

FALL

DBE / SBE

BUSINESS DEVELOPMENT CENTER
TRAINING CALENDAR

2017

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All Class Times & Dates Are Subject to Change

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BUILDING A ONE PAGE BUSINESS PLAN

Creating a business plan is one of the most important steps you need as a business owner. Your business plan is your road map that serves as an outline of how you will grow your business. This one-day training course will give you the tools to project several years ahead and outline the route you intend to take to reach your yearly milestones, including revenue projections. Your business plan is a working document that will help you to step back and think objectively about the key elements of your business and assist you in decision-making on a regular basis.

Date: October 26, 2017
Time: 9:00 am - 4:00 pm
Location: SCDOT Headquarters Bldg.
 955 Park Street, Room 303A
 Columbia, SC

QUICKBOOKS - BEGINNER'S EDITION

The beginner's program is an introduction to QuickBooks. The main objective is to introduce attendees to the basic features in QuickBooks and give business firms an opportunity for hands-on practice in a computer lab. Businesses will learn about the type of information needed for tracking financial data and entering information into QuickBooks.

Date: November 15, 2017
Time: 9:00 am - 3:00 pm
Location: SCDOT Headquarters Bldg.
 955 Park Street, Room G-14
 Columbia, SC

ORIENTATION 101

This one-day session to familiarize DBE and SBE firms with information and guidelines concerning the Unified Certification Program, DBE/SBE Regulations, Fraud Preventions, SCDOT Extranet, SCDOT business opportunities and the Business Development Center initiatives.

Date: November 29, 2017
Time: 9:00 am - 4:00 pm
Location: SCDOT Headquarters Bldg.
 955 Park Street, Room G-10
 Columbia, SC



DBE HAULERS FORUM

The DBE Haulers Forum is a two-day DOT Compliance training for hauling firms certified by the South Carolina Department of Transportation (SCDOT). It is hosted by SCDOT, Federal Highway Administration (FHWA), Federal Motor Carrier Safety Administration (FMCSA), and the South Carolina State Transport Police (STP) Division of the South Carolina Department of Public Safety (SCDPS). The Forum is being held to ensure that hauling firms adhere to all rules and regulations set by the USDOT while traveling intrastate and interstate highways. The training will cover the following topics:

- Legal Updates: New Rules, Regulations and Laws
- Joint Ventures
- Financing for Small Businesses
- Davis Bacon Act
- DBE Reporting & Quarterly Reports
- Commercial Vehicle Inspection Demonstration
- Expanding Capabilities

Date: December 6 - 7, 2017
Time: 9:00 am - 4:00 pm (Day 1)
 9:00 am - 2:30 pm (Day 2)
Location: Columbia, SC

NOVICE FLAGGER TRAINING

This four-hour classroom course is designed for novice flaggers, experienced flaggers seeking credential renewal, or anyone seeking the skills to safely and effectively conduct flagging duties. Participants will learn how to correctly execute stop/proceed/slow directions; how to use specific equipment of flagging responsibilities; how to use specific equipment for flagger station to maximize safety; how to meet federal industry guidelines – both Manual of Uniform Traffic Control Devices (MUTCD) and American National Standards Institute (ANSI) Standard ISEA-107-2004; emergency flagging; state and local regulations; and one-and-two person flagging procedures. *This program has been approved by SCDOT.*

Date: September 13, 2017

Time: 8:30 am - 12:30 pm

Location: SC National Safety Council
121 Ministry Drive
Irmo, SC

TEMPORARY TRAFFIC CONTROL IN HIGHWAY WORK ZONES DESIGN & SUPERVISION

This two-day class prepares work zone supervisors to interpret, adapt and implement Traffic Control Plans. It focuses on specific

job responsibilities and covers information in parts I,V,VI of the Federal Highway Administration's Manual of Uniform Traffic Control Devices (MUTCD). Temporary Traffic Control is based on the most current federal regulations and reviewed by the leading industry experts. It is based on real work situations. Experienced instructors lead students through problems-solving exercises using the MUTCD and state guidelines. It is flexible. You can include state and local regulations as well as federal guidelines. Temporary Traffic Control is for workers responsible for establishing and maintaining traffic control devices in or near vehicle right-of-way, keeping workers safe while in or near vehicle right-of-way, installing signs and warning devices, controlling traffic flow in construction, maintenance, or utility work zone. Anyone with at least one year of documented experience in work zone traffic control can attend. It is also useful for project engineers who want to understand requirements imposed on site supervisors and outside contractors. *This program has been approved by SCDOT.*

