

# DBE/SBE

## TRAINING CALENDAR

JANUARY - JUNE 2021

- The ABC's of being a Tax Compliant Entrepreneur
- Basic Work Zone
- Blue Print Reading – Beginner & Intermediate
- Building Your Business Plan
- Commercial Driver's License – Class A
- Creating Your Capability Statement
- Effective Business Management
- Flagger - Novice
- How to Find Work
- Introduction to Airborne Silica Dust
- OSHA 10 Hour Construction Safety
- Temporary Traffic Control- Design & Supervision

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*All Class Times & Dates Are Subject to Change*



Dear DBE/SBE,

The SCDOT Minority & Small Business Affairs Unit's, Office of DBE Supportive Services, in partnership with the Federal Highway Administration(FHWA) strive to assist the Disadvantaged/Small Business Enterprise (DBE/SBE) firms by offering classes that will allow them to excel and expand their knowledge for future growth.

Enclosed is your Certified Disadvantaged & Small Business Enterprise (DBE/SBE) training calendar, which runs from January thru June 2021. Note that some class fees are per person, others are per group. A few of our classes have limits, therefore No-shows will prevent you from attending future training offers. We ask for your commitment and consideration in registering for our DBE training events. Please attend each class you register for, and we ask that you participate in the surveys after every class. Your feedback is essential to us continuing this service.

Thank you,

*Juanita P. Campbell*

Juanita P. Campbell  
Training Coordinator

Email: [Campbelljp@scdot.org](mailto:Campbelljp@scdot.org)/Telephone: (803) 737-1371/Fax: (803) 737-4681

For more information about the program go to our website:

<https://www.scdot.org/business/bus-development-overview.aspx>

DATE	COURSE	DETAILS
February 9, 2021	<b>Flagger - Novice</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 6
February 9-10, 2021	<b>Blue Print Reading –Beginner &amp; Intermediate</b> Onsite: Carolina Construction School Lancaster, SC	Page 9
February 11-12, 2021	<b>Temporary Traffic Control- Design &amp; Supervision</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 6
February 16, 2021	<b>The ABC's of being a Tax Compliant Entrepreneur</b> Virtual Training via Zoom	Page 5
February 24, 2021	<b>Building Your Business Plan</b> Virtual Training via Zoom	Page 5
February 25 - 26, 2021	<b>OSHA 10 Hour Construction Safety</b> Virtual Training via Zoom	Page 7
March 13, 2021	<b>How to Find Work</b> Virtual Training via Zoom	Page 9
March 16, 2021	<b>Introduction to Airborne Silica Dust</b> Virtual Training via Zoom	Page 8
March 24, 2021	<b>Creating Your Capability Statement</b> Virtual Training via Zoom	Page 5
April 7, 2021	<b>Effective Business Management</b> Virtual Training via Zoom	Page 6
April 12, 2021	<b>Basic Work Zone</b> On-site Southeastern National Safety Council Irmo, SC	Page 8
May 17, 2021	<b>Flagger Novice</b> On-site Southeastern National Safety Council Irmo, SC	Page 7
June 10 - 11, 2021	<b>Temporary Traffic Control- Design &amp; Supervision</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 7
Various Dates	<b>Commercial Driver's License – Class</b> Various locations – See Juanita	Page 9



### **THE ABC'S OF BEING A TAX COMPLIANT ENTREPRENEUR – VIRTUAL TRAINING**

This Zoom training will cover the following:

- Changes which may affect the entrepreneur or small business owner
- News about ever-changing healthcare that may affect an entrepreneur
- How to handle 1099's/Payroll and potential tax write-offs
- Entrepreneur tax time requirements that may affect your bottom line.
- Payment Protection Program, (PPP) Economic Injury Disaster Loans (EIDL) & Unemployment.
- The upcoming stimulus and how will this affect you?
- Succession Planning

**Training by Ms. Kadenia Javis of Javis Tax Service, Columbia, SC**

Mrs. Kadenia Javis has a wealth of tax and financial experience as well as professional services. She is one of our own SCDOT DBE/WBEs. She can cover many facets of financial services from tax preparation to credit repair and payroll and insurance benefits are included in her portfolio of knowledge and understanding. The CARES Act 2021 Tax Incentives will also be covered. (PPP; EIDL)

<https://javistax.com/>

**Date:** February 16, 2021  
**Time:** 9:00 am – 12:00 pm

### **BUILDING YOUR BUSINESS PLAN (BUSINESS DEVELOPMENT VIRTUALLY – PART I)**

Creating a business plan is one of the most important steps to take as a business owner. It is the roadmap that serves as an outline of how to grow your business, how to step back and think objectively about the key elements of your business, and assist you in daily decision-making. This training course will give you the tools to project several years ahead and outline the route you intend to take to reach your revenue projections and yearly milestones.

