

# 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 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?

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## 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 registration 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 when cash or credit card is used as payment for the class. Checks will not be accepted day of class.
5. All check payments must be received 10 days prior to class otherwise cash or credit card can be used for payment.
6. All credit card users will be charge a non-refundable, non-negotiable, non-transferable convenience fee.
7. GUCA reserves the right to cancel classes due to low registration. You will be refunded only the class registration fee amount paid (credit card charges are not refundable) due to GUCA class cancellation when a written refund request is received.
8. Some classes include a book. These fees must be paid when registering for those classes.

# REGULATORY CERTIFICATION COMPLIANCE CLASSES



## Competent Person Series (100)

### Competent Person Excavation (CPE)

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

If your company performs excavation and trenching work, you must have an on-site Competent Person to oversee the work according to OSHA Standards, 29 CFR 1926.650 Sub Part P. GUCA has developed an excellent training course to prepare your employees for this critical task. This 8-hour GUCA training program is certified by the Georgia Construction Industry Licensing Board and meets partial requirements for the Utility Manager License and the Utility Foreman Certification. Attendees will learn excavation safety and will be tested prior to certification. This nationally recognized program uses GUCA certified instructors, a student reference manual, testing, and certification card good throughout Georgia.

**FEES:**   **GUCA UC member**                 **\$ 90.00**  
               **GUCA member**                    **\$ 120.00**  
               **Non-member**                     **\$ 180.00**

<b>CODE:</b>	CPE-101-SAT		<b>LOCATION:</b> South Atlanta
<b>DATES:</b>	January 9, 2018	February 5, 2018	March 6, 2018
	April 3, 2018	May 1, 2018	May 29, 2018
	July 10, 2018	August 10, 2018	September 4, 2018
	October 2, 2018	October 30, 2018	November 27, 2018

<b>CODE:</b>	CPE-101sp-SAT (Spanish)		<b>LOCATION:</b> South Atlanta
<b>DATES:</b>	February 3, 2018	May 5, 2018	November 3, 2018
		August 4, 2018	

<b>CODE:</b>	CPE-102-MAC		<b>LOCATION:</b> Macon
<b>DATES:</b>	January 16, 2018	February 13, 2018	March 13, 2018
	April 10, 2018	May 8, 2018	June 5, 2018
	July 18, 2018	August 15, 2018	September 12, 2018
	October 10, 2018	November 7, 2018	December 4, 2018

<b>CODE:</b>	CPE-103-VAL		<b>LOCATION:</b> Valdosta
<b>DATES:</b>	January 23, 2018	April 17, 2018	October 16, 2018
		July 24, 2018	

<b>CODE:</b>	CPE-104-SAV		<b>LOCATION:</b> Savannah
<b>DATES:</b>	January 30, 2018	April 24, 2018	October 23, 2018
		July 31, 2018	

<b>CODE:</b>	CPE-105-ROM		<b>LOCATION:</b> Rome
<b>DATES:</b>	March 20, 2018	June 19, 2018	December 12, 2018
		September 18, 2018	

<b>CODE:</b>	CPE-106-GAN		<b>LOCATION:</b> Gainesville
<b>DATES:</b>	February 20, 2018	May 15, 2018	November 13, 2018
		August 21, 2018	

<b>CODE:</b>	CPE-107-COL		<b>LOCATION:</b> Columbus
<b>DATES:</b>	February 27, 2018	May 22, 2018	November 20, 2018
		August 28, 2018	

<b>CODE:</b>	CPE-108-AUG		<b>LOCATION:</b> Augusta
<b>DATES:</b>	March 27, 2018	June 26, 2018	December 18, 2018
		September 25, 2018	

## Confined Space Entry (CSE)

8:00 a.m. - 3:00 p.m.

Are your employees in man-holes, excavations, foundations, underground vaults, sewer pipelines, or any location where confined spaces can exist and cause hazards? If so, you are required by OSHA to understand the hazards involved in a confined space and train your employees on the hazards associated with confined space entry. This course is designed for owners, project managers, foremen and safety personnel to understand the hazards associated with confined space entry. This GUCA training program covers the techniques, methods, and equipment used to ensure a safe entry. This one-day, seven hour course, could save your life or the life of an employee. This 7-hour GUCA training program is certified by the Georgia Construction Industry Licensing Board and meets partial requirements for the Utility Manager License and the Utility Foreman Certification.

