



DBE/SBE

TRAINING CALENDAR

- The ABC's of being a Tax Compliant /
Preparing for Retirement -
Financial Planning
- Business Development - Two Parts
Building Your Business Plan -
Creating a Capability Statement
- Certified Erosion Prevention &
Sediment Control
- Construction Bidding &
Estimating - Concrete
- Create Your Safety Manual
- Curb & Gutter, Sidewalk,
Driveways, Pedestrian Ramps &
Catch Basins
- DBE 101 Orientation
- Estimating & Bidding for Consultants
- Flagger - Novice
- Heavy Equipment Operator
- How to Find Work
- OSHA 10 Hour
- Professional Services & Construction
Contract Acquisition
- QuickBooks Online Basics
- Scheduling for Construction Projects
- Strategic HR: Bringing HR into
the New Normal
- Temporary Traffic Control -
Design & Supervision

JULY - DECEMBER 2021

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All Class Times & Dates Are Subject to Change



Dear DBE/SBE,

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

Enclosed is your Certified Disadvantaged & Small Business Enterprise (DBE/SBE) training calendar, which runs from July thru December 2021. There are no costs to you to take any of the enclosed courses. We reimburse the trainers for each class; some classes are a fee per person, others are per group. Several courses have limits and they are *indicated. Therefore, we ask your commitment and consideration in registering for our DBE training events. Ensure you attend each class in which you register, and we ask that you also participate in the surveys after each class. Your feedback is essential to us continuing this service. No-shows will prevent you from attending future training offers.

Sincerely,

Juanita P. Campbell

Juanita P. Campbell
Training Coordinator

For more information about the program go to our website:

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

Email your training registration to: DBEBusinessDevelopmentCenter@scdot.org

Telephone: (803) 737-6426/Fax: (803) 737-4681

DATE	COURSE	DETAILS
July 13 & July 20, 2021	Scheduling for Construction Projects Two Part Session- Virtual- CBC, LLC	Page 5
July 15, 2021	QuickBooks Online Basics Onsite: SCDOT 955 Park Street, Rm G-22, Columbia, SC	Page 5
July 22, 2021	Certified Erosion Prevention & Sediment Control Inspection – Exam Prep Onsite: SCDOT 955 Park Street, Rm 115 B	Page 8
August 12, 2021	Professional Services & Construction Contract Acquisition - Virtual Training via Zoom	Page 6
August 23-24, 2021	OSHA 10 Hour General Industry Onsite: Southeastern National Safety Council, Irmo, SC	Page 8
August 31-September 1, 2021	SCDOT DBE Orientation Virtual Event	Page 6
September 1-2, 2021	Certified Erosion Prevention & Sediment Control Inspector (CEPSCI) Onsite: Columbia, SC	Page 9
September 6-9, 2021	Basic Heavy Equipment Operator (Excavator & Skid Steer Only) Onsite: Carolina Construction School	Page 10
September 8 & 15, 2021	Business Development - Two Part Series: Building Your Business Plan Creating a Capability Statement Onsite: Columbia	Page 6
September 13-14, 2021	OSHA 10 Hour – Construction Onsite: Southeastern National Safety Council, Irmo, SC	Page 9
September 20, 2021	Flagger - Novice Onsite: Southeastern National Safety Council, Irmo, SC	Page 11
September 21, 2021	SCDOT Concrete Installation Curb & Gutter, Sidewalk & Catch Basins Onsite: Southeastern National Safety Council, Irmo, SC	Page 11
September 29, 2021	How to Find Work (Construction & Hauling) Virtual Training	Page 11
October/November 2021	Create Your Safety Manual Combined class- Online/Virtual	Page 7
October 4 – 7, 2021	OSHA 30 Hour – Construction Onsite: Southeastern National Safety Council, Irmo, SC	Page 10
October 26-28, 2021	Essentials of Highway Construction Estimating and Bidding on SC DOT Projects for DBEs Onsite: SCDOT 955 Park Street, Rm G-22, Columbia, SC	Page 12
November 16 & 17, 2021	Strategic HR: Bringing HR into the New Normal Virtual Training	Page 7
December 2-3, 2021	Temporary Traffic Control- Design & Supervision Onsite: Southeastern National Safety Council, Irmo, SC	Page 12
December 6, 2021	Flagger - Novice Onsite: Southeastern National Safety Council, Irmo, SC	Page 11
December 2021	Estimating & Bidding for Consultants - To Be Announced Onsite: Columbia	
December 2021	The ABC's of Being Tax Compliant/ Preparing for Retirement – Financial Planning - To Be Announced	

SCHEDULING FOR CONSTRUCTION PROJECTS – VIRTUAL TRAINING

What makes CPM Scheduling so unique and effective is that the critical path method uses 'Float/Slack' to assist with the prioritization of work. Our interactive session introduces the background, principles, and a foundation for project planning and scheduling for the management and control of construction projects.

