

DBE/SBE TRAINING CALENDAR

SUMMER - WINTER 2025



- ◆ Securing Success as a DBE
- ◆ QuickBooks-Online
- ◆ Accessing Funding: SBA Loans for Equipment & Property/Real Estate
- ◆ SCDOT DBE/SBE Orientation
- ◆ Drone Academy
- ◆ Flagger – Novice
- ◆ Temporary Traffic Control Design & Supervision
- ◆ Flagger Instructor Training

- ◆ Temporary Traffic Control Design & Supervision- Refresher Course
- ◆ Pre-Highway Earthwork & Base Course Technician
- ◆ Certified Erosion Prevention and Sediment Control Inspector (CEPSCI)
- ◆ OSHA 10 Hour – Construction
- ◆ Sidewalk, Catch Basin, Curb & Gutter, Handicapped Ramp
- ◆ Dump Truck Safety & Compliance

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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 July through December 2025.

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** (3) days in advance if you need to cancel. DBEs who register and subsequently "No-show" will be prevented from registering for future training offers.

Please utilize the links applied to each class within the summary to register for each individual training class, for each person attending a class.

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 and link or QR code to apply for Training Tuition Assistance approval.

Please note all training events are contingent on the availability of federal funds.

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

Juanita P. Campbell

Training Coordinator, Supportive Services & Business Development

Division of Minority and Small Business Affairs

Phone: 803-737-6426 Email: CampbellJP@scdot.org

DATE	COURSE	
July 15-18, 2025 November 18-21, 2025	Drone Academy Columbia Blvd. Columbia, SC	Page 8
July 22, 2025 December 8, 2025	*Flagger - Novice Onsite: Southeastern National Safety Council Irmo, SC	Page 9
July 23, 2025 September 9, 2025 November 18, 2025	Basic Work Zone On-site Southeastern National Safety Council Irmo, SC	Page 10
July 24-25, 2025 September 11-12, 2025 November 20-21, 2025	Temporary Traffic Control- Design & Supervision Onsite: Southeastern National Safety Council Irmo, SC	Page 11
August 4, 2025 October 13, 2025 December 15, 2025	Flagger Instructor Training Onsite: Southeastern National Safety Council Irmo, SC	Page 12
August 14, 2025 December 4, 2025	Securing Success as a DBE In person- Headquarters G-20 Columbia, SC	Page 6
August 21, 2025	QuickBooks- Online Version In person- Headquarters G-22 Columbia, SC	Page 6
September 10, 2025 November 19, 2025	Temporary Traffic Control- Design & Sup Refresher- TTC On-site Southeastern National Safety Council Irmo, SC	Page 13
September 15-25, 2025	Pre-Highway Earthwork & Base Course Technician – Engineering Firms Only Tri-County Technical College, Pendleton, SC	Page 13
September 25-26, 2025	Certified Erosion Prevention & Sediment Control Inspection. CEPSCI Onsite- Saluda Shoals Park, Columbia, SC	Page 14
September 25-26, 2025	OSHA 10 Hour- Construction SCNSC- Irmo, SC	Page 15
October 16, 2025	Sidewalk, Catch Basin, Curb & Gutter Hampton Inn- Killian Rd. Columbia, SC	Page 16

DATE	COURSE	
October 23, 2025	Accessing Funding: SBA Loans for Equipment & Property/Real Estate Purchases 2 Hour Virtual Event	Page 7
November 12, 2025	Dump Truck Safety & Compliance 2 Hour Virtual Event	Page 17
December 10-11, 2025	SCDOT DBE/SBE Orientation 2 ½ day - Virtual Event	Page 7

SECURING SUCCESS AS A DBE

This class guides newly certified DBE businesses through the procurement process to secure state contracts. Participants will learn how to register as vendors, navigate SCEIS, search for bid opportunities, and review key documents like scope of work, bonding, and insurance requirements. We will prepare a full bid package during class.

This session will also cover the SCBO portal, covering project searches, solicitation requests, and bid preparation. Hands-on class time and examples will help attendees practice retrieving and reviewing bid documents. The day ends with a Q&A and an introduction to Phase II, which covers grants, contracts, payments, and project completion.

Bring your own Laptop for utilization and to learn website locations. Guest Wi-Fi will be provided once the request is complete.

