

WINTER - SPRING 2024

DBE/SBE TRAINING CALENDAR

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- A row of yellow utility trucks, likely dump trucks or similar heavy-duty vehicles, parked in a lot. The trucks are lined up, and the focus is on the front of the truck in the foreground. The background shows a clear sky and some trees.
- ◆ The ABC's of Being Tax Compliant Entrepreneur
 - ◆ Basic Work Zone
 - ◆ Mastering Promoting Your Business On Social Media
 - ◆ Temporary Traffic Control- Design & Supervision
 - ◆ Storm Drain Pipe Installation
 - ◆ SCDOT DBE Orientation 101
 - ◆ Flagger - Novice
 - ◆ Flagger Instructor Training
 - ◆ QuickBooks – Job Costing
 - ◆ Utility Coordination
 - ◆ HR Training: Employee Relations for Small Business Workshop
 - ◆ Managing Your Business and Personal Credit
 - ◆ Blue Print Reading
 - ◆ Drone Academy
 - ◆ OSHA 10 Hour General Industry
 - ◆ How to Find Work
 - ◆ Responding to an RFP
 - ◆ Creating a Capability Statement
 - ◆ Certified Erosion Prevention & Sediment
 - ◆ Effective Business Development & Management
 - ◆ Estimating & Bidding in the Transportation
 - ◆ Curb & Gutter, Sidewalk and Handicapped Ramp

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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 2024.

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 11, 2024	The ABC's of Being Tax Compliant Entrepreneur In person, Headquarters Building, G-10, Columbia, SC	Page 6
January 23, 2024 April 9, 2024 June 4, 2024	Basic Work Zone On-site Southeastern National Safety Council Irmo, SC	Page 11
January 24, 2024	Mastering Promoting Your Business On Social Media In person, Headquarters Building, G-10, Columbia, SC	Page 6
January 25, 2024 March 14, 2024 June 6, 2024	Temporary Traffic Control- Design & Supervision Onsite: Southeastern National Safety Council Irmo, SC	Page 12
February 7, 2024	Storm Drain Pipe Installation In person- Headquarters Building, G-10 Columbia, SC	Page 12
February 8-9, 2024	SCDOT DBE Orientation 101 Virtual-WebEx	Page 6
February 13, 2024 April 18, 2024 June 18, 2024	Flagger - Novice Onsite: Southeastern National Safety Council Irmo, SC	Page 13
February 13, 2024 April 18, 2024 June 18, 2024	Flagger Instructor Training Onsite: Southeastern National Safety Council Irmo, SC	Page 14
February 15, 2024	QuickBooks – Job Costing In person, Headquarter Building, G-14 Columbia, SC	Page 7
February 28, 2024	Utility Coordination In person, Headquarters Building, G-10 Columbia, SC	Page 15
March 14, 2024	HR Training: Employee Relations for Small Business Workshop In person, Headquarters Building, G-10 Columbia, SC	Page 7
March 20, 2024	Managing Your Business and Personal Credit In person, Headquarters Building, G-10 Columbia, SC	Page 8
March 27, 2024	Blue Print Reading Carolina Construction School Lancaster, SC	Page 15
April 9-12, 2024	Drone Academy Columbia Blvd., Columbia, SC	Page 15
April 11 -12, 2024	OSHA 10 Hour General Industry Onsite: Southeastern National Safety Council Irmo, SC	Page 16
April 18, 2024 October 17, 2024	How to Find Work Virtual	Page 8

CLASSES BY QUICKVIEW

DATE	COURSE	DETAILS
April 24, 2024	Responding to an RFP In person- Headquarters G-10 Columbia, SC	Page 9
May 8, 2024	Creating a Capability Statement In person- Headquarters G-10 Columbia, SC	Page 9
May 21-22, 2024 September 26-27, 2024	Certified Erosion Prevention & Sediment Control Inspection. CEPSCI Onsite -Columbia, SC	Page 16
June 6-7, 2024	Effective Business Development & Management In person- Headquarters G-10 Columbia, SC	Page 10
June 12-13, 2024 October 23-24, 2024	Estimating & Bidding in the Transportation Construction Arena Hampton Inn – Killian Road Columbia, SC	Page 18
June 27, 2024	Sidewalk, Catch Basin, Curb & Gutter and Handicapped Ramps In person, Headquarter Building, G-20 Columbia, SC	Page 19

THE ABC'S OF BEING A TAX COMPLIANT ENTREPRENEUR

Let's look at what affects the small business owner;

News about what is changing in entertainment, depreciation, and home office costs that impact the bottom line in this tax season;

Organizational structures and how does this impact what you owe, segregating personal expenses, considering employer's credits that benefit the employees, and what is required from the entrepreneur during tax time that may affect your tax liability.

