

WINTER-SPRING 2023

DBE/SBE TRAINING CALENDAR

- 
- ◆ QuickBooks- Online Version
 - ◆ Minding Your Own Business 2023
 - ◆ Temporary Traffic Control- Design & Supervision
 - ◆ Flagger (Novice)
 - ◆ Flagger Instructor Training
 - ◆ Basic Work Zone
 - ◆ Effective Business Development & Business Management
 - ◆ Microsoft Excel Tips, Tricks & Timesavers/ Using the Cloud to Grow Your Business
 - ◆ How to Find Work
 - ◆ Managing Your Personal & Business Credit as an Entrepreneur
 - ◆ OSHA 10 Hour Construction
 - ◆ Pre-Highway Asphalt Roadway Technician
 - ◆ Using Social Media to Grow Your Company
 - ◆ Pre-Highway Earthwork & Base Course Technician
 - ◆ Fundamentals of Project Management
 - ◆ A/E Consultants Contracts – Creating an Acceptable Accounting System & Federal Cost Compliance
 - ◆ Certified Erosion Prevention & Sediment Control -Inspector (CEPSCI)
 - ◆ Estimating & Bidding in the Transportation Arena

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All Class Times & Dates Are Subject to Change



Dear DBE/SBE,

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

Enclosed is the Certified Disadvantaged & Small Business Enterprise (DBE/SBE) training calendar, which runs from January thru June 2023.

There are no enrollment costs for certified DBEs who register for any of the courses listed here. However, because there is a cost to SCDOT, we ask for your consideration when registering by making a commitment to attend. If your schedule changes, simply contact us at least three days in advance if you need to cancel. DBEs who register and subsequently “No-show” will be prevented from registering for future training offers.

A fillable registration form is provided at the end of this training calendar. Complete and return a registration form for each course you would like to attend. Return via fax or email according to instructions on the form.

In addition, if we do not offer a course that is essential to your firm, but it is offered elsewhere, please consult information regarding the Division’s Training Tuition Assistance Program (TTA). You may be eligible for course fee/tuition reimbursement under this program. Requests must be submitted for approval prior to enrolling in any course. Please see the included application requirements.

For more information about the program go to our website:

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

Finally, review the National Highway Institute Catalog for potential classes that we may reimburse with prior approval.

<https://www.nhi.fhwa.dot.gov/home.aspx>

<https://www.nhi.fhwa.dot.gov/course-search?tab=3>

Registration forms, questions and requests for additional information can be emailed to:

DBEBusinessDevelopmentCenter@scdot.org

DATE	COURSE	DETAILS
January 5, 2023 May 25, 2023	QuickBooks- Online Version On-site: Headquarters Bldg.	Page 5
January 24, 31 & February 7	Minding Your Own Business 2023 On-site: Headquarters Bldg.	Page 5
January 26-27, 2023 March 14-15, 2023 June 5-6, 2023	Temporary Traffic Control-Design & Supervision On-site: Southeastern National Safety Council Irmo, SC	Page 10
February 16, 2023 May 15, 2023	Flagger Novice (Work Zone Flagger) On-site: Southeastern National Safety Council Irmo, SC	Page 10
February 16, 2023 May 15, 2023	Flagger Instructor Training On-site: Southeastern National Safety Council Irmo, SC	Page 11
February 24, 2023 April 25, 2023	Basic Work Zone On-site: Southeastern National Safety Council Irmo, SC	Page 11
March 22-23, 2023	Effective Business Development & Business Management On-site: Headquarters Bldg.	Page 5
March 30, 2023	Microsoft Excel Tips, Tricks & Timesavers/ Using the Cloud to Grow Your Business On-site: Headquarters Bldg.	Page 6
April 13, 2023 September 22, 2023	How to Find Work Virtual Setting – Zoom	Page 6
April 19, 2023	Managing Your Personal & Business Credit as an Entrepreneur On-site: Headquarters Bldg.	Page 8
April 20 – 21, 2023	OSHA 10 Hour Construction On-site: Southeastern National Safety Council Irmo, SC	Page 9
May 1 – 12, 2023	Pre-Highway Asphalt Roadway Technician On-site: ICE Training Room, West Columbia SC	Page 12
May 10, 2023	Using Social Media to Grow Your Company On-site: Headquarters Bldg.	Page 6
June 5 – 15, 2023	Pre-Highway Earthwork & Base Course Technician On-site: ICE Training Room, West Columbia SC	Page 12
June 12 – 13, 2023	Fundamentals of Project Management On-site: University of South Carolina, Columbia, SC	Page 7
June 16, 2023	Architecture & Engineering (A/E) Consultant Contracts Creating an Acceptable Accounting System and Federal Cost Compliance On-site: Headquarters Bldg.	Page 7
June 22 – 23, 2023	Certified Erosion Prevention & Sediment Control- Inspector (CEPSCI) On-site: Headquarters Bldg.	Page 9
June 29-30, 2023 October 12-13, 2023	Estimating & Bidding in the Transportation Arena Hampton Inn – Killian Rd., Columbia, SC	Page 7