Choice of two date options:

Dates: August 14, 2025
December 4, 2025
Time: 9:00 a.m. - 4:00 p.m.
Location: SCDOT Headquarters Building-Room G-20
Columbia S.C. 29201
Facilitator: Erin Wessinger

[About Us | To Moon And Back](#)

Registration: <https://forms.office.com/g/gNQ02Fnuuz>

QUICKBOOKS-ONLINE

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.
- 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.

Date: August 21, 2025
Time: 9:00 a.m. - 4:00 p.m.
Location: SCDOT Headquarters Building-Room G-22
Columbia S.C. 29201
Facilitator: Shelia Tutweiler-Dawkins
[TutweilerDawkins LLC - Financial Services, Taxes, Tax Calculation](#)

Registration: <https://forms.office.com/g/HhP420pdn9>





ACCESSING FUNDING: SBA LOANS FOR EQUIPMENT & PROPERTY/REAL ESTATE

Workshop Overview: This workshop will cover key funding programs available to help South Carolina small businesses access capital for equipment and property/real estate purchases. It will focus on three primary loan programs: SBA 7(a), SBA 504, and the State Small Business Credit Initiative (SSBCI). Additionally, the workshop will review borrower eligibility, including important criteria such as creditworthiness, personal guarantee requirements, and minimum financial standards. The presentation will detail essential aspects of each program, including required down payments, interest rates, collateral requirements, and loan terms and conditions.

Presenter: Rob Evans, Senior Vice President and Senior Lender, Business Development Corporation (BDC) of South Carolina

[Business Development Corporation / Certified Development Corporation](#)

Date: October 23, 2025
Time: 10:30 AM - 12:00 PM
Location: Virtual Via Microsoft Teams Meeting

Please note: the link will be shared prior to the training event.

Registration: <https://forms.office.com/g/vsnn7d1ynw>

SCDOT DBE/SBE ORIENTATION

This is a good time for those Disadvantaged Business Enterprises (DBE) & Small Business Enterprises (SBE) to get to know us better. This 2 ½ day virtual session will provide access to those that are in the leadership capacity to help you navigate the SCDOT website, know SCDOT contacts and most importantly assist in finding work with SCDOT.

This training is open to both first time and anyone needing a refresher to those that became part of our certified program in the past but most definitely encouraged to those certified within the last two years.

We will have a representative from each of the following offices to assist and answer your questions to apply a better understanding of how to advance your business through the SCDOT Certified DBE/SBE Program.

*Procurement *Construction *Capital Improvement* Maintenance* Professional Services* OJT/EEO*Office of Civil Rights

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

Registration: <https://forms.office.com/g/FwdnqVrj2b>

Dates: December 10 - 11, 2025
Time: 9:00 am – 12:30 pm (each day)
Location: Virtual Session via WebEx

Registration for each class must be submitted electronically by way of the link applied to each training class. See the link to our SCDOT MSBA Website:

DRONE ACADEMY

Drones have emerged as a useful tool in several industries to include construction, agriculture, and law enforcement to name a few. ND3 Inc. in partnership with the Minority & Small Business Affairs Unit via the South Carolina Department of Transportation will offer a full course on drone operations, flying lessons, best practices, and the FAA Part 107 license prep all in a four-day training event.

The FAA requires drone operators to be licensed to perform this type of commercial work. The license consists of taking an exam at an FAA approved testing facility. Each student will not only learn how to fly but will have a paid voucher to take the FAA Drone license exam.

ND3 Drone Academy teaches you:

- Basics of flight and FAA Exam prep
- Basics of fixed wing and multi rotor-copters
- Standard flight control systems
- Autonomous systems and flight plan prep
- A Combination of simulations and real flight time with certified instructors

Date: July 15-18, 2025 - Training #1
November 18-21, 2025 -Training #2
Time: 8:00 a.m. - 4:00 p.m.
Location: 201 Columbia Mall Blvd
Suite 201
Columbia S.C. 29223
Facilitator: Nathan Durant, ND3 , Inc.

<https://www.nd3inc.com/>

Registration: <https://forms.office.com/g/00G5FJDfDV>

** Please note: enrollment capped at five participants, 1 person per firm.





FLAGGER – NOVICE

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 crewmembers 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 will 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.

