

# DBE/SBE TRAINING CALENDAR

SUMMER-FALL 2024

- 
- ◆ Microsoft Excel I - Microsoft Excel 2013 Core Essentials & Intermediate
  - ◆ QuickBooks Basic Beginner's
  - ◆ Mastering Business Networking
  - ◆ QuickBooks Job-Costing
  - ◆ Effective Business Development & Business Management
  - ◆ Top 5 Negotiation Skills to Succeed for DBEs
  - ◆ Human Resources Training: Employee Relations for Small Business Workshop
  - ◆ Drone Academy
  - ◆ How to Create a Work in Progress (WIP) Construction Report
  - ◆ Flagger – Novice
  - ◆ Flagger Instructor Training
  - ◆ Basic Work Zone
  - ◆ Temporary Traffic Control Design & Supervision
  - ◆ Asbestos Inspector
  - ◆ OSHA 10 Hour – Construction
  - ◆ Certified Erosion Prevention and Sediment Control Inspector (CEPSCI)
  - ◆ Growing and Maintaining Your Dump Truck Business
  - ◆ Estimating & Bidding in the Construction Transportation Arena
  - ◆ Construction Contract Law, Workman Compensation, Insurance & Bonding
  - ◆ Concrete 101
  - ◆ Blue Print Reading
  - ◆ Commercial Driver's License Training
  - ◆ Heavy Equipment Operator Training

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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 thru December 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>

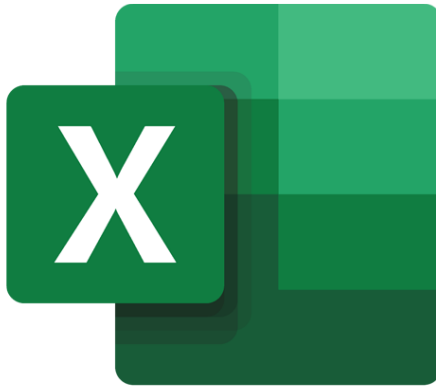
Registration forms, questions and requests for additional information can be emailed to:

[DBEBusinessDevelopmentCenter@scdot.org](mailto:DBEBusinessDevelopmentCenter@scdot.org)

DATE	COURSE	
July 23-26, 2024 August 20-23, 2024	<b>Drone Academy</b> Columbia Blvd. Columbia, SC	Page 9
August 7, 2024	<b>How to Create a Work in Progress (WIP) Construction Report</b> Virtually	Page 9
August 8, 2024 October 15, 2024 December 10, 2024	<b>*Flagger - Novice</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 10
August 8, 2024 October 15, 2024 December 10, 2024	<b>*Flagger Instructor Training</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 10
August 16, 2024	<b>Microsoft Excel I</b> SCDOT - Headquarters Bldg. G-14 Columbia, SC	Page 6
August 20, 2024 October 2, 2024 December 2, 2024	<b>*Basic Work Zone</b> On-site Southeastern National Safety Council Irmo, SC	Page 11
August 22-23, 2024 October 3-4, 2024 December 16-17, 2024	<b>*Temporary Traffic Control- Design &amp; Supervision</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 12
September 9-12, 2024	<b>Asbestos Inspector</b> Greenville Technical College Greenville, SC	Page 12
September 10-11, 2024	<b>*OSHA 10 Hour- Construction</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 13
September 12, 2024	<b>QuickBooks Basics Beginner's Training</b> In person, Hdq. Bldg., G-14, Columbia, SC	Page 7
September 26-27, 2024	<b>Certified Erosion Prevention &amp; Sediment Control Inspection. CEPSCI</b> Onsite- Saluda Shoals Park Columbia, SC	Page 13
October 3, 2024	<b>Growing and Maintaining Your Dump Truck Business</b> In person, Headquarter Building, G-10 Columbia, SC	Page 14
October 22, 2024	<b>Mastering Business Networking</b> SC Dept. of Archives Columbia, SC	Page 6
October 23-24, 2024	<b>Estimating &amp; Bidding in the Transportation Construction Arena</b> Hampton Inn – Killian Road Columbia, SC	Page 14