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 90.00</b>
	<b>GUCA member</b>	<b>\$ 120.00</b>
	<b>Non-member</b>	<b>\$ 180.00</b>

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<b>CODE:</b>	CSE-111-SAT	<b>LOCATION:</b>	South Atlanta
<b>DATES:</b>	January 10, 2018 April 4, 2018 July 11, 2018 October 2, 2018	February 7, 2018 May 2, 2018 August 8, 2018 October 30, 2018	March 7, 2018 May 30, 2018 September 5, 2018 November 27, 2018

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<b>CODE:</b>	CSE-111sp-SAT (Spanish)	<b>LOCATION:</b>	South Atlanta
<b>DATES:</b>	February 10, 2018 May 12, 2018	August 11, 2018	November 10, 2018

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<b>CODE:</b>	CSE-112-MAC	<b>LOCATION:</b>	Macon
<b>DATES:</b>	January 17, 2018 April 11, 2018 July 18, 2018 October 10, 2018	February 14, 2018 May 9, 2018 August 15, 2018 November 6, 2018	March 14, 2018 June 6, 2018 September 12, 2018 December 4, 2018

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<b>CODE:</b>	CSE-113-VAL	<b>LOCATION:</b>	Valdosta
<b>DATES:</b>	January 24, 2018 April 18, 2018	July 25, 2018	October 17, 2018

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<b>CODE:</b>	CSE-114-SAV	<b>LOCATION:</b>	Savannah
<b>DATES:</b>	January 31, 2018 April 25, 2018	August 1, 2018	October 24, 2018

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<b>CODE:</b>	CSE-115-ROM	<b>LOCATION:</b>	Rome
<b>DATES:</b>	March 21, 2018 June 20, 2018	September 19, 2018	December 12, 2018

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<b>CODE:</b>	CSE-116-GAN	<b>LOCATION:</b>	Gainesville
<b>DATES:</b>	February 21, 2018 May 16, 2018	August 22, 2018	November 14, 2018

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<b>CODE:</b>	CSE-117-COL	<b>LOCATION:</b>	Columbus
<b>DATES:</b>	February 28, 2018 May 23, 2018	August 29, 2018	November 21, 2018

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<b>CODE:</b>	CSE-118-AUG	<b>LOCATION:</b>	Augusta
<b>DATES:</b>	March 28, 2018 June 27, 2018	September 26, 2018	December 19, 2018

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## OSHA Series (200)

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### OSHA 10-hour Course

8:00 a.m. - 3:00 p.m.

This two day, 10-hour course covers basic safety issues of the Construction Industry Standard 29 CFR 1926. It is designed for supervisors, project managers, foremen, safety professionals, and owners. This course certifies the participant, which fulfills the criteria for qualifying for "Focused Inspection." The course covers a wide variety of topics including, but not limited to: Recordkeeping, Heavy Equipment Safety, Electrical Safety, Fall Protection, Excavation and Trenching Safety, Personal Protective Equipment, Fire Prevention and Protection, Hand and Power Tool Safety, Hazard Communication, and OSHA's Focused Inspection Initiative.

**FEES:** **GUCA UC member**                    **\$ 175.00 (Includes Book Fee)**  
**GUCA member**                                **\$ 225.00 (Includes Book Fee)**  
**Non-member**                                 **\$ 275.00 (Includes Book Fee)**

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<b>CODE:</b>	O10-201-SAT	<b>LOCATION:</b>	South Atlanta	
<b>DATES:</b>	March 15-16, 2018	June 28-29, 2018	September 25-26, 2018	December 13-14, 2018

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<b>CODE:</b>	O10-201sp-SAT (Spanish)	<b>LOCATION:</b>	South Atlanta	
<b>DATES:</b>	January 23-24, 2018	April 24-25, 2018	July 24-25, 2018	October 24-25, 2018