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.

Conducted by Mrs. Allison H. Ford, CPA, CFE, Executive Vice President of Burkett, Burkett & Burkett, CPA, CFE.

<https://burkettcpas.com>

Date: January 5, 2023 & May 25, 2023
 Time: 9:00 am – 3:00 pm
 Location: SC Dept. of Transportation, G-14
 955 Park St, Columbia, SC 29201

MINDING YOUR OWN BUSINESS 2023

This three-part series is designed to further assist entrepreneurs/owners as they seek to identify and make the most of business opportunities, learn from setbacks, and succeed in a variety of settings.

Key objectives:

- Opportunity Recognition and Market Analysis- how to evaluate opportunities using market research and SWOT/data analysis.
- Delivering Value to Customers- revisiting your target market as well as TAM (total available market) and learn how to deliver and communicate value to potential clients.

- Networking and the Proximity Principles by Ken Coleman
- Are you Bankable?- delves into financial and expense Management, six Cs of Credit, cash flow vs. profit, expense management, revenue streams, and sales projections, as they explore business financing options and how to use financial analysis.

Date: January 24, January 31 & February 7, 2023
 Time: 10:00 am – 12:00 pm
 Location: SC Dept. of Transportation
 Room 331
 955 Park St, Columbia, SC 29201

Limited to a maximum of 15 firms.

Please be available for all three two - hour sessions to complete this class.

EFFECTIVE BUSINESS DEVELOPMENT & BUSINESS MANAGEMENT

Running your day-to-day operations can be challenging if you do not have a specific plan. In this course, you will learn the components of running business operations how to efficiently leverage the company's material, people and processes. We will share tactics that will improve efficiency and show you how to optimize your levels of service and quality performance all while minimizing risk to the organization.

Opening a Small Business is normally the result of taking a passion or skill set and converting it into a business or trade. This skill set does not always effectively convert to management skills as the business grows and needs to bring on staff. In this session, you will learn the basics of managing others, effective communication skills and time management to ensure the businesses objectives are met.

THREE SESSIONS

Session I

- Operations Management
- Business Plan/Strategy
- Serving Clients

Session II

- Management/Leadership Training
- Strategic Planning
- Managing through Crisis

Date: March 22, 2023
 Time: 9:00 am – 4:00 pm
 Location: SC Dept. of Transportation, 115A
 955 Park St, Columbia, SC 29201

Session III

- Sales/Marketing/Networking
- Product/Services Defined
- Niche/Brand/USP
- Effective Use of Capability Statement

Date: March 23, 2023
 Time: 9:00 am – 12:00 pm
 Location: SC Dept. of Transportation, 115A
 955 Park St, Columbia, SC 29201

MICROSOFT EXCEL TIPS, TRICKS AND TIMESAVERS & USING YOUR CLOUD FOR YOUR BUSINESS

A two-part segment will be covered during this full day of training.

Microsoft Excel

This course offers tips, tricks and timesavers that will help you get the most from Excel. This course is perfect for someone who has been working with the program regularly and want to improve your skills. We will cover working with advanced functions, analyzing data and more.