DATE	COURSE	
October 30, 2024	<b>QuickBooks – Job Costing</b> In person, Headquarter Building, G-14 Columbia, SC	Page 6
November 13, 2024	<b>Construction Contract Law, Workman Compensation, Insurance and Bonding</b> In person, Headquarter Building, G-20 Columbia, SC	Page 15
November 15, 2024	<b>Concrete 101</b> In person, Headquarter Building, G-20 Columbia, SC	Page 15
November 19-20, 2024	<b>Effective Business Development &amp; Management</b> In person- Headquarters G-20 Columbia, SC	Page 7
November 21, 2024	<b>Top 5 Negotiation Skills to Succeed for DBEs</b> In person, Headquarters Building, G-20 Columbia, SC	Page 8
December 11, 2024	<b>HR Training: Employee Relations for Small Business Workshop</b> In person, Headquarters Building, G-10 Columbia, SC	Page 9
October 29, 2024	<b>Blue Print Reading</b> Carolina Construction School	Page 16
Case by Case	<b>Commercial Drivers License (CDL)</b>	Page 16
Case by Case	<b>Heavy Equipment Operator (HEO)</b>	Page 16





### **MICROSOFT EXCEL I - MICROSOFT EXCEL 2013 CORE ESSENTIALS & INTERMEDIATE**

This basic level course covers all the essentials of Microsoft Excel 2013. Topics covered include the new Flash Fill feature, using formulas and functions, inserting Pivot Tables and Pivot Charts, and customizing the interface. Material is also included on how to format text, data, and workbooks.

**Date:** August 16, 2024  
**Time:** 09:00 A.M. – 03:00 P.M.  
**Location:** SCDOT Headquarters Building-Room G-14, Columbia, SC  
**Facilitator:** KRJ Consulting, LLC via Training on Wheels, LLC

<https://trainingonwheels.com/>

Registration:

<https://forms.office.com/g/Rp7rP1jtrk>

Class size is limited to 16 DBEs

### **QUICKBOOKS BASIC BEGINNER'S**

This course is designed for business owners and bookkeepers new to QB Online.

Topics include:

- Learn to customize your company setup and information in QuickBooks Online.
- Learn how to setup your chart of accounts in QuickBooks Online.
- Learn how to setup your products and services and create and edit customers and vendors in QuickBooks Online.
- Learn how to connect your Bank and Credit Cards and understand

the process of downloading online transactions.

- Learn how to connect/integrate your apps
- Learn about invoicing and receiving payment from customers in QuickBooks Online.
- Learn about recording and paying bills in QuickBooks Online.
- Learn how to categorize online bank transactions in QuickBooks Online.
- Learn the important process of reconciling bank and credit card statements in QuickBooks Online.
- Learn about monthly financial reports

Requirement is to have or create an online account via

<https://quickbooks.intuit.com/>

**Date:** September 12, 2024

**TIMES:** 9:00 am – 3:00 pm

**Location:** 955 Park Street,  
G-14

Columbia, SC

**Facilitator:** Tyra Johnson  
E.T. & J. Financials, LLC  
Columbia, SC

E.T. & J. Financials [etjfinancials.com](http://etjfinancials.com)

<https://forms.office.com/g/uSPGVKS5BU>

### **MASTERING BUSINESS NETWORKING**

People do business with people they know, like and trust. Building meaningful relationships is crucial for success in business. However, networking can often feel intimidating and overwhelming, especially if you are unsure where to start. How do you establish these connections if you lack the know-how? The solution lies in developing an effective network.

In this interactive session:

- You will be guided through what networking is and what it is not.
- Discover strategies and systems to design a customized successful networking approach.
- You will be provided the opportunity to rehearse your newly developed strategies in a safe space.

Upon completion of the session, you will gain the confidence to immediately effectively network to grow your business by applying your strategies to your day-to-day activities.

**DATES:** October 22, 2024  
**TIMES:** 9:00 a.m. – 3:00 p.m.  
**Location:** South Carolina Dept. of Archives  
 Columbia, SC 29223  
**Facilitator:** Karen R. Jenkins  
 CEO & President  
 KRJ Consulting, LLC  
 Columbia, SC

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

<https://forms.office.com/g/JSNZU1mcUt>



### **QUICKBOOKS JOB-COSTING**

In this fast-paced course, attendees will gain greater insights on setting up the chart of accounts, items, clients, vendors, and payroll to be able to estimate a profitable bid, review income and expenses, and process progress invoicing.

Attendees will also can gain confidence on calculating labor, equipment, material, and indirect costs in QuickBooks and extracting this information necessary for SCDOT bidding and billing.

Attendees should have a working knowledge of estimating, bidding, and financial statements.