The session emphasizes the basic concepts of CPM scheduling and the application of those concepts. Topics covered include development planning, scheduling techniques, detailing the schedule with activities, logic and duration, integrating the schedule, relating schedule and cost, customer resource management report, and a case study and exercise.

Topics Include:

- **Development planning**
Develop realistic start and end dates for each activity.
- **Scheduling techniques**
The processes to identify and manage program progress and changes.
Float management.
- **Detailing the schedule with activities**
Defining the scope that must be carried out to achieve the goals.
- **Logic and duration**
Assigning relationships between activities and establishing the order in which these will be carried out.
Determine the time required to complete the activities that make up the program's scope.
- **Integrating the schedule with costs.**
Linking resources and costs to manage the program.

Training by Ms. Gloria Cyprian-Tanner of Comprehensive Business Consultants, LLC, Columbia, SC.

Two Day Session:

Session I

Date: July 13, 2021
Time: 3 pm – 4:30 pm
&

Session II

Date: July 20, 2021
Time: 3 pm – 4:30 pm

QUICKBOOKS ONLINE BASICS

This course is designed for business owners and bookkeepers new to QB Online or who are considering moving from QB desktop to QB Online.

Topics include:

- Learn to customize your company setup and information in QuickBooks Online.
- Work with the chart of accounts in QuickBooks Online.
- Learn about creating and editing customers and vendors in QuickBooks Online.
- Learn about recording and paying bills in QuickBooks Online.
- Learn about invoicing and receiving payment from customers in QuickBooks Online.
- Understand the process of downloading online transactions.
- Learn the important process of reconciling bank and credit cards statements in QuickBooks Online.
- Learn about monthly financial reports.

Training by Ms. Allison Ford of Burkett, Burkett, and Burkett, CPAs.

Each class is limited to 12 DBEs.

Date: Thursday, July 15, 2021
Time: 9:00 am – 3:00 pm
Location: SC Dept. of Transportation
Rm G-22

PROFESSIONAL SERVICES AND CONSTRUCTION CONTRACTS ACQUISITION – VIRTUAL TRAINING

As a business owner one goes from being an expert in your field to requiring expertise in project management, marketing, employee management, financial management, and much more. The primary objective of this course is to provide participants with a basic understanding of contracts acquisition and related methodologies for both professional services and construction contracts, needed for clarity of procurement processes, and introduction of tools to avoid pitfalls such as bidding errors, absence of project risk management, breach of contract, and termination.

<https://cbcllc-us.com>

Training by Ms. Gloria C. Tanner of Comprehensive Business Consultants, LLC, Columbia, SC.

Date: August 12, 2021
Time: 4:00 pm – 6:00 pm

SCDOT DBE ORIENTATION – VIRTUAL SESSION

This is a good time for those Disadvantaged Business Enterprises (DBE) & Small Business Enterprises (SBE) that would like a refresher or to our new DBE/SBEs, perhaps those that became part of our certified program within the last two years, may want to take advantage of what the SCDOT Unified Program can offer. The two day sessions will familiarize DBE and SBE firms with information and guidelines concerning:

- The Unified Certification Program.
- DBE/SBE Regulations.
- Fraud Preventions.
- SCDOT Extranet.
- SCDOT Business Opportunities.
- Business Development Center initiatives.

Date: August 31 & September 1, 2021
Time: 9:00 am – 12:30 pm (each day)



BUSINESS DEVELOPMENT PART I: BUILDING YOUR BUSINESS PLAN

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.

BUSINESS DEVELOPMENT PART II: CREATING A CAPABILITY STATEMENT

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 four-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.