Date: January 11, 2024
Time: 09:00 A.M. – 04:00 P.M.
Location: SCDOT Headquarters Building-Room G-10
 Columbia, SC
Facilitator: Shelia Tutweiler-Dawkins,
 TutwielerDawkins, LLC

<https://twdtax.com/>

<https://www.eventbrite.com/e/the-abc-of-being-a-tax-compliant-entrepreneur-tickets-768600463677?aff=oddtcreator>



MASTERING PROMOTING YOUR BUSINESS ON SOCIAL MEDIA

Digital marketing is a type of social media marketing that involves endorsements and product placements from influencers. We will share innovative ways to drive traffic to your social media sites to build your online presence. Being memorable is highly important when it comes to building a brand and we will show you the basics of what it takes to take your company to the next level. You will learn who is your target market and which are the best ways to reach them to maximize your return on investment online.

- Importance of Digital Marketing
- Choosing the Right Niche
- Benefits of Being An Influencer
- Partnering With Other Influencers in the Modern World
- Best Social Media Platforms to Monetize Content

Who should attend this course?

Attend this course if you have a small business, non-profit organization, or individual who needs to learn different strategies to market your business in the digital world.

Why you should attend?

The way to market entities is changing to more innovative avenues from ways of the past.

Date: January 24, 2024
Time: 09:00 A.M. – 12:00 P.M.
Location: SCDOT Headquarters Building-Room G-10
 Columbia, SC

Facilitator: Premier App Solutions, LLC
<https://www.eventbrite.com/e/mastering-promoting-your-business-on-social-media-tickets-768616591917>

SCDOT DBE ORIENTATION 101

There are many advantages to becoming DBE and SBE certified with the South Carolina Department of Transportation. The Minority and Small Business Affairs Unit has designed an orientation geared toward new and seasoned businesses. This orientation will allow you to meet those responsible for assisting you in obtaining work via our SCDOT program. Register to review the advantages the SCDOT Unified Program can offer. The two-day sessions will familiarize DBE and SBE firms with information and guidelines concerning:

- **Civil Rights Programs**
 - Certification
 - Equal Opportunity Regulations
 - On the Job Training

- DBE Reporting & Quarterly Reporting
- Construction Opportunities & Office Overview Construction Extranet
- Contracting Opportunities
 - Procurement
 - Capital Improvement
 - Maintenance
 - Professional Services
- DBE Technical Assistance & Compliance
 - Fraud Prevention
 - Technical Assistance
- Supportive Services

Date: February 8 & 9, 2024
Time: 09:00 A.M. – 12:30 P.M.
Location: Virtually- WebEx
Facilitator: SCDOT Staff
<https://www.eventbrite.com/e/scdot-certified-disadvantaged-business-enterprise-orientation-101-tickets-772267993357>



QUICKBOOKS JOB-COSTING

QuickBooks Enterprise provides several tools that can facilitate job costing and, while the program offers some tools for effectively allocating expenses, you need to have the proper accounting processes and setup. This class is for those who are new to job costing, new to QuickBooks Desktop Enterprise, or individuals who want to enhance operational capabilities utilizing the software. The objective of this course is to:

- Understand the fundamentals of job costing.

- Determine when preparing an estimate is appropriate.
 - Deactivating estimates
 - Updating estimates
- Identify progress billing and updating.
 - Change Orders
- Learn about labor costs.
- Identify ways to maximize QuickBooks Enterprise.

Date: February 15, 2024
Time: 8:30 a.m. - 4:00 p.m.
Location: SCDOT Headquarters Building
 955 Park Street, G-14
 Columbia S.C. 29201
Facilitator: Shelia Tutweiler-Dawkins,
 TutwielerDawkins, LLC

<https://twdtax.com/>

<https://www.eventbrite.com/e/scdot-dbe-quickbooks-job-costing-tickets-774416469507>

HR TRAINING: EMPLOYEE RELATIONS FOR SMALL BUSINESS WORKSHOP

Review State, Federal and Local Employment Law Compliance Topics for Small Business Owners.