**Participants are encouraged to bring:**

- Laptop with QuickBooks Online or access to QuickBooks Enterprise.
- Copy of Accepted Bids
- 2023/2024 Profit and Loss Statement
- Equipment or Truck List

The instructor will contact each registrant prior to the start of class to find knowledge level and pain points so that the instructor

can answer specific concerns. Upon completing the course, the attendee will receive a working template (QuickBooks) for future job costing activities and a free session with the instructor to ensure that each participant is comfortable with the process.

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

<https://twntax.com/>

<https://forms.office.com/g/T9JDMYyCRT>

### **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

November 19, 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.

### Session III

November 20, 2024: 9 am - 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:** November 19-20, 2024  
**Time:** 9:00 a.m. - 4:00 p.m.  
**Location:** SCDOT Headquarters Building  
 955 Park Street, G-20  
 Columbia S.C. 29201  
**Facilitator:** Karen R. Jenkins  
 CEO & President  
 KRJ Consulting, LLC  
 Columbia, SC

<https://www.krjconsulting.com/>  
<https://forms.office.com/g/jNMHfaUGhF>

### **TOP 5 NEGOTIATION SKILLS TO SUCCEED FOR DBES**

This training course will provide participants with essential skills for negotiating and collaborating with both Prime and Sub Contractors. Many DBEs are either new to working with SCDOT projects or lack experience with Prime Contractors, which can present challenges. By developing strong negotiation techniques, attendees will be better equipped to succeed in their projects and effectively bid on SCDOT opportunities.

In this training event, you will gain the necessary skills to successfully negotiate and

work with Primary/ Sub Contractors. With learning to develop negotiation techniques, that will allow you to succeed.

### **Objective:**

Develop participant skills to create and utilize the necessary negotiation skills to successfully apply and answer any questions or concerns from potential project proposals.

### **Participants will learn to:**

- Understand the basic types of negotiations, the phases of negotiations, and the skills needed for successful negotiating.
- Identify what information to share and what to keep to yourself and how to deal with difficult people and situations.
- Understand how to reach consensus and set the terms of agreement to identify mutual gain.
- Understand basic bargaining techniques and negotiation concepts. Including:
  - WATNA – Worst Alternative to a Negotiated Agreement
  - BATNA – Best Alternative to a Negotiated Agreement
  - WAP – Walk Away Price
  - ZOPA – Zone Of Possible Agreement

**Date:** November 21, 2024  
**Time:** 9:00 a.m. - 4:00 p.m.  
**Location:** SCDOT Headquarters Building  
 955 Park Street, G-10  
 Columbia S.C. 29201

**Facilitator:** Mr. Michael Arnold  
<https://www.themichaelarnold.com/>  
<https://forms.office.com/g/OWj7zg1Kpf>





## HUMAN RESOURCES TRAINING: EMPLOYEE RELATIONS FOR SMALL BUSINESS WORKSHOP

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

Topics to include:

- Introduction to HR for Small Business Owners
- Employee Recruitment and Onboarding
- Employee Relations
- Leaves of Absence
- Legal Compliance
- Case Studies and Workshops

Date: December 11, 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  
Strategic HR Solutions LLC

[shr-solutions.com](http://shr-solutions.com)

<https://hrspolutions.com/>

<https://forms.office.com/g/MgRf3PLJTA>

## 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

Option of one or two trainings

Date: July 23-26, 2024

August 20-23, 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.  
<https://www.nd3inc.com/>

**\*NOTE\*** Enrollment capped at five participants, 1 person per firm

## HOW TO CREATE A WORK IN PROGRESS (WIP) CONSTRUCTION REPORT

In this webinar we will discuss the work-in-progress construction schedule (or WIP report). The WIP report essentially shows contractors whether active jobs are overbilled or under billed. The goal is typically for project cash to come from your customer, through overbillings (or, billings in excess of costs). However, under-billings (or, costs in-excess of billings) can indicate that you're financing your own projects, and can negatively impact the final profit.

The presentation will demonstrate how WIP reports are a critical tool for staying on top of your projects. Both project managers and accounting can see how a job is progressing and better understand project issues, and monitor for any red flags. Ultimately, WIPs can help your company support Project Managers in delivering their jobs on-time, on-budget and as-described.