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### OSHA 30-hour Course

4-day course, 8 hours per day

This course will give you an overview of OSHA policies, procedures, and standards for the construction industry, as well as safety and health principles. Each section of the OSHA construction standard is covered with special emphasis placed on more hazardous areas, while using OSHA standards as a guide. The 4-day (8 hours per day) course covers a variety of topics such as: Introduction to OSHA; Hazard Violation Search; Workshop; Health Hazards in construction; Materials Handling; Silica and Lead in construction; Damage Prevention; Recordkeeping; Signs Signals and Barricades; Electrical Safety; Fall Protection/Scaffolding; Excavation and Trenching Safety; Personal Protective Equipment; Welding; Cranes; Hazardous Communication; Traffic Control/Struck-by; Safety Programs/Safety Culture; Underground Construction; Respiratory Protection; Blasting; and, Confined Space Entry.

**FEES:** **GUCA UC Member**                    **\$ 400.00 (Includes Book Fee)**  
**GUCA Member**                                **\$ 450.00 (Includes Book Fee)**  
**Non-member**                                 **\$ 500.00 (Includes Book Fee)**

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<b>CODE:</b>	O30-211-SAT	<b>LOCATION:</b>	South Atlanta
<b>DATES:</b>	June 2018		

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### Competent Person in OSHA Silica Standard Training Course

8:00 a.m. - 12:00 p.m.

Provides a comprehensive review of OSHA's new silica standard and training on the health effects of silica exposure and practical steps companies can take to protect workers from the hazards of silica exposure. This course is designed for supervisors, project managers, foreman, safety professionals, owners, and decision makers on the jobsite. Job tasks addressed in this course include those who come in contact with elevated exposure to silica dust. Students will learn how to properly implement assessment methods for measuring worker exposure and the medical surveillance requirements of the standards. Participants will be given information to ascertain the effectiveness of their company's silica compliance program and the information on the requirements and responsibilities of a silica 'competent person' on construction site.

**FEES:** **GUCA UC member**                    **\$ 60.00**  
**GUCA member**                                **\$ 75.00**  
**Non-member**                                 **\$ 90.00**

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<b>CODE:</b>	SIL-221-SAT	<b>LOCATION:</b>	South Atlanta	
<b>DATES:</b>	January 30, 2018	February 13, 2018	March 20, 2018	April 13, 2018

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## Flagging/Traffic Control Series (300)

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### Temporary Traffic Control Work Zone Safety Course (MUTCD) for Worksite Traffic Control Supervisor (WTCS)

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

This one-day, eight-hour course provides the participant with the necessary training to design, select, place, and maintain traffic control signs and devices used for temporary traffic control work zones and for incident management. This training covers the principles of proper traffic control practices, as outlined in the New Millennium Edition Manual on Uniform Traffic Control Devices (MUTCD 2009), and other established applicable standards and guidelines for GDOT.

**FEES:**   **GUCA UC member**                 **\$ 200.00**  
          **GUCA member**                     **\$ 260.00**  
          **Non-member**                       **\$ 320.00**

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<b>CODE:</b>	TWZ-301-SAT	<b>LOCATION:</b>	South Atlanta
<b>DATES:</b>	February 15, 2018    May 17, 2018    August 16, 2018		November 8, 2018

### Flagging Program

**8:00 a.m. - 12:00 p.m.**

This is a 4-hour course on the uniform flagging procedures required by the Georgia Department of Transportation for utility and highway construction. Each participant receives hands-on and classroom training designed to give the student the knowledge and confidence to move traffic through a work zone effectively and safely.

**FEES:**   **GUCA UC member**                 **\$ 60.00**  
          **GUCA member**                     **\$ 75.00**  
          **Non-member**                       **\$ 90.00**

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<b>CODE:</b>	FLP-311-SAT	<b>LOCATION:</b>	South Atlanta
<b>DATES:</b>	January 26, 2018                     February 23, 2018                     March 29, 2018 April 19, 2018                        May 24, 2018                         June 21, 2018 July 19, 2018                         August 23, 2018                     September 20, 2018 October 18, 2018                     November 15, 2018                   December 20, 2018		

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## Miscellaneous Training Series (400)

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### CPR/ First Aid

8:00 a.m. - 3:00 p.m.