**Training by Mrs. Karen Jenkins of KRJ Consultants, Columbia, SC**

<https://krjconsulting.com/>

**Date:** February 24, 2021  
**Time:** 9:00 am – 1:00 pm

### **CREATING A CAPABILITY STATEMENT (BUSINESS DEVELOPMENT VIRTUALLY – PART II)**

A capability statement is a critical tool in government contracting, no matter what size company you represent. It is a snapshot of your company that serves as a resume for your business and is used to compare you with other vendors. It tells potential clients who you are, what you do, and how you are different from your competitors. Government contracting has developed

into a competitive marketplace. During this three-hour virtual workshop, you will learn how to create a capability statement that will open doors for your business and effectively sell your company to potential clients.

Zoom virtual address will be confirmed prior to the training.

<https://krjconsulting.com/>

**Date:** March 24, 2021  
**Time:** 9:00 am – 1:00 pm

### **EFFECTIVE BUSINESS MANAGEMENT – VIRTUAL TRAINING**

Ms. Karen Jenkins of KRJ Consulting, LLC, of Columbia, will cover the basics of current operational systems and outline managerial strategies that will assist the small business in effectively managing day-to-day operations, including staff, clients and overall improvement in operating more efficiently.

**Training by Mrs. Karen Jenkins of KRJ Consultants, Columbia, SC**

<https://krjconsulting.com/>

**Date:** April 7, 2021  
**Time:** 9:00 am – 1:00 pm

### **FLAGGER NOVICE**

The objective for this four-hour training is to prepare flaggers to provide safe passage of traffic through construction work areas and to minimize confusion by bringing standard flagging procedures to our nation's highways.

This course is a must for novice construction work zone flaggers in both one- and two-person flagging operations. Experienced flaggers are invited to attend this course as a refresher. All attendees will receive a certificate of course completion.

#### **Topics include:**

- A thorough understanding of flagging procedures and proper use of required equipment.
- Improved flagging skills from hands-on training, classroom activities and a flagging skills test.
- Increased ability to

coordinate traffic movement through the work zone.

#### **\*Option of one of two Sessions**

#### **Location for both:**

**Southeastern Chapter National Safety Council Training Facility  
Irmo, SC**

#### **\*Session 1**

**Date:** February 9, 2021  
**Time:** 8:30 am – 12:30 pm

Or

#### **\*Session 2**

**Date:** May 17, 2021  
**Time:** 8:30 am – 12:30 pm

*Final paperwork is required two weeks before training. Each class is limited to 15 DBEs.*

<https://scnsc.org/training/training-courses>

### **TEMPORARY TRAFFIC CONTROL DESIGN & SUPERVISION**

This two-day course 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, and VI of the Federal Highway Administration's Manual of Uniform Traffic Control Devices (MUTCD). This training is based on real-world situations to include the most current federal regulations and reviewed by leading industry experts. Experienced instructors will lead students through problem-solving exercises using the MUTCD and state 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 zones.

**Target participants include:**

- Anyone with at least one year of documented experience in work zone traffic control.
- Project engineers who want to understand requirements imposed on site supervisors and outside contractors.