This is a hands-on class, so you and your team will be utilizing Excel to efficiently get the work done.

Using the Cloud for Your Business

Are you using your cloud storage for your business? If no, why not? Microsoft's free tool – OneDrive provides accessible storage to increase efficiency within your business systems. During the course, students can expect to learn how to store documents for easy access anytime, anywhere, any device; how to manage team documents; sharing and setting permissions and collaboration in real time and more.

This is a hands-on class, which will show you and/or your team how to make your organization streamlined, efficiently.

Date: March 30, 2023
 Time: 9:00 am – 4:30 pm
 Location: SC Dept. of Transportation, G-22
 955 Park St, Columbia, SC 29201

HOW TO FIND WORK

The goal is to have at least 10 firms participate. Presentation for 30 – 45 minutes of information with Zoom or teleconference 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.

Topics Include:

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

Training provided by Ms. Carolyn Milliron.

Date: April 13, 2023
 September 22, 2023
 Time: 10:00 am – 11:30 am
 Location: Virtual

USING SOCIAL MEDIA TO GROW YOUR COMPANY

In an ever-changing business environment, there is one thing that will not change and that is connecting with your customers. Social media is an opportunity for you (or your team) to tell your prospective customers why they should be doing business with you. Through curated content that reinforces your key messages and capabilities, you can stay connected with your customer base even when you are busy. This training will give you best practices, worst-case scenarios, and tips on leveraging social media to grow your business.

Date: May 10, 2023
 Time: 9:00 am – 12:00 pm
 Location: SC Dept. of Transportation, G-10
 955 Park St, Columbia, SC 29201



FUNDAMENTALS OF PROJECT MANAGEMENT

A hands-on introductory program designed for professionals who have little or no experience with project management. This course thoroughly covers the useful strategies necessary to deliver a project within the defined method, cost and schedule constraints.

Program Focus Areas: USC's Fundamentals of Project Management course will enable you to identify scope, risks and resources efficiently – empowering you with a highly sought after skill set most companies are seeking. This program is designed to introduce you to the Project Management Certificate which is a gateway to earning your Project Management Professional (PMP®) credential.

This course will cover:

- Project life cycle
- Defining scope
- Scheduling logistics
- Project risks
- Maintaining control
- Execution

NOTE Location and directions will be emailed approximately one week before the course begins.

Date: June 12 – 13, 2023
Time: 9:00 am – 4:00 pm
Location: University of South Carolina, Columbia, SC

ARCHITECTURE & ENGINEERING (A/E) CONSULTANT CONTRACTS – CREATING AN ACCEPTABLE ACCOUNTING SYSTEM AND FEDERAL COST COMPLIANCE

The SCDOT Office of Contract Assurance (OCA) representatives will introduce Federal Cost Principles, compliance requirements applicable to consulting firms. They will also discuss SCDOT resources and requirements for consulting firms and the SCDOT Safe Harbor Indirect Cost Rate.

Monica Miles, CPA, will provide details on accounting system requirements for A/E consulting firms providing services under federally funded contracts and establishing a job cost accounting system. Monica's discussion will also cover allowable and unallowable costs under Federal Cost Principles and other compliance requirements.

Learn how to:

- Set up your job cost accounting system
- Identify and remove unallowable costs.
- Calculate indirect cost rates in compliance with Federal Cost Principles.

Date: June 16, 2023
Time: 9:00 am – 4:00 pm
Location: SC Dept. of Transportation, G-14
 955 Park St, Columbia, SC 29201

ESTIMATING & BIDDING IN THE CONSTRUCTION TRANSPORTATION ARENA

In this fast paced and in depth 2-day course, attendees will gain greater insights and knowledge of how to estimate, bid and win SC DOT contracts. Work scopes covered may include but are not limited to Trucking, Material Hauling, Silt Fence Installation, Concrete Sidewalk, Placing Base Stone, Clearing and Grubbing, Excavation, depending on class makeup.