Would you and your employees know what to do if an emergency arose on a job site? Do you know CPR? Do you know it is mandatory OSHA requirement for someone at your job site to be certified in CPR? This 6-hour course is a must-have in your safety training program.

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 75.00</b>
	<b>GUCA member</b>	<b>\$ 95.00</b>
	<b>Non-member</b>	<b>\$ 115.00</b>

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**CODE:** CPR-401-SAT

**LOCATION:** South Atlanta

**DATES:** January 18, 2018    April 12, 2018    July 27, 2018

October 11, 2018

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### ISEE Blasting Certification Course

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

This program consists of a review of eight videotapes, eight workbooks, and eight quizzes developed by the International Society of Explosive Engineers. This is the Level One program developed to educate blasters and establish a standard level of training for the explosives industry. This course is approved by the Georgia Safety Fire Commissioner for certifying contractors who perform their own blasting.

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 200.00</b>
	<b>GUCA member</b>	<b>\$ 250.00</b>
	<b>Non-member</b>	<b>\$ 300.00</b>

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**CODE:** ISE-411-SAT

**LOCATION:** South Atlanta

**DATES:** February 14, 2018    May 16, 2018    August 15, 2018

November 7, 2018

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### Reasonable Suspicion Testing Training For Supervisors - Motor Carrier

3:00 p.m. - 5:00 p.m.

DOT requires that persons designated to determine reasonable suspicion receive at least "60 minutes of training on alcohol misuse and 60 minutes of training on controlled substance use." This program will help give your supervisors or HR personnel the confidence they need to address a wide range of difficult situations that they are likely to encounter. Your supervisors will understand: what kinds of observations they need to make; common symptoms of alcohol misuse and controlled substance use; how to document their observations; how to approach suspected drivers; who must conduct the training; and how to respect drivers' privacy.

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 25.00</b>
	<b>GUCA member</b>	<b>\$ 50.00</b>
	<b>Non-member</b>	<b>\$ 100.00</b>

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**CODE:** RST-421-SAT

**LOCATION:** South Atlanta

**DATES:** OPEN

TO SCHEDULE A CLASS CONTACT THE GUCA OFFICE, CLASSES ARE TAUGHT ON AN INDIVIDUAL BASIS.

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## SafeLand USA/SafeGulf

8:00 a.m. - 6:00 p.m.

The SafeLandUSA and SafeGulf SEMS and TRAP Basic Orientation 8 hour safety awareness course is designed to take the place of multiple operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets API RP 75 & API RP T-1 requirements and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. Over 25 of the leading oil and gas operators accept this orientation as it meets their requirements. Upon successful completion of course, each student is issued a picture ID with a unique barcode. The student information is then stored in an online database and will follow the student the rest of their life. This orientation has become the standard program for the industry and certifies a student at awareness level.

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 200.00</b>
	<b>GUCA member</b>	<b>\$ 250.00</b>
	<b>Non-member</b>	<b>\$ 300.00</b>

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**CODE:** SFL-431-SAT

**LOCATION:** South Atlanta

**DATES:** January 25, 2018      April 26, 2018      July 26, 2018      October 25, 2018

## Locating and Marking Underground Pipeline Facilities

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

This one day Locating Underground Facilities Course is designed for beginners or advanced users alike. Often times it becomes necessary to locate and verify underground facilities while on jobsites. Whether you are locating for the facility owner as a contractor or locating to verify it safe to dig, at some point each excavator will have a need to do so. Why hire a private locator when you could gain the knowledge and competency here. This eight (8) hour course will discuss basic theory of locating through Conductive and Inductive methods. There will be hands on training to ensure that each participant leaves with the knowledge to apply this practice in the field. This course is an Industrial Training Service product which allows you to receive Operator Qualification which is needed to locate Natural Gas facilities. This course comes with IACET CEU's.