Date: September 14 -15, 2017

Time: 9:00 am - 5:00 pm

Location: SC National Safety Council
121 Ministry Drive
Irmo, SC



OSHA 10-HOUR SAFETY TRAINING

This 10-Hour entry level safety course is an OSHA recommended Outreach Training course. It is an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Workers must receive additional training, when required by OSHA standards, on the specific hazards of the job. The OSHA 10-Hour Construction Industry Outreach Training Program is intended to provide an entry level construction worker's general awareness on recognizing and preventing hazards on a construction site. Attendees will receive a Certificate of Completion and the OSHA Card.

Date: October 5 & 6, 2017
Time: 8:00 am - 4:30 pm (Day 1)
 8:00 am - 12:00 pm (Day 2)
Location: Carolina Construction School (CCS)
 1456 Kershaw Camden Highway
 Lancaster, SC



CERTIFIED EROSION PREVENTION & SEDIMENT CONTROL INSPECTION PROGRAM (CEPSCI) – INITIAL

A two-day workshop that teaches attendees the latest techniques for erosion prevention and sediment control. It introduces a variety of erosion control practices including the most environmentally effective techniques for different terrain. The instructor will demonstrate how to review grading and drainage plans, as well as BMP details. Participants will be taught how to conduct field inspection of erosion prevention and sediment control practices. Some knowledge of erosion control is needed to attend this class.

Date: November 8 - 9, 2017
Time: 8:00 am - 4:30 pm
Location: Saluda Shoals Park, River Center
 5605 Bush River Road
 Columbia, SC

CREATE YOUR COMPANY'S SAFETY MANUAL / CERTIFIED SAFETY TECHNICIAN

This thirty-two hour Safety and Health Workshop will give participants the resources needed to create a safety manual unique to their business and become certified as a safety technician. Upon completion of this course, participants will earn their OSHA 10-Hour Safety certification card and will have acquired the knowledge to become their company's go to person for all things safety.

Date: TBA
Time: 8:00 am - 5:00 pm
Location: SCDOT Headquarters Bldg.
 955 Park Street
 Columbia, SC



CONSTRUCTION QUALITY MANAGEMENT (CQM) COURSE

The Construction Quality Management course for contractors is offered to familiarize contractor personnel with CQM concepts and procedures. Quality Control Managers, including those who function as the Superintendent, are required to have successfully completed the Construction "Quality Management" for Contractors course within the last five years. Construction Supervisors working on any project through the USACE must pass this course.

Topics Covered:

- What is Construction Quality Management
- Quality Management During Construction
- Contractor Quality Control
- Three-Phase Control System
- Contractor and Government Responsibilities
- Documentation
- Testing
- Contractor's Review
- Completion of Work
- Quality Management Planning
- Review and Acceptance
- The Resident Management System (RMS)
- Preconstruction Conference & Coordination Meeting Submittals

Date: August 25, 2017
Time: 8:00 am - 5:00 pm
Location: SCDOT Headquarters Bldg.
 Room G-10
 955 Park Street
 Columbia, SC

HEAVY EQUIPMENT OPERATORS CLASS

The heavy equipment operator training class is approved by Carolinas AGC and is an accredited training program of National Center for Construction Education and Research (NCCER). Your transcript will be recorded with NCCER National Registry. The course will take place Monday thru Thursday for four (4) weeks and a total of 128 hours of training. The class will consist of one week of backhoe training, one week of loader training, one week of excavator training and one week of dozer training. The training class utilizes the Contren Learning Series model developed for Construction Education Research.

Date: September 18 - October 13, 2017
Time: 8:00 am - 5:00 pm
Location: Florence Darlington Technical College
 Florence, SC



CURB & GUTTER, SIDEWALK, CATCH BASIN & HANDICAPPED RAMP

This one-day course is designed by the SCDOT Construction Office to give contractors an overview of SCDOT standards for construction of various items. This session will also give an overview of the expected quality control for construction items.

Date: October 12, 2017
Time: 9:00 am - 5:00 pm
Location: Williams Brice Stadium, Level P-1
 University of South Carolina
 1125 George Rogers Boulevard
 Columbia, SC

UTILITIES COORDINATION

This one-day course will cover policies established by SCDOT to regulate the location, manner, installation and adjustment of utility facilities on the State Highway System. In addition, it will cover the issuance of permits for such work, in the interest of safety and protection of, utilization and future development of the highways.