Attendees will be shown new techniques that will improve their confidence to accurately estimate and bid work, including how to properly calculate equipment ownership and operation cost such as Dump Trucks, Flat Bed Trailers, Excavators, etc. Most importantly, you will see how to use your accounting information to correctly determine billing rates for labor, equipment, overhead and profit. Stop guessing; discover exactly how much your employees, equipment and your office operations really cost.

The methods presented will change participants' way of thinking from that of a craftsperson into thinking like a successful businessperson in the construction industry.

To be eligible for this course, potential attendees should have a working knowledge of:

- Microsoft Excel
- The ability to read, understand and interpret prints & SC DOT specifications
- Complete in class activities

NOTE To enhance your understanding and to gain one-on-one assistance specific to your time with Mr. Tyler, please bring, if possible, 1) copies of bids you have submitted, both accepted and rejected; 2) laptop; 3) Equipment List 4) 2021 Year-end P&L Statement; and 5) 2021 Year-end Balance Sheet.

A course instructor will contact each attendee two weeks prior to the start date to assure understanding and time commitment.

The 2-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.

Course Instructors: Carolyn Milliron and Victor C. Tyler, PE, President of Tyler Construction Engineers, P.C., Author of "How to Estimating Road Construction Accurately", and Creator of RoadBidTemplates.com.

Date: June 29 – 30, 2023
October 12 – 13, 2023

Time: 8:00 am – 5:00 pm

Location: Hampton Inn – Killian Rd
Columbia, SC

Capacity for this course is a maximum of 12 firms.

MANAGING YOUR PERSONAL & BUSINESS CREDIT AS AN ENTREPRENEUR

Managing Your Personal and Business Finances as an Entrepreneur.

As a small business owner, it is critical for entrepreneurs to understand and have their personal finances in order because they will definitely affect your business finances; especially when it comes to obtaining credit and bonding capacity. Establishing a strong financial foundation is key to a business's success.

In this session, you will learn the key steps to building and maintaining a strong financial foundation for both your personal and business finances, understand how lenders rate you when you apply for credit and develop strategies to position yourself and your business for obtaining credit when you need it.

Date: April 19, 2023

Tim: 9:00 am – 4:00 pm

Location: SC Dept. of Transportation, G-20
955 Park St, Columbia, SC 29201

OSHA 10 HOUR – CONSTRUCTION

Upon completion of the OSHA Construction 10-hour course, you'll be able to: Identify common hazards for construction sites.

Who should attend?

Attend this course if you are an entry level worker, safety and health manager, or any worker interested in hazards in the construction industry.

Why should you attend?

Facilitators identify safety and health principles that help you identify hazards, abate those hazards, and protect employees.

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. 2-Day Course

Date: April 20– 21, 2023

Time: 8:00 am – 4:00 pm

Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility, Irmo, SC



CERTIFIED EROSION PREVENTION & SEDIMENT CONTROL INSPECTOR (CEPSCI)

While erosion is a natural process, it can be dramatically accelerated by activities such as farming, timber harvesting and construction. Each year thousands of acres of land in South Carolina are exposed during the course of construction and land development. Everyone who lives in or visits South Carolina wants to enjoy clean and healthy waterways. Without properly installed protective practices during construction, the land is left vulnerable to erosion and sediment runoff.

The purpose of the Certified Erosion Prevention and Sediment Control Inspector (CEPSCI) Program is to educate field personnel on the proper installation, maintenance and inspection of erosion prevention and sediment control measures at construction sites. Preventing sediment-laden runoff not only protects our rivers, creeks and streams, but is also a trademark of a quality construction project.

Day 1 will be a one-day workshop, which 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 various terrains. Instructors will demonstrate how to review grading & drainage plans, as well as Best Management Practice (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.

Day 2 will be set for in person exam 8:45 am – 12 pm.

Conducted and held by Clemson University.

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

Date: June 22 – 23, 2023

Time: 8:30 am – 4:00 pm

Location: The River Center, Saluda Shoals Park, 5605 Bush River Rd
Columbia, SC 29201

Registration for this class is required two weeks prior to training.