<https://krjconsulting.com/>

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

Part I:
Date: September 8, 2021
Time: 9:00 am – 1:00 pm

Part II:
Date: Sept 15, 2021
Time: 9:00 am – 1:00 pm

CREATE YOUR SAFETY MANUAL – VIRTUAL SESSIONS

A Construction Safety Manual is essential for doing business. It is a deemed resource of what your company agrees to accept in line with safety compliance measures. The manual is created to be utilized and enforced by your employees.

A safety manual is a living document, therefore it is recommended that someone within each DBE firm who attend this project/class take ownership of the ongoing revisions, additions, deletions, and updates.

Once participants have created the manual, they will also have the ability and knowledge of how to edit their manual. DBEs who work for primes and owners who require a company Safety Manual should be able to understand their role in safety and KNOW that what they provide can be interpreted as a promise to adhere to what is inside the document.

In addition, Occupational Safety & Health Administration (OSHA) requires all construction companies to develop and implement a written safety and health program. Many prime contractors and project owners require Subcontractors to do the same.

This is an in-depth, challenging course which will teach attendees how to create a Construction Safety Manual, edit content, update and add content as necessary as their company grows.

Participants who complete all assignments should have built a company Safety Manual with a minimum of 10 to 12 common content chapters and up to 4 company specific additional chapters.

This course is limited to a maximum of 10 DBE firms. Delivery methods: Zoom and phone calls. Initial phone call will be necessary to assess each DBE company's needs and create a follow up Thursday schedule. ZOOM connection notifications will be emailed one day prior to each upcoming group event.

This is a 10 session course

Date: October 1 – November 5, 2021

STRATEGIC HUMAN RESOURCES – BRIDGING HR INTO THE NEW NORMAL – VIRTUAL TRAINING

Having a plan or process for doing Recruitment, Hiring, Performance Management, Legal issues and Employee Retention functions of HR are 'Strategic' to the success of any organization. Ms. Kehoe will provide strategies that will 'Kick Start the Process' and Actions to Make it Really Happen!

Strategic HR = Engage + Retain + Coach

Individuals will learn to go beyond traditional tactical HR (Human Resources) skills to Strategic HR, which equates to Engaging and Retaining a Leader's Team Members.

Topics include:

- The Strategic HR Model' – 6 Steps Model
- How to Recruit & Hire individuals by writing targeted Job Postings that differ from Job Descriptions.
- Performance Management – using the Catalytic Coaching® Process Coaching.
- Retention -- Working with both Remote Workforce / In – person / Hybrid Teams.
- Engage -- 'Levels of Engagement' Exercise and Lecture.
- Team Communication – Get to know the Personality Traits, Values, Skills, Interests of your Team members -- introduction to the 'Elevations® for Organizations' Assessment.
- Entrepreneurship -- Leadership Development / How to Coach.
- Wellness in the Workplace -- new Strategies / new Programs for your staff.

<https://kehoeconsultants.com/>

Training provided by Ms. Alysia Kehoe of Kehoe Consultants, LLC.

Date: November 16 – 17, 2021

Time: 9:00 am – 12:00 pm



CERTIFIED EROSION PREVENTION & SEDIMENT CONTROL INSPECTION EXAM PREP (CEPSCI)

This class is for those DBEs that have already taken the class and have concerns about prior testing and require better understanding of the CEPSCI. Ms. Williams will provide the tools to help clarify some of the erosion prevention and sediment control techniques and Best Management Practice (BMP) questions.

Training provided by Ms. Jackie Williams, P. E.

Date: July 22, 2021
Time: 9:00 am – 4:00 pm
Location: SC Dept. of Transportation
 Rm 115B

OSHA 10 HOUR GENERAL INDUSTRY

This course is ideal for anyone with safety and health responsibilities. It is also an excellent tool to increase awareness of health and safety for any employee. Participants will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles. A special emphasis will be placed on areas considered most hazardous, using OSHA standards as a guide.

TRAINING GOALS: Upon completion of the

OSHA General Industry 10-hour course, you will gain a working knowledge of Fundamental OSHA standards for general industry OSHA policies and procedures

WHO SHOULD ATTEND? Safety personnel, instructors, managers, supervisors, or anyone having responsibility for OSHA compliance in an industrial setting.

WHY SHOULD YOU ATTEND? This course is designed to provide you with an overview of fundamental OSHA standards and assist you with enhancing your compliance efforts.