Two class options:

Dates: July 22, 2025
Registration: <https://forms.office.com/g/qNKcEMLNxP>

or

December 8, 2025
Registration: <https://forms.office.com/g/2Nymm4MiBj>

National Safety Council Southeastern Chapter (scnsc.org)

** Please note: enrollment capped at 15 participants.

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.

PLEASE NOTE:

- 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: July 23, 2025 - Registration: <https://forms.office.com/g/HfdAAj81bX>

September 9, 2025 - Registration: <https://forms.office.com/g/xqHMHVH3jWY>

November 18, 2025 - Registration: <https://forms.office.com/g/JiLSCfHX4g>

*Choose one of the three Sessions

Time: 8:00 a.m. – 4:00 p.m.

Location: The Southeastern Chapter National Safety Council Training Facility

Facilitator: SCNSC Staff National Safety Council Southeastern Chapter (scnsc.org)





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 is 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

Dates: July 24-25, 2025
September 11-12, 2025
Friday, November 20-21, 2025

Registration for either class: <https://forms.office.com/g/xZsDh31TYk>

*Choose one of three Sessions

Time: 8:00 a.m. – 4:00 p.m.

Location: Southeastern Chapter National Safety Council Training Facility
421 Mission Court, Irmo, SC

Facilitator: SCNSC Staff

Prerequisites: One year of documented experience in work zone traffic control.

National Safety Council Southeastern Chapter (scnsc.org)

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

Date: August 4, 2025

Registration: <https://forms.office.com/g/KiDU0n7Jux>



October 13, 2025

Registration: <https://forms.office.com/g/fBa2JSJAsK>

December 15, 2025

Registration: <https://forms.office.com/g/72xv0jQ2Fw>

*Option of one of three Sessions:

Time: 8:00 A.M. – 4:00 P.M.

Location: Southeastern Chapter National
Safety Council Training Facility
421 Mission Court, Irmo, SC

Facilitator: SCNSC Staff

National Safety Council Southeastern
Chapter (scnsc.org)

TEMPORARY TRAFFIC CONTROL DESIGN & SUPERVISION- REFRESHER COURSE

The 6-hour Classroom Refresher Course is required by the SCDOT every 5 years to maintain South Carolina Temporary Traffic Control Design & Supervision Certification.

Dates: September 10, 2025

November 19, 2025

Time: 8:00 a.m. – 4:30 p.m.

Location: Southeastern Chapter National
Safety Council Training Facility
421 Mission Court, Irmo, SC

Facilitator: SCNSC Staff

Prerequisites: One year of documented
experience in work zone traffic control.

*Choose one of three Sessions

National Safety Council Southeastern
Chapter (scnsc.org)

Registration: <https://forms.office.com/g/b6k53CKic8>

PRE-HIGHWAY EARTHWORK & BASE COURSE TECHNICIAN

Engineering Firms Only

Objective(s): 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.

This course 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.

Length of Course: 64 hours over 9 days

Dates: September 15-25, 2025

Time: 8:00 a.m. – 5:00 p.m.

Location: Tri County Technical College
Pendleton, SC 29223

Registration: <https://forms.office.com/g/yMUfQKM91V>

Limited one person of an engineering firm.
Limit is four people:

[Pre-Highway Construction Inspector | TCTC](#)

CERTIFIED EROSION PREVENTION AND 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 series of one-day classes 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.

Over 10,000 people have participated in these classes with over 4,000 currently certified by passing the corresponding exam or through recertification. 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 Environmental Services (SCDES), the SC Sea Grant Extension Program and Woolpert, Inc.

Successfully completing the class and exam will provide certification for three (3) years.

Date: September 25-26, 2025
***Day 2 will be set for in person exam 8:45 am – 12 pm.**

Time: 8:30 a.m. – 04:00 p.m.

