgeting & Fiscal Responsibility
- Ergonomics
- Industrial Hygiene
- First Aid/CPR

**National Center for Construction Education & Research (NCCER)**
The National Center for Construction Education and Research (NCCER) is a not-for-profit education foundation established by the nation’s leading construction companies. NCCER was created to provide the industry with standardized construction education materials, the Contren© Learning Series, and a system for tracking and recognizing students’ training accomplishments, NCCER’s National Registry.

**CCHEST**
The Contren© curriculum has been recognized by the Council on Certification of Health, Environmental, and Safety Technologists (CCHEST) as exam preparation for their Safety Trained Supervisor (STS), Construction Health and Safety Technologist (CHST), and Occupational Health and Safety Technologist (OHST) certifications. CCHEST is a joint venture of the Board of Certified Safety Professionals and the American Board of Industrial Hygiene. For more information on CCHEST Certifications please visit their website at: www.cchest.org.
CERTIFICATE PROGRAMS

ONLINE CONSTRUCTION ESTIMATING

CERTIFICATION PROGRAM

An AGC Learning Tool for competitive estimating and bidding

CERTIFICATION PROGRAM PARAMETERS
The AGC Education Center Online Construction Estimating Certification Program is designed to prepare participants for the competitive construction estimating and bidding arena.

Certificates of Completion will be issued for each course completed with a passing grade. Upon completion of our program participants will receive a mounted Certificate of Completion from the Inland Northwest AGC Education Center. To receive the certification participants must pass five of the following courses within a 2 year period. Courses may be taken individually by participants that do not desire the certification.

- All of the courses are endorsed by the American Society of Professional Estimators.
- Cost per class includes the required text book. Current pricing can be found on our website or by calling. AGC members receive a discount.
- Each course, made up of 10 lessons, requires approximately 5 hours of seat time per week or 50 hours total, depending on experience.
- Self-paced courses may be started anytime but must be completed within 10 weeks of start date. The class may be completed anytime within the 10 week period and there will be no weekly goals or student interaction.
- Paced courses will have a specific start and completion date. Specific assignments and discussions by bulletin board must be completed weekly and the class will move to the next lesson as a group every Monday. Within these parameters students can still choose their own class hours and log in at their convenience.

CHOOSE TWO OF THE FOLLOWING COURSES:
- Introduction to Construction Estimating*
- Essential Construction Math*
- Construction Blueprint Reading

REQUIRED COURSES:
- Estimating and Bidding 1
- Estimating and Bidding 2
- Construction Materials and Processes

*Denotes self-paced course.

AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS (ASPE)
The ASPE is developing an Estimating Proficiency exam for entry-level estimators to show employers that they have the required skills to perform as an estimator. They also offer the Certified Professional Estimator exams for experienced estimators. For more information on these exams please visit their website at www.aspenational.com.
COURSE SPECIFICS
For information on grading policies, course supplies and class syllabus please visit constructionclasses.com. Individual course information can be accessed from the class schedule.

ONLINE COURSE DEMO
For an online demo please visit:
http://www.constructionclasses.com/potential_student.htm

COURSE ORIENTATION
One week prior to the start date of each course students will be given access to the online course for orientation purposes. Students will be able to look over the course materials that they will be covering in the following 10 weeks.

INSTRUCTOR CREDENTIALS
All instructors for this program have a Construction Degree and are Certified Professional Estimators.

COMPUTER REQUIREMENTS
The following minimum system requirements are suggested for online courses, however if you are able to access the internet there should be no problem accessing online training:

- 133 mhz Pentium computer
- 28.8 k internet connection
- Internet Explorer or Netscape Navigator as a browser
- Web TV will not work with the courses and Netscape 6.0 is not recommended.

WITHDRAWAL & REFUND POLICY
All course withdrawals must be done through the AGC Education Center. They may be emailed to mtantriella@nwagc.org or mailed directly to the Center at 4935 E. Trent Avenue, Spokane, WA 99212 or phoned in to (509) 535-0391. Notifying the instructor does not constitute an official withdrawal. Refunds will be issued in accordance with the AGC Education Center’s official Refund Policy For Online Classes found on page 7 of the course catalog.