Topics to include:

1. Introduction to HR for Small Business Owners
2. Employee Recruitment and Onboarding
3. Employee Relations
4. Leaves of Absence
5. Legal Compliance
6. Case Studies and Workshops

Date: March 14, 2024
Time: 8:30 a.m. - 4:00 p.m.
Location: SCDOT Headquarters Building
 955 Park Street, G-10
 Columbia S.C. 29201
Facilitator: Charlene Stephenson,
 Strategic HR Solutions, Joyce
 Bailey, HRSP Solutions

<https://www.eventbrite.com/e/hr-training-employee-relations-for-small-business-tickets-774493108737>



MANAGING YOUR PERSONAL & BUSINESS CREDIT 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: March 20, 2024
Time: 9:00 a.m. - 3:00 p.m.
Location: SCDOT Headquarters Building
 955 Park Street, G-10
 Columbia S.C. 29201
Facilitator: Karen R. Jenkins, CEO &
 President, KRJ Consulting, LLC

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

<https://www.eventbrite.com/e/managing-your-personal-business-credit-as-an-entrepreneur-tickets-774519056347>

HOW TO FIND WORK

This virtual class is aimed at least 10 DBE's. 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. The following areas will be covered:

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

Dates: April 18 & October 17, 2024

Eventbrite will be link in the fall

Time: 10:00 a.m. – 11:30 a.m.
Location: Virtual via Zoom (link will be provided prior to training event)
Facilitator: Carolyn Milliron

April 18, 2024

<https://www.eventbrite.com/e/how-to-find-work-tickets-769150057527>

October 17, 2024

Eventbrite will be link in the fall

RESPONDING TO AN RFP

For those new to the SCDOT DBE program, many have questions about preparing a Request for Proposal.

We will cover the following:

- Brief overview of the Division of Procurement Website/SCBO
- Reviewing All Business Opportunity Categories
- Opening a SCDOT RFP and reading through key points, including requirements, pricing and submittal procedure.
- Signing into SCEIS, going through all steps to electronically submit an offer
- Questions and discussion

Dates: April 24, 2024

Time: 9:00 a.m. – 1:00 p.m.

Location: SCDOT Headquarters Building
955 Park Street, G-10
Columbia S.C. 29201

Facilitator: Integrity Contracting Solutions, LLC
Ms. Jennifer Shensky

www.integritycontractingsolutionsllc.com

<https://www.eventbrite.com/e/responding-to-an-rfp-tickets-775763488477>

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 three hour 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.

Date: May 8, 2024

Time: 9:00 a.m. – 12:00 p.m.

Location: SC Dept. of Transportation,
G-10
955 Park St, Columbia, SC
29201

Facilitator: Karen R. Jenkins, CEO & President
KRJ Consulting, LLC

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

<https://www.eventbrite.com/e/creating-a-capability-statement-registration-775815483997>





EFFECTIVE BUSINESS DEVELOPMENT & BUSINESS MANAGEMENT

We will cover the basics of current operational systems and outline managerial strategies that will assist the small business in effectively managing day-to-day operations, including staff, clients and overall improvement in operating more efficiently. This is a three series session.

Sessions I & II – June 6, 2024 from 09 am - 04:00 pm

- Operations Management
- Business Plan/Strategy
- Serving Clients

Running your day-to-day operations can be challenging if you don't 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.

- Management/Leadership Training
- Strategic Planning
- Results Management

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 doesn't 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.

June 7, 2024 - 12:00 pm

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

Understanding all components of sales and marketing is critical to all businesses. Do you know what makes you stand out from your competitors? Who is your ideal client? How do you reach them to let them know what you offer? In this session, we will help you answer all these questions. In addition, you will learn the critical components of sales, marketing and networking and how to manage these components to grow your business.

Date: June 6-7, 2024

Time: 9:00 a.m. - 4:00 p.m.

Location: SCDOT Headquarters Building
955 Park Street, G-10
Columbia S.C. 29201

Facilitator: Karen R. Jenkins, CEO & President
KRJ Consulting, LLC

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

<https://www.eventbrite.com/e/effective-business-development-business-management-tickets-775841622177?aff=oddtcreator>

*BASIC WORK ZONE

*Additional SCNSC registration forms required two weeks before training

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.