Agenda

- Overview of Construction Accounting
- What is Work In Progress (WIP)
- How to Calculate Work In Progress
- WIP Example
- What Should a WIP Report Include
- WIP Calculation Methods
- Using WIP to Win

Date: August 7, 2024

Time: 10:00 a.m. - 12:00 p.m.

Location: TEAMS- Virtual Setting

Facilitator: Mr. Victor Tyler,  
Tyler Construction Engineers,  
P. C., Nashville, Tn.

<https://tylerengineers.com/>

<https://forms.office.com/g/i5EBVipahp>

**\*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.

\*Option of one of three Sessions:

Date: August 8, 2024

<https://forms.office.com/g/9Fes9mHwGb>

October 15, 2024

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

December 10, 2024

<https://forms.office.com/g/2Nymm4MiBj>

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

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

Additional SCNSC registration forms required two weeks before training.

**\*NOTE\*** Enrollment capped at 15 participants.

**\*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 three Sessions:**

Date: August 8, 2024

<https://forms.office.com/g/hkP7ES7NgJ>

October 15, 2024

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

December 10, 2024

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

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

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.
- \*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 the three Sessions**

Date: August 20, 2024

<https://forms.office.com/g/xfDauM7Nk0>

October 2, 2024

<https://forms.office.com/g/xqHMHVH3jWY>

December 2, 2024

<https://forms.office.com/g/HfdAAj81bX>

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](http://scnsc.org)

Additional SCNSC registration forms required two weeks before 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 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: August 22-23, 2024

<https://forms.office.com/g/xZsDh31TYk>

October 3-4, 2024

<https://forms.office.com/g/xZsDh31TYk>

December 16-17, 2024

<https://forms.office.com/g/xZsDh31TYk>

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.

[Additional SCNSC registration forms required two weeks before training](#)

### **ASBESTOS INSPECTOR**

Two things you should know about asbestos: 1) it is NOT currently banned in the United States, and 2) federal EPA and OSHA regulations require asbestos inspections prior to demolition or renovation (with some limited exceptions for residences).

This three-day Asbestos Inspector training prepares you to become a licensed Asbestos Building Inspector. You will learn how to determine when an inspection is needed, procedures for conducting an asbestos building inspection, and how to take samples of suspect materials to submit to a laboratory for analysis. Students are evaluated upon course completion with a 50-question, multiple choice exam and must achieve a passing score of 70 percent in order to receive a course certificate.

This SC-DHEC and NC-DHHS approved asbestos training may be used for licensing as an asbestos professional.

Date: September 9-12, 2024

Time: 8:30 a.m. – 4:30 p.m.

Location: Greenville Technical College Industrial Technologies Complex  
Building 106B, Room 306  
Barton (Main) Campus  
506 S. Pleasantburg Drive  
Greenville, SC 29607

Facilitator: Greenville Technical College Staff

Asbestos Training | Greenville Technical College [gvltec.edu](http://gvltec.edu)

<https://forms.office.com/g/tMjTQwq3KA>



### \*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 10-11, 2024

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

**Location:** SC National Safety Council  
421 Mission Court  
Irmo, SC 29063

**Facilitator:** SCNSC Staff

National Safety Council Southeastern Chapter ([scnsc.org](http://scnsc.org))

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

### 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: September 26-27, 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>

\*NOTE\* Registration for this class is required two weeks prior to training. A Driver's License # is required.

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

### GROWING AND MAINTAINING YOUR DUMP TRUCK BUSINESS

The National Dump Trucking Association (NDTA) is pleased to present a one-day training class titled "Growing & Maintaining Your Dump Trucking Business." This class is designed to equip participants with essential skills and knowledge to successfully grow and manage a dump trucking business.

Who should attend:

- Certified SCDOT DBE/SBE: Dump Truck and Hauling Companies

Objectives:

- Provide comprehensive training on maintaining & growing a successful dump trucking business
- Equip participants with practical business management skills



- Enhance understanding of legal and regulatory compliance in the industry
- Offer strategies for marketing, sales and

Dates: October 3, 2024  
 Times: 9:00 a.m. – 4:30 p.m.  
 Location: SC Dept. of Transportation  
 955 Park Street, G-10  
 Columbia, SC 29223

Facilitator: National Dump Truck Association, Atlanta, GA  
 National Dump Trucking Association  
[thendta.org](http://thendta.org)

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

### 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.

Dates: 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  
P. C., Nashville, TN

<https://tylerengineers.com/>

<https://forms.office.com/g/rB9jMLGGef>

### **CONSTRUCTION CONTRACT LAW, WORKMAN COMPENSATION, INSURANCE & BONDING**

This class will provide an overview of the contracting process including formation and remedies. Attendees will also receive a short manual to use as a resource.