**Participants will:**

- Become familiar with the MUTCD and learn to use it as a reference
- Get the skills and knowledge to interpret a Traffic Control Plan (TCP)
- Learn to verify the accuracy of existing TCPs and adapt or modify them using the MUTCD
- Learn to implement a safe TCP 2.0 Days

**\*Option of one of two sessions**

**Location for both:**

Southeastern Chapter National Safety Council Training Facility (SCNSC)  
421 Mission Court, Irmo, SC

**\*Session 1**

Date: February 11 & 12, 2021  
Time: 9:00 am – 5:00 pm

Or

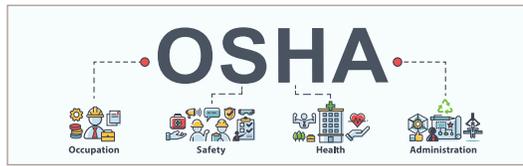
**\*Session 2**

Date: June 10 & 11, 2021  
Time: 9:00am - 5:00 pm

*SCNSC registration form and Affidavit of Experience required two weeks before training.*

*NOTE: Seats in this class are limited to 10 participants.*

<https://scnsc.org/training/training-courses>



**OSHA 10-HOUR CONSTRUCTION SAFETY-VIRTUAL TRAINING**

This 10-hour Construction Safety Course is intended for entry level participants and provides instruction on various construction safety and health standards. Participants will use the current OSHA 1926 standards. A special emphasis will be placed on those areas that are more hazardous. Attendees will learn how to increase workplace safety awareness and compliance, and reduce a company’s risk of fines and penalties resulting from OSHA violations. Upon successful completion of the course requirements, participants will receive an OSHA Construction Safety and Health 10-Hour Card. (Ten hours of attendance is mandatory by OSHA).

Training provided by Milton Chicas of KAIM Consulting, Organizational Development Fort Mill, SC

Two Day Session

**Session I:**

Date: February 25, 2021  
Time: 8:00 am – 3:00 pm

and

**Session II:**

Date: February 26, 2021  
Time: 8:00 am – 1:00 pm





### INTRODUCTION TO AIRBORNE SILICA – VIRTUAL TRAINING

Crystalline silica is a common mineral that is found in construction materials such as sand, stone, concrete, brick and mortar. When workers cut, grind, drill or crush materials that contain crystalline silica, very small dust particles are created. These tiny “respirable” particles can travel deep into workers’ lungs and cause silicosis, an incurable and sometimes deadly lung disease. In most cases, these diseases occur after years of exposure to respirable crystalline silica.

#### Participants attending this class will:

- Be introduced to OSHA’s policies, procedures and respirable crystalline silica standards in construction as outlined in OSHA 29 CFR 1926.1153.
- Discuss standard requirements of employer’s to:
  - Access employees exposure to silica
  - Train workers on work operations that result in silica exposure and ways to limit exposure
  - Keep records of exposure measurements, objective data and medical exams
  - Discuss new provisions with special emphasis on effective control measure to eliminate or reduce exposure to safe levels.

Training provided by Milton Chicas of KAIM Consulting, Organizational Development Fort Mill, SC

Date: March 16, 2021  
 Time: 8:00 am – 4:00 pm

### BASIC WORK ZONE

How to recognize and utilize the federal guidelines in The Manual on Uniform Traffic Control Devices (MUTCD) • How to recognize the parts of a temporary traffic control zone • The different types of tapers and how to set them up • The different types of temporary traffic control devices and how to set up basic work zones based on the MUTCD and SCDOT guidelines • Mobile Operations MUTCD and SCDOT requirements • Flagging Operations MUTCD and SCDOT requirements • Worker Safety requirements Attendees participate in tabletop exercises to practice setting up temporary work zones. Previous Work Zone Experience is NOT required to attend this course. Completion of the course and passing exam grade are required for a certificate of completion. This is an 8-hour course.

Date: April 12, 2021  
 Time: 9:00 am – 4:00 pm  
 Location: The Southeastern Chapter  
 National Safety Council Training  
 Facility  
 421 Mission Court, Irmo, SC

*Final paperwork required two weeks before training. Each class is limited to 15 DBEs*





## BLUE PRINT READING BEGINNER'S & INTERMEDIATE TRAINING)

### Construction Drawings 101 Day 1

Participants will receive a basic introduction to construction drawings. They will become familiar with engineering construction plans such as symbols, terminology, and calculations with an emphasis on SCDOT drawings. Participants will review plan layouts and plan reading basics while receiving a construction drawing practical assignment during the next class.

### Construction Drawings 102 Day 2

Participants will receive an in-depth look at an actual Plan example and its applications, to include up-front sheets, plan design sheets, cross-sections, basic plan readings, and plan applications like calculations and quantity take-offs. A Question and Answer session will provide participants with the opportunity to further discuss drawings and their importance to project work and completion.