Choose one of three sessions:

Date: January 23, April 9,
& June 4, 2024
Time: 8:00 a.m. – 4:00 p.m.
Location: The Southeastern Chapter
National Safety Council
Training Facility
Facilitator: SCNSC Staff

January 23, 2024:

<https://www.eventbrite.com/e/basic-work-zone-training-for-dbesbes-tickets-768608758487?aff=oddtcreator>



April 9, 2024:

<https://www.eventbrite.com/e/basic-work-zone-training-for-dbesbes-tickets-768611306107>

June 4, 2024:

<https://www.eventbrite.com/e/basic-work-zone-training-for-dbesbes-tickets-768613201777>

***TEMPORARY TRAFFIC CONTROL DESIGN & SUPERVISION**

*Additional SCNSC registration forms required two weeks before training

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

Choose one of three sessions

Date: January 25-26, March 14-15, & June 6-7, 2024

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.

January 25-26, 2024:

<https://www.eventbrite.com/e/temporary-traffic-control-design-supervision-via-the-scncs-tickets-769033930187>

March 14-15, 2024:

<https://www.eventbrite.com/e/temporary-traffic-control-design-supervision-via-the-scncs-tickets-769040208967>

June 6-7, 2024:

<https://www.eventbrite.com/e/temporary-traffic-control-design-supervision-via-the-scncs-tickets-769049607077>

STORM DRAIN PIPE INSTALLATION

This is a one-day comprehensive course on Storm Drain Pipe Installation. This course is designed to equip you with a solid foundation in key aspects of storm drain installation.

You will learn how to request and understand utility locates, interpret storm-piping drawings, read survey stakes, and learn the ins and outs of setting up and utilizing lasers for precise pipe laying. With a strong focus on practical application, we will also discuss well pointing and dewatering as well as the correct methods for pipe bedding and backfill.

By the end of this course, you should be prepared to install storm drain pipe in a manner that meets the South Carolina Department of Transportation's requirements. Please make sure to bring a calculator with you.

This course is designed to provide you with basic knowledge on the following subject matter:

- How to request and understand utility locates
- Interpreting drawings for storm piping
- Reading survey stakes
- Setting up and using a laser for the purpose of laying pipe
- Pipe trench excavation
- Proper pipe bedding and backfill

Date: February 7, 2024

Time: 09:00 A.M. – 04:00 P.M.

Location: SCDOT Headquarters Building-
Room G-10
Columbia, SC

Facilitator: IPW Construction Group, LLC
<https://ipwgc.com/>

<https://www.eventbrite.com/e/storm-drain-pipe-installation-tickets-769114631567?aff=oddtcreator>

*FLAGGER – NOVICE

*Additional SCNSC registration forms required two weeks before training.

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.

*** Choose one of three session**

Date: February 13, April 18 & June 18, 2024
Time: 8:00 a.m. - 12:00 p.m.
Location: Southeastern Chapter National Safety Council Training Facility
 421 Mission Court, Irmo, SC
Facilitator: SCNSC Staff

February 13, 2024:
<https://www.eventbrite.com/e/flagger-novice-tickets-774399217907>

April 18, 2024:
<https://www.eventbrite.com/e/flagger-novice-tickets-774403891887>

June 18, 2024:
<https://www.eventbrite.com/e/flagger-novice-tickets-774406620047>

** NOTE: Enrollment capped at 15 participants.

FLAGGER INSTRUCTOR TRAINING

* Additional SCNSC registration forms required two weeks before 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

*** Choose one of three sessions**

Date: February 13, April 18 & June 18 2024
Time: 08:00 A.M. – 04:00 P.M.
Location: Southeastern Chapter National Safety Council Training Facility
 421 Mission Court, Irmo, SC

Facilitator: SCNSC Staff

February 13, 2024

<https://www.eventbrite.com/e/flagger-instructor-training-tickets-774410521717>

April 18, 2024

<https://www.eventbrite.com/e/flagger-instructor-training-tickets-774413891797>

June 18, 2024

<https://www.eventbrite.com/e/flagger-instructor-training-tickets-774414644047>

UTILITY COORDINATION TRAINING

This course covers the SCDOT approach to utility coordination for highway and bridge projects.

We will discuss:

- The basics to approaching utility coordination of an SCDOT project.
- Define utility coordination, go over the best management practices, the utility company process, discuss tools available to help coordination be easier, and discuss the project delivery process.
- Have SCDOT current and former staff drop in who work in Design, Environmental, SUE, & Project Management speak to their areas of expertise as it relates to working through utility conflicts that could impact a project.

