



All courses are held at the Georgia Branch, AGC Training Center unless otherwise noted.

**Georgia Branch, Associated General Contractors**  
1940 The Exchange, Suite 100; Atlanta, GA 30339

For questions concerning courses listed in this brochure, please contact  
Jenny Tuggle at 678-298-4112  
Email: [tuggle@agcga.org](mailto:tuggle@agcga.org)  
Fax: 678-298-4113 or 678-298-4101

**View complete calendar at [www.agcga.org](http://www.agcga.org)  
by clicking on Education & Safety**

**Georgia Licensing Prep Courses Offered at AGC Training Center**

February 15 – Monday  
March 15 - Monday

To learn more about the Georgia Licensing Prep Courses and to **register** with the instructor please visit **[www.contractorsseminars.com](http://www.contractorsseminars.com)**.

**Courses scheduled for the coming months include:**

- Basic Blueprint Reading
- CPR, First Aid and Bloodborne Pathogens
- Georgia Licensing Prep Course
- Georgia Lien Law Seminar
- The Leaders Course (see separate brochure)
- LEED Green Associate Exam Prep
- LEED AP BD+C (Building Design and Construction) Exam Prep
- NPDES Level 1A Course and Exam
- NPDES Level 1A Recertification
- OSHA 10-Hour for Construction
- OSHA Recordkeeping Seminar
- Scaffold Safety – Competent Person Training
- Time and Task Management
- Trenching and Excavations – Competent Person Training

## Time and Task Management for Busy People . . . *Like You!*

March 3 ♦ GA Music Hall of Fame, Macon

**Note: Deadline to register for this course is February 2, 2009!**

Do you work hard and put in more than a good day's effort, yet still feel as if you can never find time to get to the important things? Are you always playing "catch-up," reacting to the demands of the moment? At this workshop you'll learn these essentials:

- A more focused approach to your daily and long-range tasks-discover how to schedule your tasks in accordance with your true priorities
- How to set up and use a personal time and task management system, one that makes the best use of daily planners, calendars, "to-do" lists and computer programs
- How to identify and eliminate your personal time robbers-procrastination, disorganization, interruptions, lack of communication and many others-that stop your productivity
- How to use technology to free up time rather than add to your frenzy
- Methods for accessing your time management system and how to get back on track quickly if you slip back into unproductive habits

**Length:** 1 day, 9:00 a.m. - 4:00 p.m.

**Cost:** \$225 Georgia Branch, AGC Members

\$202.50 AGC Young Leaders

\$325 Non-members

**Instructor:** SkillPath Seminars

## FREE OSHA Recordkeeping Seminar

- Valdosta – February 2, 8:30 am – 11:30 am
- Columbus – February 10, 1:30 pm – 4:30 pm

On October 1, 2009, OSHA introduced the National Emphasis Program (NEP) on Recordkeeping to determine accuracy and to assess the injury and illness data recorded by employers. The NEP involves inspecting occupational injury and illness records prepared by businesses and appropriately enforcing regulatory requirements when the employers are found to be under-recording injuries and illnesses. OSHA announced that their inspections will include a records review, employee interview, and a limited safety and health inspection on jobsites with high injury and illness rates. ***The construction industry is identified as having high injuries and illness rates.***

Note: Under the new administration, OSHA enforcement will be escalated and we will see tougher penalties. This free seminar will familiarize you on the recordkeeping requirements, posting and reporting; and how to correctly complete OSHA forms 300, 300A and the 301.

**Cost:** No Charge

**Instructors:** OSHA Compliance Specialists from OSHA West and Savannah Offices

## Georgia's Lien Law Seminar

February 5 ♦ GA Music Hall of Fame, Macon

February 10 ♦ AGC Offices, Atlanta

Everyone in the construction industry, from owners and contractors to subcontractors and vendors and industry attorneys need to understand the new requirements to effectively protect their property from liens and/or enforce lien rights going forward.

