

# INTRODUCTION

Think, discuss, plan, and act. Framing a clear direction for the training of your employees is your responsibility. In an environment of team players, it is generally the responsibility of more than one. We hope that our catalog of 2010 classes will enable you and your team to think about and build a viable safety and educational program. With this program, we hope to create motivation for you and your team, build value for your shareholders, build a company that continues to grow in skill, build support for the communities that you serve and build success for yourself. Reasons to increase training efforts include productivity improvement, capturing value of investments made in technology, adapting skills and behaviors to safety, retention of employees, development of leaders, preparation for successors, and driving organizational and cultural change. What is your best scenario? Train someone and have them leave or not train someone and have them stay?

## TABLE OF CONTENTS

<b>REGULATORY CERTIFICATION COMPLIANCE CLASSES</b>	<b>NON-REGULATORY EDUCATION CLASSES</b>
<b>Competent Person Series (100)</b>	<b>Legal Series (700)</b>
Competent Person Excavation 2	Local, State, & Federal Immigration
Competent Person Confined Space Entry 3	Rules 11
<b>OSHA Series (200)</b>	Georgia Lien & Bond Laws 11
OSHA 10-Hour 4	Construction Accounting 11
OSHA 30-Hour 4	Motor Carrier Compliance 11
<b>Flagging/Traffic Control Series (300)</b>	<b>Educational Series (800)</b>
Temporary Traffic Control Work Zone	NUCA Pipelayer Training - Excavation,
Safety Course (MUTCD) for WTCS 4	Trenching, Manholes & Backfilling 12
GDOT Approved Flagging Program 5	NUCA Pipelayer Training -
GDOT Approved Flagging Instructor Course 5	Job Layout 12
<b>Miscellaneous Training Series (400)</b>	Utility Manager Exam Review 12
CPR/First Aid 6	
ISEE Blasting 6	
Reasonable Suspicion Testing 6	
<b>NPDES Series (500)</b>	
Level 1A Course & Exam 7	
Level 1A Recertification 8	
Level 1B Course & Exam 9	
Level 1B Recertification 9	
Sub-Contractor Awareness 9-10	
<b>Damage Prevention Series (600)</b>	
Damage Prevention/ GUFPA Violation 10	

## CLASS TERMS AND CONDITIONS

1. Due to certification requirements, registration and payment must be received in advance for class participation. Class confirmation will only be sent to those who have paid. Your payment secures your seat in class.
2. The registration fee is fully refundable up to five (5) business days prior to the class. If you do not show up or fail to cancel your registration, the fee is non-refundable. Exception includes NPDES classes which require 10 (ten) business days prior to class to request a refund or move to another class.
3. Substitutes may be submitted by paid registrants if GUCA is notified in advance.
4. Any additions or walk-ins to class on day of instruction will be accepted if the class is not full and when accompanied by the registration form and cash or credit card payment for class. Checks will not be accepted day of class. All check payments must be received 5 days prior to class otherwise cash or credit card can be used for payment.
5. GUCA reserves the right to cancel 2010 classes due to low registration. You will be refunded all money due to GUCA class cancellation when a written refund request is received.
6. Some classes include a book or observation fee. These fees must be paid when registering for those classes.