Topics covered include: OSHA Act and General Duty Inspections, citations and general duty clause penalties, walking/working surfaces, hazardous materials, material handling, electrical and welding standards. Upon successful completion of the course, participants will receive an OSHA general industry safety and health 10-hour course completion card from the US Department of Labor. This is a 2-day class

This is a 10 hour mandatory, 2-Day Course.
****SCNSC Registration Also Required****

Date: August 23 – August 24, 2021
Time: 08:00 am – 4:30 pm
Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility, Irmo, SC

CERTIFIED EROSION PREVENTION & SEDIMENT CONTROL INSPECTOR (CEPSCI)

Construction and land disturbing activities have significant potential to adversely impact water quality. In 2004, Clemson University initiated the development and implementation of a program designed to inform individuals about important construction-related best management practices. The purpose of the Certified Erosion Prevention and Sediment Control Inspector Program is to educate field personnel on the proper installation, maintenance, and inspection of erosion prevention and sediment control measures.

The one-day class teaches attendees the latest techniques for erosion prevention and sediment control. It also introduces a variety of erosion control practices including the most environmentally effective techniques for different terrain. Instructors demonstrate how to review grading and drainage plans, as well as BMP details. Each participant is provided an opportunity to meet others involved in land disturbing activities and taught how to conduct a field inspection of erosion prevention and sediment control practices.

Some knowledge of erosion control is needed to attend this class. Day 2 is ½ day for CEPSCI exam and testing.

Over 5,000 people have participated in these classes with over 3,000 currently certified by passing the corresponding exam or recertifying. CEPSCI was developed through the cooperative effort of the Clemson University Cooperative Extension Service, SC Department of Transportation (SCDOT), Greenville County Soil and Water Conservation District, SC Department of Health and Environmental Control (SC DHEC), SC DHEC – Office of Ocean and Coastal Resource Management, the SC Sea Grant Extension Program and Woolpert, Inc.

<https://www.clemson.edu/extension/cepsci/>

*** Driver's License # is required when registering. ***

Conducted and Hosted by Clemson University.

Date: September 1– 2, 2021
 Time: 8:00 am – 5:00 pm – *both days*
 Location: The River Center, Saluda Shoals Park, 5605 Bush River Rd, Columbia, SC"



OSHA 10 HOUR CONSTRUCTION

Upon completion of the OSHA Construction 10-hour course, you'll be able to:

- Identify OSHA regulatory requirements for construction sites.
- Work knowledgeably within OSHA's construction standards.

Who should attend?

Attend this course if you are interested in developing safety and health programs in the construction industry or are seeking OSHA training.

Why should you attend?

Facilitators identify safety and health principles that help you meet OSHA requirements. Special emphasis is placed on areas in construction that most commonly result in worker injury or property damage.

You are also briefed on basic instructional approaches, improving compliance communication, and training at the work site.

This is a 10 hour mandatory, 2-Day Course. **SCNSC Registration Also Required.**

Date: September 13 – 14, 2021
 Time: 8:00 am – 4:30 pm
 Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility
 421 Mission Court, Irmo, SC

OSHA 30 HOUR – CONSTRUCTION

Training goals: Upon completion of the OSHA Construction 30-hour course, you'll be able to: Identify OSHA regulatory requirements for construction sites. Work knowledgeably within OSHA's construction standards.

WHO SHOULD ATTEND? Attend this course if you are interested in developing safety and health programs in the construction industry or are seeking OSHA training.

WHY SHOULD YOU ATTEND? Facilitators identify safety and health principles that help you meet OSHA requirements. Special emphasis is placed on areas in construction that most commonly result in worker injury or property damage.

You are also briefed on basic instructional approaches, improving compliance communication, and training at the work site. 4-Day class

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

Seats in this class are limited to 20 participants.

****SCNSC Registration Also Required.****

Dates: October 4-7, 2021
 Time: 8:00 am – 4:30 pm
 Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility
 421 Mission Court, Irmo, SC

BASIC HEAVY EQUIPMENT OPERATOR TRAINING – EXCAVATOR & SKID STEER

Basic Heavy Equipment Operator Training Courses are designed for entry level students with less than one year or no operating experience. These courses provide a foundation for skill development and safe, proficient machine operations. Students complete this training with a working knowledge and documentation of their skill levels on the excavator and the skid steer. A Certificate of Completion is awarded for each class.