Date: February 28, 2024

Time: 08:30 A.M. – 04:00 P.M.

Location: SCDOT Headquarters Building
955 Park Street, G-20
Columbia, SC

Facilitator: Cedric Keitt, Keitt Consulting LLC

<https://www.eventbrite.com/e/utility-coordination-tickets-774429498477>

BLUE PRINT READING

This course will begin with basic introduction to construction drawings. Participants will become familiar with engineering construction plans with an emphasis on SCDOT drawings – symbols, terminology, calculations and other basic information.

Review of Plan Layout and Plan Reading Basics.

You will move forward to a more in-depth look at an actual Plan example and its applications; to include, Up-front Sheets, Plan Design Sheets, and Cross-sections, Basic Plan Readings, an Plan Applications; to include, calculations and quantity take-offs. A Q & A session will provide participants the opportunity to further discuss drawings and their importance to project work and completion.

Date: March 27, 2024

Time: 8:00 a.m. - 5:00 p.m.

Location: Carolina Construction School
1456 Kershaw Camden
Highway
Lancaster, SC 29720.

Facilitator: Kim Lineberger
LCI-Lineberger Construction,
Inc.

Carolina Construction School

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

<https://www.eventbrite.com/e/blue-print-reading-tickets-774544010987>

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 light 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: April 9-12, 2024
 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.

NOTE: Enrollment capped at five participants, 1 person per firm

<https://www.eventbrite.com/e/drone-academy-tickets-774525415367>

OSHA 10 HOUR – GENERAL INDUSTRY

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

Identify common hazards for general industry 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 general 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.

Date: April 11-12, 2024
 TIMES: 8:00 am - 4:30 pm ET
 Location: The Southeastern Chapter of the National Safety Council
 421 Mission Court
 Irmo, SC 29063
 Facilitator: SCNSC Staff

<https://www.scnsc.org>

<https://www.eventbrite.com/e/osha-10-hour-general-industry-tickets-774534903747>

CERTIFIED EROSION PREVENTION AND 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.

Date: May 21 -22, 2024
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

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

<https://www.eventbrite.com/e/certified-erosion-prevention-sediment-control-inspector-cepsti-tickets-774571513247>

NOTE: Registration for this class is required two weeks prior to training. A Driver's License # is required, therefore once registered via Eventbrite, we will email you for additional information.



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 craftsman into thinking like a successful businessperson in the construction industry.

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

- Microsoft Excel
- Read, understand and interpret prints & SC DOT specifications
- Complete in class activities

NOTE:

- Participants are encouraged to bring, if possible:

- Copies of bids you have submitted, both accepted and rejected;
- A laptop
- Equipment List
- 2023 Year-end P&L Statement
- 2023 Year-end Balance Sheet.
- Copy of Business Capability Statement

- A course instructor will contact each registrant 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 SCDOT projects.
- Participants will receive guided instruction on how to complete a Business Model Canvas that will enhance their marketing strategy and bidding.
- For successfully completing class assignments, participants will receive a working copy of an Excel-based Estimating Template to practice on during and after the class.
- Capacity for this course is a maximum of 12 companies.

Date: June 12-13, or
October 23-24 2024

Time: 8:00 a.m. – 5:00 p.m.

Location: Hampton Inn – Killian Road
1310 Roberts Branch Parkway,
Columbia, SC

Facilitator: Victor C. Tyler, PE, President,
Tyler Construction Engineers
and Carolyn Milliron,
Consultant

June 12-13, 2024 <https://www.eventbrite.com/e/estimating-bidding-in-the-construction-transportation-arena-tickets-774539808417>

October 23-24, 2024

Eventbrite registration will be posted at a later date



SIDEWALK, CATCH BASIN, CURB & GUTTER AND HANDICAPPED RAMPS

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.

Date: June 27, 2024
Time: 9:00 am – 3:30 pm
Location: SCDOT Headquarters Bldg.
955 Park Street, G-20
Columbia, SC 29201

<https://www.eventbrite.com/e/sidewalk-catch-basin-curb-gutter-handicapped-ramp-tickets-774547561607>

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

SCDOT DBE/SBE TRAINING REGISTRATION FORM

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

Training Program: _____

Date: _____

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

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

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

Company Name: _____

E-mail Address: _____

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

Training Program: _____

Date: _____

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

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

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

Company Name: _____

E-mail Address: _____

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

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