*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
- Learn to implement a safe TCP 2.0 Days

***Option of one of three Sessions:**

Date: January 26 – 27, 2023
March 14 – 15, 2023
June 5 – 6, 2023

Time: 8:00 am – 4:00 pm

Location: The Southeastern Chapter National Safety Council Training Facility, Irmo, SC

*Additional SCNSC registration forms required two weeks before training.

*FLAGGER NOVICE (WORK ZONE FLAGGER)

Controlling traffic through work areas is one of the most important -- and dangerous -- operations in construction maintenance.

The National Safety Council's Flagger Training Course is a comprehensive skill-building session that meets federal industry guidelines: the Manual on Uniform Traffic Control Devices (MUTCD) guidelines and the ANSI standard ISEA-107-1999. The Office of Highway Safety, the Federal Highway Administration, and several state Departments of Transportation have reviewed this program.

The primary objectives of the program are to train flaggers to provide safe passage of traffic through and around work areas and to minimize confusion by bringing standard flagging procedures to our nation's highways. To get your crew members trained and certified in safe flagging techniques in just four hours.

Who should attend?

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

What you'll learn:

- 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:**

Date: February 16, 2022
May 15, 2023

Time: 8:00 am – 12:00 pm

Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility, Irmo, SC

*Additional SCNSC registration forms required two weeks before training. Seats in this class is limited to 15 firms.

***FLAGGER INSTRUCTOR TRAINING**

Training goal In the Flagger Training Instructor Course, you will learn to teach work zone crews standard flagging procedures and how to provide safe passage in and around work areas.

Get certified to deliver the Flagger Training Course to your work zone crews. No prerequisites required.

Who should attend? Individuals with safety and health responsibilities in highway and street construction; bridge, tunnel, water or sewer construction; concrete, utilities, or paving industries; state transportation, and county or municipal street/public works departments.

Why you should attend? Controlling traffic through work zones is one of the most important and dangerous operations in road construction and maintenance.

The National Safety Council's 1-day Instructor Course for the Flagger Training Program will train you to teach standardized flagging procedures. Upon completion of the course, you will be able to apply the resources and information learned to protect your own crew and the public.

The course covers:

- The Manual on Uniform Traffic Control Devices (MUTCD)
- ANSI standard ISEA-107-2010
- How to get students involved in the course
- How to use course materials
- Administrative responsibilities
- Adult learning needs

Developing effective teaching skills Certification for a Flagger Instructor is contingent upon completion of the Flagger Training Instructor Course, affiliation with an organization maintaining status as an approved Flagger Training Center and successfully teaching one monitored probationary class. An organization may become an approved Flagger Training Center by signing a Training Center Agreement. 1-Day Course

***Option of one of two Sessions:**

Date: February 16, 2023
May 15, 2023

Time: 9:00 am – 4:00 pm

Location: Southeastern Chapter National Safety Council (SCNSC) Training Facility, Irmo, SC

***Additional SCNSC registration forms required two weeks before training.**

***BASIC WORK ZONE**

Controlling traffic through work areas is one of the most important -- and dangerous -- operations in construction maintenance. The Basic Work Zone course is an introduction to work zone set up, focusing on specific requirements from the MUTCD and the SCDOT Standard Drawings/SCDOT Work Zone Safety Handbook.

Who should attend? Individuals with safety and health responsibilities in highway and street construction; bridge, tunnel, water or sewer construction; concrete, utilities, or paving industries; state transportation, and county or municipal street/public works departments.

The course covers:

- 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.

***Option of one of two Sessions:**

Date: February 24, 2023
April 25, 2023

Time: 8:00 am – 4:00 pm

Location: The Southeastern Chapter National Safety Council Training Facility, Irmo, SC

***Additional SCNSC registration forms required two weeks before training.**

Each class is limited to 15 DBEs.

PRE-HIGHWAY ASPHALT ROADWAY TECHNICIAN

This course provides training in equipment, concepts, specifications, and material testing procedures necessary to perform work as an Asphalt Roadway Technician. It also includes all testing requirements for SCDOT Asphalt Roadway Technician Certification.