Entry Level Course Content

- Equipment Safety.
- Equipment Pre-start/Shut-down Inspections.
- Cab and Controls.
- Basic Operating Techniques.

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

Minimum Class Size – 4 students; Maximum Class Size – 8 students.

Date: September 6 – 9, 2021
 Time: 8:00 am – 5:00 pm
 Location: Carolina Construction School
 Lancaster, SC





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.

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

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

****SCNSC Registration Also Required****

Date: September 20, 2021
Time: 8:30 am – 12:30 pm
Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility
 421 Mission Court, Irmo, SC

Or

Date: December 6, 2021
Time: 8:30 am – 12:30 pm
Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility
 421 Mission Court, Irmo, SC

SCDOT CONCRETE INSTALLATION – CURB & GUTTER, SIDEWALK AND CATCH BASIN

A one-day program 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, such as properly preparing concrete items.

Training by SCDOT Pre-Construction office.

Date: September 21, 2021
Time: 9:00 am – 4:00 pm
Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility
 421 Mission Court, Irmo, SC

HOW TO FIND WORK (CONSTRUCTION & HAULING) – VIRTUAL TRAINING

This class is aimed at 10 DBE Construction or Hauling Oriented area of work. Presentation for 30 – 45 minutes of information, delivery and discussion. Included in this event will be a 1-on-1 follow up discussion with each individual attendee by phone/email about what is going well and what is not and how we can help.

Ms. Milliron will cover finding work via the following areas:

- On your own
- Referral / Networking
- Being the expert / Partnering
- Networking
- Public
- State
- Federal
- Military
- Institutional
- Associations / Agencies / Municipalities

Training provided by Ms. Carolyn Milliron, Myrtle Beach SC.

Date: September 29, 2021
Time: 10:00 am – 11:30am

ESSENTIALS OF HIGHWAY CONSTRUCTION ESTIMATING AND BIDDING ON SC DOT PROJECTS FOR DBES

In this 3 day course, attendees will gain insights and knowledge of how to estimate, bid and win SC DOT contracts. To be eligible for this course, potential attendees should have a working knowledge of:

- Microsoft Excel.
- The ability to read, understand and interpret prints & SCDOT specifications.
- Be prepared to complete a real time bid.
- Complete in class activities.
- Attend an on-site (active) SC DOT project.

Course instructors will contact each attendee two weeks prior to the start date to assure understanding and time commitment.

The 3 day course outline and agenda will be forwarded one week prior to the start date for attendees chosen to attend. Attendance and active participation in this intensive course is essential to success in learning to estimate and bid SC DOT projects.

Capacity for this course is a maximum of 10 companies.

Training provided by William Abram of Abram Construction/ Carolyn Milliron.

Date: October 26-28, 2021
Time: 8:00 am – 5:00 pm
Location: SC Dept. of Transportation
Rm 115B

TEMPORARY TRAFFIC CONTROL - DESIGN & SUPERVISION

A two-day course which 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).

Traffic Control is based on the most current federal regulations, and reviewed by the leading industry experts. It's based on real-world situations.

Experienced instructors lead students through problem-solving exercises, using the MUTCD and state guidelines. 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 zones.

Anyone with at least one year of documented experience in work zone traffic control can attend. It's also useful for project engineers who want to understand requirements imposed on site supervisors and outside contractors.

Temporary Traffic Control 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.

Note: A Southeastern National Safety Council Registration Form and Affidavit of Proof of 1 year Experience is due within two weeks of training.

Seats in this class are limited to 10 participants.

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

Training by & held at the Southeastern Chapter National Safety Council Training Facility.

Date: December 2 – 3, 2021
Time: 9:00 am – 5:00 pm
Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility
421 Mission Court, Irmo, SC

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, and email to:

SCDOT’s Division of Minority and Small Business Affairs, Business Development Center, (BDC)

DBEBusinessDevelopmentCenter@scdot.org

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.



TRAINING TUITION ASSISTANCE APPLICATION

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

(TTA-2) Revised 01-2020

Director of Supportive Services & Business Development Date

TRAINING TUITION ASSISTANCE APPLICATION

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)*

*CEPSCI only. Please add Driver's License # _____

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

TRAINING REGISTRATION FORM



P.O. Box 191, Columbia, SC 29202, Ph: 803.737.6426, F: 803.737.4681
http://www.scdot.org/doing/businessDevelop_Center.aspx