Location: Saluda Shoals Park,
 The River Center
 5605 Bush River Rd
 Columbia, SC 29212

Facilitator: Clemson University
[Initial Certification](#)

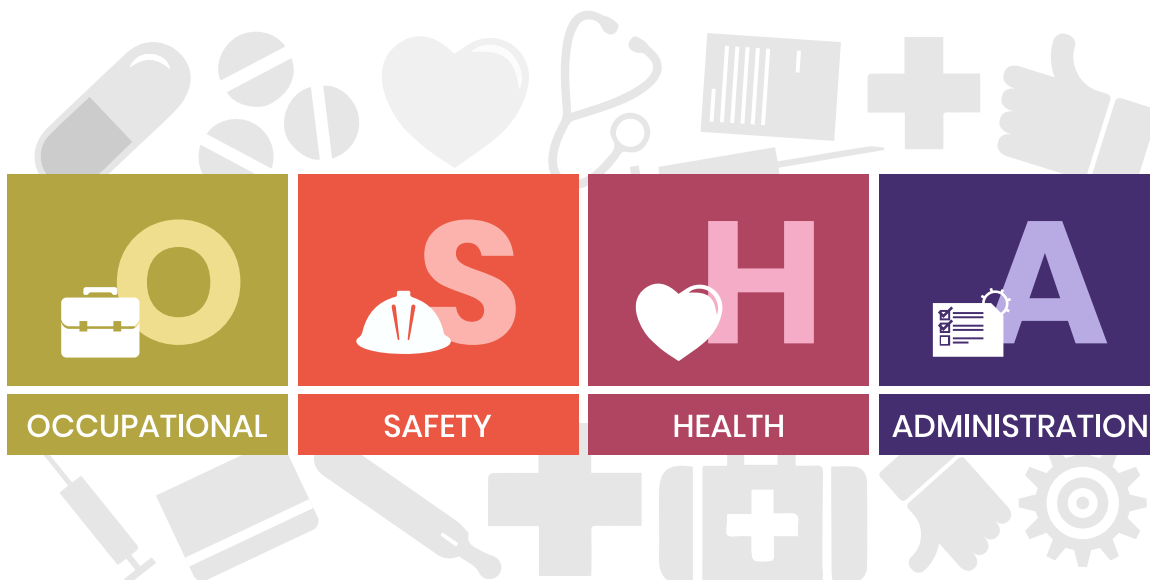
Registration: <https://forms.office.com/g/hYM1uzz6jk>

Please Note: Due to issues with attendance we have limited this class to 10 attendees, which will be selected. Driver's License # is required.

OSHA 10 HOUR – CONSTRUCTION

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

Identify common hazards for construction area sites. Special emphasis is placed on the most common worker injury or property damage issues. You are also briefed on basic instructional approaches, improving



compliance communication, and training at the work site.

Who should attend?

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

Why should you attend?

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

Dates: September 25-26, 2025

Times: 8:00 am - 4:30 pm ET

Location: NSC South Carolina
421 Mission Court
Irmo, SC 29063

Facilitator: SCNSC Staff
National Safety Council Southeastern
Chapter ([scnsc.org](https://www.scnsc.org))

Registration: <https://forms.office.com/g/Gew9S9s6cV>

SIDEWALK, CATCH BASIN, CURB & GUTTER, HANDICAPPED RAMP

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.

The class is conducted by SCDOT Quality Management staff

Date: October 16, 2025

Time: 9:00 am – 3:30 pm

Location: Hampton Inn-Killian Rd
1310 Roberts Branch Pkwy
Columbia, SC 29203

Registration: <https://forms.office.com/g/ZeMXy04RK>



DUMP TRUCK SAFETY & COMPLIANCE

One of the largest areas of work for our Transportation arena is dump truck or hauling. The SCTA or South Carolina Trucking Association and FMCSR or Federal Motor Carrier Safety Administration will share the current laws that are geared toward dump truck drivers.

Learn the who, what, when, where and why of the Federal Motor Carrier Safety Regulations(FMCSR) - basic compliance, current changes, and highlights specifically geared to dump truck fleets and sub-contractors.

Date: November 12, 2025
Time: 10:00 AM - 12:00 PM
Location: Virtual Via Microsoft Teams Meeting

Facilitators: Taryn Shekitka, IOM, CAE
Director of Operations

Dearon Tyler, CDS Safety & Compliance
Consultant

Federal Motor Carrier Safety Administration

Registration: <https://forms.office.com/g/xjVhzgMY8c>



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DISADVANTAGED BUSINESS ENTERPRISE (DBE) TRAINING TUITION ASSISTANCE PROGRAM

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

To Complete the Training Tuition Assistance Application
please click on the link below

<https://forms.office.com/g/p8tVGZehE7>

Or

SCAN HERE