This course takes the place of the normal pre-requisite of 6 months of documented related work experience to attend a regular SCDOT Asphalt Roadway Technician Certification course and attempt certification. However, even if testing requirements are successfully completed, participants must still acquire 1 month of documented related work experience before the SCDOT Asphalt Roadway Technician Certification is awarded.

Testing Requirements: If an individual scores less than 80 but at least 60 on the written exam, that individual will be eligible to take one (1) retest for an additional fee. If the individual still scores less than 80 on the retest, he/she will be required to attend a regular SCDOT Asphalt Roadway Technician Certification course prior to attempting the testing requirements again.

If an individual scores less than 60 on the written exam, the individual will not be eligible for the retest and will be required to attend a regular SCDOT Asphalt Roadway Technician Certification course prior to attempting the testing requirements again.

Nominees for the Pre-Highway Inspection courses will be limited to two employees per firm. Nominations consist of the application and the employee's resume. MSBA will review all nominations and select candidates who best demonstrate their ability to participate in and meet course requirements. Each candidate must sign an 18-month non-compete agreement with his or her employer prior to beginning the first course. The certification requires a 30-day on the job training upon course completion and before an individual is certified as a highway inspector.

Length of Course: 66 hours over 9 days.

Conducted by Tri-County Technical College, held in Columbia, SC

<https://www.tctc.edu/programs/corporate-and-community-education/scdot-programs/pre-highway-construction-inspector/>

Date: May 1 – 12, 2023
Time: 9:00 am – 4:30 pm
Location: The Infrastructure Consulting & Engineering, Training Facility
 Columbia, SC

PRE-HIGHWAY EARTHWORK & BASE COURSE TECHNICIAN

This course provides training in equipment, concepts, specifications, and material testing procedures necessary to perform work as an Earthwork & Base Course Technician. It also includes all testing requirements for SCDOT Earthwork & Base Course Technician Certification as well as Nuclear Gauge HazMat Certification. The class takes the place of the normal pre-requisite of 6 months of documented related work experience to attend a regular SCDOT Earthwork & Base Course Technician Certification course and attempt certification. However, even if testing requirements are successfully completed, participants must still acquire 1 month of documented related work experience before the SCDOT Earthwork & Base Course Technician Certification is awarded.

Testing Requirements: If an individual scores less than 80 but at least 60 on the written exam, that individual will be eligible to take one (1) retest for an additional fee. If the individual still scores less than 80 on the retest, he/she will be required to attend a regular SCDOT Earthwork & Base Course Technician Certification course prior to attempting the testing requirements again. If an individual scores less than 60 on the written exam, the individual will not be eligible for the retest and will be required to attend a regular SCDOT Earthwork & Base Course Technician Certification course prior to attempting the testing requirements again.

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Length of Course: 64 hours over 9 days.

Conducted by Tri-County Technical College, held in Columbia, SC

Date: June 5 – 15, 2023
Time: 9:00 am – 4:30 pm
Location: The Infrastructure Consulting & Engineering, Training Facility
 Columbia, SC

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: (____) _____

TRAINING REGISTRATION FORM

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

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE A CONTRACT BETWEEN THE FIRM AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT.

BACKGROUND

The South Carolina Department of Transportation's Division of Minority & Small Business Affairs is committed to providing training and supportive services, to include tuition assistance, to enhance the business and workforce development of qualifying Disadvantaged Business Enterprises (DBEs). This initiative was implemented through former Business Opportunity and Workforce Development (BOWD) Program.

PURPOSE

The DBE "Training Tuition Assistance Program" (TTA) is designed for eligible South Carolina DBE firms by providing financial assistance for training with the intent of developing the educational skill levels of employees, improving job-related or career-related capabilities, thereby, enhancing the firm's capacity. Areas qualifying for training assistance include, but are not limited to, technical/management development programs and relevant certifications.