Conducted and Hosted by:  
Carolina Construction School,

Date: February 9 – 10th, 2021  
Time: 8:00 am – 5:00 pm – *both days*  
Location: 1456 Kershaw Camden Hwy,  
Lancaster SC

*NOTE: Seats in this class are limited to 10 participants. Those taking the Beginner's class will receive an assignment which will carry them to the Intermediate training the following day.*

<https://www.carolinaconstructionschool.com/>

## HOW TO FIND WORK

**TARGET PARTICIPANTS:** Ten (10) certified DBE construction-related firms seeking working opportunities around South Carolina.

Carolyn Milliron, formerly of Keystone Safety Services and the Carolina Associated General Contractors (CAGC), will provide information from within the SCDOT and other local municipalities that will open the door to essential resources for potential work. Each attendant will have a one-on-one follow up discussion (via phone or email) to discuss how to enhance their business.

**Topics will include how to find work via:**

- Yourself • Referral / Networking
- Being the expert / Partnering • Public
- State • Federal • Military • Institutional
- Associations / Agencies / Municipalities

Date: Saturday, March 13, 2021  
Time: 10:00 am – 11:00 am

## COMMERCIAL DRIVER'S LICENSE VARIOUS AREAS & DATES

This year we are offering Commercial Driver's License Class "A" training in three locations, in hopes to remain in your local area for easy access to the rigorous training.

Training is dependent on funds and eligibility. Classes are limited. Participants must be a SC resident and hold a SC Driver's License.

Dates: TBD  
Carolina Construction School –  
Lancaster, SC  
<https://www.carolinaconstructionschool.com/>

Tri-County Technical School –  
Pendleton, SC  
<https://www.tctc.edu/programs/career-programs/transportation-logistics/commercial-truck-driving/>

Miller-Motte College – N. Charleston, SC  
<https://www.miller-motte.edu/career-training-programs/skilled-trades>  
Eligible registrants will be contacted.

## DISADVANTAGED BUSINESS ENTERPRISE TRAINING TUITION ASSISTANCE PROGRAM

SCDOT is looking to assist Disadvantaged Business Enterprise (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 SCDOT.

**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 Division of Minority and Small Business Affairs, Business Development Center, (BDC)  
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**

### 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.



SCDOT DBE TRAINING TUITION ASSISTANCE REQUEST & REIMBURSEMENT APPROVAL FORM

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Mailing Address (if different): \_\_\_\_\_

City State Zip

Phone: ( ) FAX: ( )

E-Mail Address: \_\_\_\_\_

Original SCDOT Certification Date: Last Certification Renewal Date: \_\_\_\_\_

In the last two years, my firm has attended the following SCDOT sponsored training events:

Event/Training & Date: \_\_\_\_\_

Event/Training & Date: \_\_\_\_\_

Event/Training & Date: \_\_\_\_\_

Reimbursement Requested For:

Name: Title: \_\_\_\_\_

Title of Program (attach announcement/registration form):

Trainer: Training Location: \_\_\_\_\_

Cost of Training: \$ Amount Requested: \$ \_\_\_\_\_

Please provide a brief summary of the training and how it will enhance your firm's business. You may attach additional pages, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that reimbursement is contingent upon prior written approval, attendance/satisfactory completion of the above mentioned program and my compliance with the attendance acknowledgement procedure. My failure to adhere to the stipulated guidelines will result in my ineligibility of reimbursement and jeopardize my eligibility for future training tuition assistance. I understand that denial of assistance is at the final discretion of the SCDOT.

Signature Date

.....

TTA Program Coordinator Date  Recommended  Not Recommended

Approved  Denied

Director of Supportive Services & Business Development Date (TTA-2) Revised 01-2020

### 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 registration form(s) to DBEBusinessDevelopmentCenter@scdot.org via SCDOT's Division of Minority & Small Business Affairs, P.O. Box 191, Columbia, SC 29202. Fax : 803-737-4681, Phone: 803-737-6426 or contact Juanita Campbell at [campbelljp@scdot.org](mailto:campbelljp@scdot.org)

TRAINING REGISTRATION FORM