REGISTRATION
An AGC Education Center course registration form must be completed and signed. Online registration is available or registration forms may be faxed or mailed with a credit card number or a check for the total course cost one week prior to the class start date on paced courses and 1 week prior to desired start date on self-paced courses. Online registrants paying by credit card will be contacted for card information. The corresponding textbook will be mailed to you at the address listed on the registration form unless otherwise noted.

PROGRAM ADMISSIONS STANDARDS
No entrance exams or prerequisites are required but students must possess a high school diploma or GED. Participants with little or no construction experience may find it necessary to take all six classes for maximum benefits. Participants must be able to demonstrate
Brought to you by the Associated General Contractors of America, the Project Manager Development Program (PMDP) is a set of highly-interactive courses that provide participants the essential skills to advance their careers as project managers. The five-module program covers the basics of project management and provides tactics and strategies for ensuring project success.

Module 1 Estimating and Job Costing
Module 2 Contract Administration
Module 3 Project Administration
Module 4 Risk Management
Module 5 Leadership

Each course consists of 16 hours of instruction, with courses broken down into two, four, or eight-hour blocks. The curriculum covers:

**MODULE 1 ESTIMATING AND JOB COSTING**
- Introduction to Estimating Basics
- Project Planning and Setup
- Estimating Costs for Specific Tasks
- Estimating Costs Not Associated with a Specific Task
- Estimating Costs of Work by Others
- Putting Estimates into Action
- Estimating Redesign and Revisions
- Project Contributions to Corporate Profits

**MODULE 2 CONTRACT ADMINISTRATION**
- Introduction to Construction Law & Project Contracting
- Contract Basics
- Negotiating Fair Contracts
- Contract Documents
- Payment Terms
- Legal Issues
- Contracting with Others for Required Work
- Contract Termination

**MODULE 3 PROJECT ADMINISTRATION**
- Introduction to Project Safety
- Project Planning, Staffing and Partnering
- Planning for Environmental and Sustainability Concerns
- Project Scheduling
- Codes and Permits
- Material Handling
- Documentation and Visualization
- Project Closeout

**MODULE 4 RISK MANAGEMENT**
- Introduction to Risk
- Insurance, Sureties and Bonding
- Warranties and Liability Periods
- Documentation and Managing Risk
- Risk Management Issues
- Conduct of Employees
- Project Risks
- Risk Allocation

**MODULE 5 LEADERSHIP**
- Introduction to Leadership
- Professional Issues
- Working In Teams
- Managing Conflict
- Customer Satisfaction
- Managing Your Career
- Leadership Skills
- Personal Development

**COURSE PARTICIPANTS**
- PMDP participants are likely to have various titles depending on the kind of work they perform, the geographical location of their projects, and the size of their company.
- They may have titles such as assistant project manager, project manager, field engineer, project engineer, project administrator, etc.
- They may have experience as estimators, field personnel, project assistants, or office managers, and they may work in the heavy and highway sector, the commercial building sector, or in residential construction.
- They will most likely be early in their careers, have some post-high-school education, and less than two years of pro-
UNIT 1 | LEADERSHIP AND MOTIVATION
This course will describe the value of effective supervision of workers and improve the construction supervisor’s ability to lead and motivate others.
- The dollars and sense of people in construction
- The role of the construction supervisor
- Helping people perform better
- Motivating and leading others
- Positive feedback
- Training and orienting crew members
- Teams and team building
- Leadership skills in action

UNIT 2 | COMMUNICATION
This course presents a body of knowledge and skills that today’s construction supervisors need in order to be effective communicators on their job site.
- Effective communication
- Learning to listen
- Carrying on conversations
- Persuasion, negotiation, and confrontation
- Communicating with your crew
- Putting it in writing
- Meetings that work
- Electronic communication
- Improving communication