The following are a few of the revisions to the Georgia Lien Law to be discussed:

- Time for Filing a Lien
- New Lien Language
- Lien Filing Procedure Changes
- Time for filing Suit ("lien action") on the Lien
- Notice to Contractor Procedure Changed
- New Language for the Interim Waiver and Release Upon Payment and the Waiver and Release Upon Final Payment
- Affidavits of Non-Payment
- Notice of Contest of Lien
- Lien Discharge Bonds

Because the law has changed so significantly, it is important that your business is prepared to incorporate these changes into its daily practice.

**Length:** ½ Day, 8:00 am – 12:30 pm.

**Cost:** \$109 Georgia Branch, AGC Members;

\$98.10 Georgia Branch, AGC Young Leaders;

\$159 Non-Members

**Instructor:** Greg Joy, Smith Currie & Hancock

### **NPDES Level 1A Course and Exam**

*February 9 ♦ AGC Offices, Atlanta*

The Level 1A Fundamental Seminar and exam is a one-day course ending with the Level 1A certification exam. The course is designed to train contractors, builders, developers, site superintendents, utility and grading contractors, and monitor consultants in the proper installation, maintenance, and inspection of BMP's on construction sites. Topics covered in this course are fundamentals of erosion and sediment control, the Georgia Erosion and Sedimentation Act, NPDES Permits, maintenance, stream buffers, vegetative and structural BMP practices.

To obtain the "certified personnel" certification you will need to:

- (1) Attend an approved Level 1A Seminar
- (2) Submit an application for certification
- (3) Pass the Level 1A certification exam

**Length:** 1 day, 8:00 a.m. - 6:00 p.m.

**Cost:** \$185 Georgia Branch, AGC Members;  
\$166.50 GA Branch, AGC Young Leaders;  
\$235 Non-members

**Instructor:** Jim Spotts

### **CPR, First Aid and Bloodborne Pathogens**

*February 12 ♦ AGC Offices, Atlanta*

CPR/First Aid/Bloodborne Pathogens course is an American Safety and Health Institute program consisting of three modules:

**Adult Heart Saver:** Includes information about the chain of survival concepts, risk factors, prudent heart living, signals for 911 activation, adult-one rescuer CPR and Foreign Body Airway Obstruction.

**First Aid:** This course covers video and guided discussion presentations covering signs, symptoms, and treatments of common medical and traumatic emergencies.

**Bloodborne Pathogens:** Topics of this module include definition, prevention, universal precautions, immunization, exposure control, and post-exposure reporting.

**Length:** 1 day, 8:00 am - 4:00 pm

**Cost:** \$89 Georgia Branch, AGC Members  
\$80.10 GA Branch, AGC Young Leaders;  
\$109 Non-members

**Instructors:** Emergency One

### **Scaffold Safety**

*March 2 ♦ AGC Offices, Atlanta*

The Occupational Safety and Health Administration (OSHA) requires a competent person to supervise when a scaffold is "erected, moved, dismantled, or altered," 1926.451 (a)(4). Participants in this course will be provided the necessary training to be considered a "competent person" by an OSHA inspector. The instructor will also cover the most common OSHA violations related to scaffolds and how to control/eliminate accidents and injuries associated with scaffolds.

Topics covered include:

- Footings and foundations
- Inspection of equipment
- When to tie scaffolding to a building
- Platforms and planking
- Fall protection
- Ladders and stairways
- Systems scaffold

**Length:** 1 Day, 8:00 a.m. - 4:00 p.m.

**Cost:** No Charge for participants of CompTrust AGC Mutual Captive Insurance Company – however \$35 Cancel Fee will be applied for CompTrust AGC MCIC participants who do not show;

\$185 Georgia Branch, AGC Members;  
\$166.50 GA Branch, AGC Young Leaders  
\$285 Non-members