Date: TBA
Time: 8:00 am - 5:00 pm
Location: SCDOT Headquarters Bldg.
 955 Park Street
 Columbia, SC



DISADVANTAGED BUSINESS ENTERPRISE TRAINING TUITION ASSISTANCE PROGRAM

SCDOT is looking to assist DBE firms with the development of educational skill levels, improving job-related or career-related capabilities with the intent of enhancing a firm's capacity. The Disadvantaged Business Enterprise Training Tuition Assistance Program offers DBE firms the opportunity to receive financial assistance for training. If you are interested in enrolling in additional courses not offered in this training catalog, we encourage you to seek educational opportunities at your local technical college or other avenues that offer courses you feel would enhance your firm's business skills.

The Training Tuition Assistance Program offers DBE firms the opportunity to receive financial assistance for training. Eligible DBE firms may receive approval for assistance up to \$1,500 per year. Tuition assistance will be made in the form of reimbursement. All requests for Training Tuition Assistance must be made in accordance with the SCDOT Disadvantaged Business Enterprise (DBE) Training Tuition Assistance Policy. Denial of tuition assistance is at the final discretion of the Department.

Training Reimbursement Approval Criteria:

- Only a South Carolina DBE certified firm, who has been on the Department's Unified Certification Program Directory list for the last two (2) years and considered in good standing, is eligible for consideration.
- Only "key" employees of the DBE firm will be approved for participation. A "key" employee is someone in a position whose decision directly impacts the day-to-day operations of the business.
- Firms must have attended at least two (2) SCDOT sponsored training events within the last two years.
- Requested assistance must be directly related to training programs which will enhance a firm's business skills.
- When evaluating the requests for assistance, consideration will be given based on the adherence to the stipulated request process, the firm's program eligibility, the purpose of the training and the benefit of the training to enhance the firm's business and technical skills.



If you are interested in participating in the Training Tuition Assistance Program, please complete the reimbursement form on the following page, mail or fax to SCDOT's Office of Business Development & Special Programs, P.O. Box 191, Columbia, SC 29202. **Phone: 803-737-6426, Fax: 803-737-4681.** Form must be submitted for approval prior to enrolling in course.

Training Tuition Assistance is being implemented in conjunction with the Department's DBE Supportive Services Program.

OFFICE OF BUSINESS DEVELOPMENT & SPECIAL PROGRAMS
TRAINING TUITION ASSISTANCE PROGRAM
REIMBURSEMENT FORM

Attendee Name: _____
(first) (last)

Company Name: _____

Company Address: _____

(city) (state) (zip)

E-mail Address: _____

Phone Number: () _____ Fax Number: () _____

List all certifications: _____

Training Topic: _____

Training Conducted By: _____

Training Dates: _____ (start) _____ (end)

Justification for financial assistance: _____

*All requests for Training Tuition Assistance must be made in accordance with the SCDOT Disadvantaged Business Enterprise (DBE) Training Tuition Assistance Program Policy. Denial of tuition assistance is at the final discretion of the South Carolina Department of Transportation.

Owner Signature Date \$ _____
Amount Requesting

SCDOT Manager Signature Date \$ _____
Amount Approved

TUITION REIMBURSEMENT FORM

SCDOT DBE/SBE TRAINING REGISTRATION FORM

If you are interested in attending any of the training programs being offered, please complete the section below.

Training Program: _____

Date: _____

Attendee Name: _____
(first) *(last)*

Attendee Name: _____
(first) *(last)*

Attendee Name: _____
(first) *(last)*

Company Name: _____

E-mail Address: _____

Phone: () _____ Fax: () _____ Cell: () _____

Training Program: _____

Date: _____

Attendee Name: _____
(first) *(last)*

Attendee Name: _____
(first) *(last)*

Attendee Name: _____
(first) *(last)*

Company Name: _____

E-mail Address: _____

Phone: () _____ Fax: () _____ Cell: () _____

Please mail or fax form to Juanita Campbell, SCDOT's Office of Business Development & Special Programs, P.O. Box 191, Columbia, SC 29202. Fax : 803-737-4681, Phone: **803-737-6426** or contact her by e-mail at **CampbellJP@scdot.org**





Office of Business Development & Special Programs
P.O. Box 191, Columbia, SC 29202
Ph: 803.737.6426, F: 803.737.4681
http://www.scdot.org/doing/businessDevelop_Center.aspx