UNIT 3 | PLANNING AND SCHEDULING
This course will help construction supervisors understand ways in which planning and scheduling saves time and money, while increasing quality in the construction process.
- Preparing the project plan
- Communicating the plan
- The critical path
- Computer use in scheduling
- Using the schedule on the jobsite
- Updating the construction schedule
- The schedule as documentation
- Using planning and scheduling

UNIT 4 | CONTRACT DOCUMENTS
This course will provide information about contract documents and construction law to help supervisors recognize the roles and responsibilities of all contracted parties, to develop an understanding of how contract documents can be helpful to solve problems and resolve conflicts, and to develop positive relationships between all parties in the construction process.
- Introduction to contract documents and construction law
- Creating a positive environment through partnering
- Contractual relationships
- Contract forms and documents
- Managing general conditions
- Good documentation practices
- Changes
- Differing site conditions
- Time impacts
- Negotiation of resolutions

UNIT 5 | IMPROVING PRODUCTIVITY AND MANAGING PROJECT COSTS
This course covers understanding how project estimates are compiled, how to compare actual project costs with those estimated and how to control costs to meet the estimate. This course also details how productivity is measured, how the supervisor plays a major role in increasing jobsite productivity and how a small increase in productivity can have a significant impact on the time and cost of a project.
- Construction estimates
- Who controls project costs
- Reporting and analyzing actual costs
- Planning for cost control
- Cost control strategies
- Labor cost variances
- Working with project partners
- Managing risk and loss potentials
- Cost control strategies
- Post-project evaluations
- Benchmarking construction productivity
- Improving productivity through pre-planning
- New skills for effective supervision
- Personnel management
- Equipment management for productivity improvement
- Jobsite productivity, planning and scheduling
- Quantifying lost labor productivity
- Record keeping, control, changes, and defect analysis

UNIT 6 | RISK MANAGEMENT AND PROBLEM SOLVING
This course will cover the roles and responsibilities of a construction supervisor in accident prevention and loss control.
- Safety leadership, communication and expectations
- Planning for site safety
- Site safety management
- Site security and protection
- Multi-employer jobsite safety
- Construction risk management
- Safety and human resources
Online Courses

INTRODUCTION TO CONSTRUCTION ESTIMATING
A self-paced course. Develop foundational knowledge of the procedures, materials, equipment, and practices that are needed in estimating for any trade or type of construction. This estimating course provides an excellent introduction to the trade-specific estimating that we cover in Estimating and Bidding 1 and 2. The information from this course can be used in estimating any trade or type of construction.

ESSENTIAL CONSTRUCTION MATH
A self-paced introductory course that develops mathematical skills through practice and application to the construction trade. Calculation of board feet, area, volume of shapes and concrete footings, slabs, and conversions are studied. While this class is not a prerequisite for any other classes, it does provide a foundation for them.

CONSTRUCTION BLUEPRINT READING
Read architectural, structural, civil, mechanical and electrical blueprints. Practice looking up information and solving common construction problems by reading the blueprints.

ESTIMATING AND BIDDING 1
The first of two hands-on detailed estimating courses in which students learn how to estimate general conditions, site work, excavation, concrete and masonry. Be sure to look over the prerequisites for this class here.

ESTIMATING AND BIDDING 2
The second course features hands-on estimating and quantity take off activities associated with Metals, Wood, Doors and Windows, Finishes, Electrical, and Mechanical Estimating. You may take Estimating and Bidding 1 and 2 in any order.

CONSTRUCTION MATERIALS AND PROCESSES
Develop foundational knowledge of construction materials and processes that utilize concrete, brick and CMU, metals, wood products, roofing, and more. Understand and report back on how materials and processes function in green construction. An overall construction system will be covered each week. Expand your studies to include materials and processes which are normally encountered by the student in his/her work place.

CONSTRUCTION EQUIPMENT AND METHODS
The course will introduce students to civil construction plans, determining earthwork quantities, equipment economics and utilization, equipment production rates, fundamentals of earthmoving and excavating, loading and hauling equipment.