Topics covered are:

- Contract Basics
- Contract Formation & Alternatives
- Contract Changes & Modifications
- Breach of Contract & Termination
- Contract Claims
- Non-Contractual Remedies

We are including a representation from Adams, Eaddy & Associates, Mr. Brooks Moody, may cover concerns of:

- Workman Compensation
- Insurance
- Bonding

Date: November 13, 2024

Time: 9:00 a.m. - 5:00 p.m.

Location: SCDOT Headquarters Building  
955 Park Street, G-20  
Columbia S.C. 29201

Facilitator: Mr. Brian Gambrell  
Legal Department of SCDOT  
Chief Counsel-  
Home [state.sc.us](http://state.sc.us)  
Brooks Moody  
Account Executive  
Adams, Eaddy and Associates

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

<https://forms.office.com/g/s9FZRTZYE3>

### **CONCRETE 101**

A one-day course which maximizes the classroom environment to provide participants with a comprehensive basic knowledge of the industry and the practical skills essential for successful concrete construction projects.

Who should attend?

- Small business owners contemplating starting a new company or offering concrete construction services.
- Project managers and quality control individuals who oversee concrete construction, whether self-performed or subcontracted.
- Any individual who desires a better understanding of concrete and how to work with it.

This course covers:

- Understanding the material "Concrete" - mix properties, ingredients, additives, etc.
- Reading and understanding project documents and terminology
- Basics of drawing takeoffs and preparing estimates
- Site preparation and forming
- How to order redi-mix concrete
- Tools required
- Proper concrete placing and finishing techniques
- Quality control
- Considerations for branching out into the concrete field



- Provides reference materials and resources for further learning and licensing

**Date:** November 15, 2024  
**Time:** 8:00 a.m. – 4:00 p.m.  
**Location:** SCDOT Headquarters Building  
 955 Park Street, G-20  
 Columbia S.C. 29201  
**Facilitator:** Timothy Quinn  
 IPW Construction Group, LLC  
 Charleston, SC

[www.ipwgc.com](http://www.ipwgc.com)

<https://forms.office.com/g/sCEvCwBzi7>

### 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:** October 29, 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://forms.office.com/g/zB2AXYsHJj>

### COMMERCIAL DRIVER'S LICENSE TRAINING

Commercial Driver's License (CDL class A or B) may be arranged on a case by case decision. We are striving to obtain your CDL training in the area of which you live. It would have to be researched and each technical college has its own method of eligibility. There is a limit to the # of applicants per year and is dependent on available funds. This is a one-time class of one person, per firm.

Additional reimbursement of \$1500 may be provided via a qualified Training Tuition Assistance approved application for additional driver requests.

\*NOTE\* If you received your commercial learner's permit after February 7, 2022, you will need to complete an FMCSA approved ELDT training program to be eligible to take a CDL skills test. There are three classes of commercial driver's licenses (CDL- A, B & C):

### HEAVY EQUIPMENT OPERATOR TRAINING

Heavy Equipment Operator (HEO) training may be arranged on a case by case determination and availability of equipment and training vendors are dependent on federal funds as well as vendor availability.



### 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: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Training Program: \_\_\_\_\_

Date: \_\_\_\_\_

Attendee Name: \_\_\_\_\_  
*(first)* *(last)*

Attendee Name: \_\_\_\_\_  
*(first)* *(last)*

Attendee Name: \_\_\_\_\_  
*(first)* *(last)*

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

E-mail Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

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

*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: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

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

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

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

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

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

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

Reimbursement Requested For:

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

Title of Program (attach announcement/registration form):

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....

\_\_\_\_\_  
TTA Program Coordinator Date

Recommended  Not Recommended

Approved  Denied

(TTA-2) Revised 01-2020

\_\_\_\_\_  
Director of Supportive Services & Business Development

\_\_\_\_\_  
Date

## SCDOT DBE TRAINING TUITION ASSISTANCE "REIMBURSEMENT" ATTENDANCE ACKNOWLEDGEMENT FORM

Participants Name: \_\_\_\_\_

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

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_  
Cell: (\_\_\_\_\_) \_\_\_\_\_

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