**PLEASE BRING LOCATING EQUIPMENT TO CLASS FOR THE HANDS ON TRAINING (IF AVAILABLE).**

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 100.00</b>
	<b>GUCA member</b>	<b>\$ 125.00</b>
	<b>Non-member</b>	<b>\$ 150.00</b>

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**CODE:** ULM-101-SAT

**LOCATION:** South Atlanta

**DATES:** March 13, 2018      June 5, 2018      September 12, 2018      December 12, 2018

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## NPDES Series (500)

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### NPDES Level 1A Course and Exam

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

The Level 1A Fundamental Course and Exam 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, and vegetative and structural BMP practices. This course is certified and the test is officially administered by the Georgia Soil and Water Conservation Commission. **You must bring photo identification to take the exam.**

**FEES:** GUCA UC member           \$ 100.00  
          GUCA member               \$ 125.00  
          Non-member                 \$ 150.00

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<b>CODE:</b>	NDS-501-SAT			<b>LOCATION:</b>	South Atlanta
<b>DATES:</b>	January 11, 2018	February 8, 2018	March 8, 2018		
	April 5, 2018	May 3, 2018	May 31, 2018		
	July 12, 2018	August 9, 2018	September 6, 2018		
	October 4, 2018	November 1, 2018	November 29, 2018		

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<b>CODE:</b>	NDS-502-MAC			<b>LOCATION:</b>	Macon
<b>DATES:</b>	January 18, 2018	February 15, 2018	March 15, 2018		
	April 12, 2018	May 10, 2018	June 7, 2018		
	July 19, 2018	August 16, 2018	September 13, 2018		
	October 11, 2018	November 8, 2018	December 6, 2018		

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<b>CODE:</b>	NDS-503-VAL			<b>LOCATION:</b>	Valdosta
<b>DATES:</b>	January 25, 2018	April 19, 2018	July 26, 2018	October 18, 2018	

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<b>CODE:</b>	NDS-504-SAV			<b>LOCATION:</b>	Savannah
<b>DATES:</b>	February 1, 2018	April 26, 2018	August 2, 2018	October 25, 2018	

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<b>CODE:</b>	NDS-505-ROM			<b>LOCATION:</b>	Rome
<b>DATES:</b>	March 27, 2018	June 21, 2018	September 20, 2018	December 13, 2018	

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<b>CODE:</b>	NDS-506-GAN			<b>LOCATION:</b>	Gainesville
<b>DATES:</b>	February 22, 2018	May 17, 2018	August 23, 2018	November 15, 2018	

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<b>CODE:</b>	NDS-507-COL			<b>LOCATION:</b>	Columbus
<b>DATES:</b>	March 1, 2018	May 24, 2018	August 30, 2018	November 27, 2018	

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<b>CODE:</b>	NDS-508-AUG			<b>LOCATION:</b>	Augusta
<b>DATES:</b>	March 30, 2018	June 28, 2018	September 27, 2018	December 20, 2018	

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**NPDES Level 1A Recertification Course****8:00 a.m. - 12:00 p.m.**

This 4-hour course for individuals needing to re-certify their NPDES Level 1A (Blue) card which expires every 3 years. There will not be an exam for this re-certification course. **Individuals that attend this course must present the instructor with government issued photo ID and current certification card or proof of valid certification (from GSWCC website).** Individuals with multiple certifications must complete four hours of continuing education for each certification they wish to renew. Individuals can begin taking continuing education courses 1 year before their certification expires. Those individuals with 4 or more hours will receive a new certification card in the mail approximately two weeks before their certification expires.

**FEES:** **GUCA UC member**                   **\$ 60.00**  
**GUCA member**                           **\$ 80.00**  
**Non-member**                               **\$ 100.00**