PRACTICAL APPLICATIONS OF CIVIL SITE WORK
This course focuses on understanding civil construction techniques. This includes site preparation and grading, excavation, backfill, compaction, trenching, paving, and dewatering.

CIVIL BLUEPRINT READING AND MATERIALS
The purpose of this course is to give the student an overall and elementary understanding of civil construction blueprints and materials. This includes understanding and interpreting civil construction blueprints, reading specifications, manufacture and use of civil construction materials such as aggregates, concrete, asphalt, pipe, and geosynthetics.

ESTIMATING CIVIL CONSTRUCTION
This course introduces students to estimating civil engineering, heavy construction projects, and site work construction projects.

*All online courses are based on 5 hours of seat time per week, at 10 weeks for a total of 50 hours each
STP Online Supervisory Training

STP UNIT 1 | LEADERSHIP AND MOTIVATION
Recognize your style of leadership and how to utilize other styles when appropriate. Analyze worker needs and learn how these needs effect motivation. Determine how to improve job performance and positively influence attitudes and abilities. Learn the various roles of the leader and how these roles can be applied at the job site.

STP UNIT 2 | ORAL AND WRITTEN COMMUNICATION
Acquire skills and understanding of positive direct communication with an emphasis on construction supervision. Grow in your abilities to help people communicate with you, listen better, and deal with the difficult person. Develop your skills in negotiating and communicating with all organizational levels and groups.

STP UNIT 3 | PLANNING AND SCHEDULING
Learn and apply basic construction planning and scheduling skills. Prepare bar chart schedules and critical path schedules. Read complex project schedules, and understand the basics of project management by scheduling. Employ acceleration techniques.

STP UNIT 4 | CONTRACT DOCUMENTS AND CONSTRUCTION LAW
Learn about common construction contract clauses and how to read a contract. Construction disputes, including differing site conditions, claims, delays and construction defects will be studied.

STP UNIT 5 | CONSTRUCTION PRODUCTIVITY AND COST MANAGEMENT
Study the construction cost control procedures and options to improve productivity will be the focus for this class. Cost control will be discussed at both the project level and the corporate level. You will learn about the cost control cycle and how to ensure effective production control. Organizing a project with a goal of productivity improvement will be studied. Students will learn how to calculate and measure worker productivity. Challenge the work process, learn about personnel management, and practice work improvement analysis.

STP UNIT 6 | PROBLEM SOLVING AND RISK MANAGEMENT
Identifying, managing, and solving risk related construction problems is the focus of this class. Students will understand how to solve and prevent problems and how to make decisions. Technical problems, human performance problems and scheduling problems will be reviewed. Safety in the construction industry is crucial. This class will focus on managing and proactively reducing risk within the construction work environment. Learn how to avoid barriers to creative problem solving and how to create a problem solving atmosphere at the jobsite.

Environmental Courses

HAZWOPER 24 - HOUR COURSE
This course covers broad issues pertaining to the hazard recognition at work sites. OSHA has developed the HAZWOPER program to protect the workers working at hazardous sites and devised extensive regulations to ensure their safety and health. This course, while identifying different types of hazards, also suggests possible precautions and protective measures to reduce or eliminate hazards at the work place.

HAZWOPER 40 - HOUR COURSE
This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. Topics include protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment, OSHA regulations. This course covers topics included in 29 CFR 1910.120. Note: The Online 40-Hour HAZWOPER training course meets the requirements set by the 29 CFR Part 1910.120 (e)(3)(i) for the 40-hours of instruction off site training requirements, an additional three days actual field experience under the direct supervision of a trained, experienced supervisor.

HAZARDOUS WASTE OPERATIONS & EMERGENCY RESPONSE - 8 HRS REFRESHER COURSE
This course meets the requirements in OSHA 29 CFR 1910.120 for eight hours of annual refresher training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. Topics include HAZWOPER regulations, safety and health plans, hazardous chemicals, safety hazards, air monitoring, medical surveillance, site control, decontamination, personal protective equipment, and respiratory equipment. Course Prerequisite: The 24 or 40