PROGRAM COMPONENTS

- Approved tuition assistance will be made in the form of reimbursement.
 - Only SCDOT DBE certified firms, who have been on the Department's Unified Certification Program Directory list for the last two (2) years and are in good-standing, are eligible for consideration.
 - Only "key" employees of the DBE firm will be approved for participation. A "key" employee is someone in a position whose decisions directly impact the day-to-day operations of the business.
 - Firm must have attended at least two (2) SCDOT sponsored training events within the last two (2) years.
 - Requested assistance must be directly related to training, which will enhance a firm's business skills allowing the firm to compete more successfully in the highway transportation industry.
 - Requests for assistance must be made on the "DBE Training Tuition Assistance Request & Reimbursement Approval Form" (TTA-1). Request forms should be received at least thirty
- (30) days prior to the start of training. The TTA Program Coordinator will notify the firm, in writing, of approval or denial of the request.
 - Assistance approval must be received, in writing, from the TTA Program Coordinator prior to attendance. Failure to receive proper approval prior to attendance will result in denial of the request for assistance.
 - Request denials do not prohibit a firm from attending training. However, the denial does mean the Department will not provide the firm with financial assistance on the specific request.
 - When evaluating requests for assistance, consideration will be given based on the adherence to the stipulated request process; the firm's program eligibility; the purpose of training and the benefit of the training to enhance the firm's business skills in the highway transportation industry.
 - Assistance is limited to the availability of funds.
 - An eligible DBE firm may be provided approved assistance up to \$1,500 per year. (Based on the availability of funds, this amount is not guaranteed and may be subject to change.)
 - Prior to the issuance of reimbursement, the firm must submit, for each participant, a completed "Reimbursement Attendance Acknowledgement Form" (TTA-2) signed by the trainer, along with a copy of the completed training sponsor's registration form and a copy of the paid invoice. To expedite processing, forms should be returned to the TTA Program Coordinator within five (5) working days of completion of training.
1. Failure to provide the completed "Reimbursement Attendance Acknowledgement Form", TTA-2, and stipulated attachments within fifteen (15) calendar days of completion of training will result in the forfeiture of reimbursement. Failure to attend or satisfactorily complete training approved for reimbursement will result in forfeiture of reimbursement and in disqualification for future training tuition assistance for the DBE firm.
 2. Trainer's signature may be subject to verification.
 3. Denial of tuition assistance is at the final discretion of the Department.

Please send all correspondence to: South Carolina Department of Transportation, Division of Minority and Small Business Affairs, ATTN: TTA Program Coordinator-Business Development Center, PO Box 191, Columbia, South Carolina 29202

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 bussiness. 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



SCDOT DBE TRAINING TUITION ASSISTANCE "REIMBURSEMENT" ATTENDANCE ACKNOWLEDGEMENT FORM

Participants Name: _____

Company Name: _____

Company Address: _____

Company Mailing Address (if different): _____

Phone: (_____) _____ *City* *State* *Zip* FAX: (_____) _____

E-Mail Address: _____ FEIN#: _____

Title of Training: _____

Dates of Training: _____

CHECK ONE OF THE FOLLOWING

I certify that I DID attend the above training program as requested on the attached "SCDOT DBE TRAINING TUITION ASSISTANCE REQUEST & REIMBURSEMENT APPROVAL FORM".

I have attached a completed copy of the training sponsor's registration form and a copy of the paid invoice. I have obtained the trainer's attendance verification signature.

This is to verify that the above listed participant successfully completed the training course described on this form.

Trainer Signature _____ Date _____

I certify that I DID NOT attend/satisfactorily complete the above training program for the following reason(s):

I understand requests for reimbursement are contingent upon prior approval, attendance/ satisfactory completion of the above mentioned program and my compliance with the "Attendance Acknowledgement Form" 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 the "Trainer's Signature" is subject to verification. I understand that denial of assistance is at the final discretion of the Department.

Participants Signature: _____ Date: _____

Please return form(s) to: South Carolina Department of Transportation, Division of Minority and Small Business Affairs, ATTN: TTA Program Coordinator- Business Development Center, PO Box 191, Columbia, South Carolina 29202

(TTA-2) Revised 01-2020