**Instructor:** Affinity Service Group

### **LEED AP BD+C (Building Design / Construction) Exam Prep**

*February 18 ♦ AGC Offices, Atlanta*

This full-day course covers the LEED rating system for the design, construction and major renovations of commercial buildings, known as LEED BD+C. Credit by credit review of the LEED BD+C Rating System, lead by two LEED AP instructors, is designed to prepare attendees to pass the LEED BD+C Exam. Attendees will learn about the tools and resources available for managing LEED projects, strategies for achieving LEED credits, reference standards of the LEED program and sustainable design solutions for the built environment. Visit [www.gbci.org](http://www.gbci.org) for additional information on the Green Building Certification Institute's levels of tiered LEED credentials. Competent Person Training: Trenching and Excavations

**Length:** 1 Day, 8:00 a.m. – 5:00 p.m.

**Cost:** \$235 Georgia Branch, AGC Members;  
\$211.50 GA Branch, AGC Young Leaders;  
\$335 Non-Members

**Instructors:** Southface

### **Basic Blueprint Reading**

*February 23 and 24 ♦ AGC Offices, Atlanta*

This course offers not only the basics of blueprint reading, but also the fundamentals of construction methods that make blueprint reading meaningful. The course is designed for office personnel, foremen, superintendents, and anyone who desires a basic knowledge of construction drawings. This course will offer basic descriptions of pictorial drawings, construction materials, construction specs, how to use a scale, and reading plot plans. It will also cover the basics of print reading for concrete footings, structural steel framing, welding, unit masonry construction, framing and finish, plumbing systems, air conditioning systems and electrical systems.

Registrants need to bring a yellow highlighter and an architectural scale.

**Length:** 2 days, 8:00 a.m. - 4:00 p.m.

**Cost:** \$265 Georgia Branch, AGC Members;  
\$238.50 GA Branch, AGC Young Leaders  
\$365 Non-members

**Instructor:** Wayne D. Smith, CPE

### **Competent Person Training: Trenching and Excavations**

*March 5 ♦ AGC Offices, Atlanta*

If you dig, or if your project has a four-foot or deeper foundation, basement, or excavation work, then you should attend this informative course. This course educates individuals on the proper procedures for before, during, and after trenching and excavation, while meeting OSHA's requirements for a "competent person."

**The State Licensing Board approves this course for Utility Contractors.**

**The course covers the following topics:**

- Soil classification
- Sloping and benching
- Timber shoring for trenches
- Aluminum hydraulic shoring for trenches
- Alternatives to timber shoring
- Selection of protective systems

**Length:** 1 day, 8:00 a.m. - 4:00 p.m.

**Cost:** No Charge to participants of the CompTrust AGC Mutual Captive Insurance Company (MCIC);  
NOTE: A \$35 Cancel Fee will be applied for participants of the CompTrust AGC MCIC who do not show;

\$185 Georgia Branch, AGC Members;

\$166.50 GA Branch, AGC Young Leaders

\$285 Non-members

**Instructor:** Affinity Service Group

### **NPDES Level 1A Recertification Course**

March 9 ♦ GA Music Hall of Fame, Macon  
March 17 ♦ AGC Offices, Atlanta

Do not let your blue card expire...  
Recertification requires no exam!

This course is required by State law for NPDES Level 1A recertification. This course is four hours in length and is good for three years. No exam is required in this course.

**Attendees must present a government issued photo ID and current certification card or proof of valid certification.**

Individuals may take this course one year before their certification expires. Recertification (continuing education) courses taken prior to the 1 year mark will not be accepted.

Those individuals that fail to obtain at least 4 hours of continuing education prior to their expiration date will be required to retake the course and pass the exam before certification will be reinstated.

Certification cards will be provided by the GAWSCC after course completion.

**Length:** 4 Hours, 8:00 a.m. – Noon

**Cost:** \$89 Georgia Branch, AGC Members;  
\$80.10 GA Branch, AGC Young Leaders;  
\$109 Non-members

**Instructor:** Jim Spotts

### **OSHA 10-Hour Construction Safety Outreach Course**

March 18 ♦ AGC Offices, Atlanta

OSHA requires a contractor to have a competent person on-site to qualify for Focused Inspection. This safety course, formerly OSHA 10-Hour, is designed to help contractors develop safety and health competent persons for their job sites. The competent person will learn to recognize potential hazards in construction before an incident occurs. Plus, individuals will be able to identify and implement abatement techniques for hazards found on the construction site.

#### **The course covers the following topics:**

- Fall protection
- Excavation and trenching safety
- Electrical safety
- Hand and power tool safety
- Personal protective equipment
- Heavy equipment safety
- Fire prevention and protection
- Hazard communication
- Recordkeeping
- OSHA's Focused Inspection Initiative

**Length:** 1 day, 7:00 a.m. - 6:30 p.m.

**Cost:** Free for participants of CompTrust AGC Mutual Captive Insurance Company;  
\$185 Georgia Branch, AGC Members;  
\$166.50 GA Branch, AGC Young Leaders;  
\$285 Non-members

**Instructor:** Affinity Service Group

### **LEED Green Associate Exam Prep**

March 30 ♦ AGC Offices, Atlanta

This full-day course offers an overview of the LEED framework and concepts of integrated design as well as policies and procedures for working within the LEED program. Attendees will learn about the tools and resources available such as LEED Online as well as the applicable standards utilized in the LEED program. Attendees will also gain an understanding of sustainable design strategies in the built environment. This course will introduce attendees to the LEED Accredited Professional program areas. Visit [www.gbci.org](http://www.gbci.org) for additional information on the Green Building Certification Institute's levels of tiered LEED credentials.

**Length:** 1 Day, 8:00 a.m. – 5:00 p.m.

**Cost:** \$235 Georgia Branch, AGC Members;  
\$211.50 GA Branch, AGC Young Leaders;  
\$335 Non-Members

**Instructors:** Southface

## Attendee Registration Form

Please make copies as needed

Check the course(s) you are registering for:

### Time and Task Management

- March 3 - Macon

### OSHA Recordkeeping Seminar

- February 2 - Valdosta  
 February 10 - Columbus

### Georgia Lien Law Seminar

- February 5 - Macon  
 February 10 - Atlanta

### NPDES Level 1A Course and Exam

- February 9 - Atlanta

### CPR, First Aid and Bloodborne Pathogens

- February 12 - Atlanta

### LEED AP BD+C Exam Prep

- February 18 - Atlanta

### Basic Blueprint Reading

- February 23 and 24

### Scaffold Safety

- March 2 - Atlanta

### Trenching and Excavations - Competent Person

- March 5 - Atlanta

### NPDES Level 1A Recertification

- March 9 - Macon  
 March 17 - Atlanta

### OSHA 10-Hour for Construction

- March 18 - Atlanta

### LEED Green Associate Exam Prep

- March 30 - Atlanta

### Registrant Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Registrant's Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Check One:

Check -- Payable to Georgia Branch, AGC Amount: \$ \_\_\_\_\_

Charge to:

VISA

MasterCard

American Express

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**If paying by check:** Fax a copy of this registration to **Jenny Tuggle** 678-298-4113 or 4101, **THEN** mail payment along with a copy of this registration form to our lockbox address --- Wachovia Bank/Georgia Branch, AGC • P. O. Box 934023 • Atlanta, GA 31193-4023

**If paying by credit card:** Fax copy of this registration to **Jenny Tuggle** • 678.298.4113 or 678.298.4101

**For more information,** please contact **Jenny Tuggle** @ at 678.298-4112 or [tuggle@agcga.org](mailto:tuggle@agcga.org).

**Cancellation Policy:** The registration fee is fully refundable up to one week prior to the event. If you do not cancel before this one week period or do not attend the seminar, the registration fee will not be refunded. Substitutions are encouraged and may be made by calling 678.298.4112. A confirmation letter will be emailed one week prior to the course.