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<b>CODE:</b>	NDS-521-SAT			<b>LOCATION:</b>	South Atlanta
<b>DATES:</b>	January 12, 2018	February 9, 2018	March 9, 2018		
	April 6, 2018	May 4, 2018	June 1, 2018		
	July 13, 2018	August 10, 2018	September 7, 2018		
	October 5, 2018	November 2, 2018	November 30, 2018		
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<b>CODE:</b>	NDS-522-MAC			<b>LOCATION:</b>	Macon
<b>DATES:</b>	January 19, 2018	February 16, 2018	March 16, 2018		
	April 13, 2018	May 11, 2018	June 8, 2018		
	July 20, 2018	August 17, 2018	September 14, 2018		
	October 12, 2018	November 9, 2018	December 7, 2018		
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<b>CODE:</b>	NDS-523-VAL			<b>LOCATION:</b>	Valdosta
<b>DATES:</b>	January 26, 2018	April 19, 2018	July 27, 2018	October 19, 2018	
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<b>CODE:</b>	NDS-524-SAV			<b>LOCATION:</b>	Savannah
<b>DATES:</b>	February 2, 2018	April 27, 2018	August 3, 2018	October 26, 2018	
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<b>CODE:</b>	NDS-525-ROM			<b>LOCATION:</b>	Rome
<b>DATES:</b>	March 28, 2018	June 22, 2018	September 21, 2018	December 14, 2018	
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<b>CODE:</b>	NDS-526-GAN			<b>LOCATION:</b>	Gainesville
<b>DATES:</b>	February 23, 2018	May 18, 2018	August 24, 2018	November 16, 2018	
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<b>CODE:</b>	NDS-527-COL			<b>LOCATION:</b>	Columbus
<b>DATES:</b>	March 2, 2018	May 25, 2018	August 31, 2018	November 28, 2018	
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<b>CODE:</b>	NDS-528-AUG			<b>LOCATION:</b>	Augusta
<b>DATES:</b>	March 30, 2018	June 29, 2018	September 28, 2018	December 21, 2018	

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**NPDES Level 1B Course and Exam****8:00 a.m. - 5:00 p.m.**

GUCA also offers the two day Level 1B Advanced Fundamental Course and Exam for regulatory enforcement inspectors and those non-regulatory enforcement inspectors performing regulatory inspections. This course covers the role of Inspector to help ensure site compliance and what types of enforcement action will be taken against those who fail to comply with the NPDES Permits, Erosion and Sediment Control in Georgia. **You must bring photo identification to take the exam.**

**FEES:**   **GUCA UC member**                 **\$ 125.00**  
          **GUCA member**                       **\$ 175.00**  
          **Non-member**                         **\$ 200.00**

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**CODE:**       NDS-531-SAT**LOCATION:**   South Atlanta**DATES:**     February 27-28, 2018   May 22-23, 2018   August 21-22, 2018   November 13-14, 2018

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**NPDES Level 1B Recertification Course****8:00 a.m. -12:00 p.m.**

This 4-hour course is for individuals needing to re-certify their NPDES Level 1B (Red) card which expires every 3 years. There will not be an exam for this re-certification course. **Individuals that attend approved course(s) must present the instructor with government issued photo ID and current certification card or proof of valid certification (from GSWCC website).** Individuals with multiple certifications must complete four hours of continuing education for each certification they wish to renew. Individuals can begin taking continuing education courses 1 year before their certification expires. Those individuals with 4 or more hours will receive a new certification card in the mail approximately two weeks before their certification expires. Those individuals that fail to obtain at least 4 hours of continuing education prior to their expiration date will have to retake the course and pass the exam before certification will be reinstated.

**FEES:**   **GUCA UC member**                 **\$ 60.00**  
          **GUCA member**                       **\$ 80.00**  
          **Non-member**                         **\$ 100.00**

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**CODE:**       NDS-551-SAT**LOCATION:**   South Atlanta**DATES:**     March 14, 2018       June 6, 2018       September 11, 2018   November 11, 2018



# NON-REGULATORY EDUCATION CLASSES



## Legal Series (700)

### Local, State, & Federal Immigration Rules

1:00 p.m. – 5:00 p.m.

This 4-hour course is an overview of local, state and federal immigration rules and common employment mistakes for the utility contractor. The course includes an overview of the Georgia's Security and Immigration Compliance Act and the new no-match regulations. Attendees will learn: steps to take upon receipt of a no-match letter; social security card issues; immigration compliance act obligations; and, common employment law mistakes.

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 50.00</b>
	<b>GUCA member</b>	<b>\$ 75.00</b>
	<b>Non-member</b>	<b>\$ 100.00</b>

**CODE:** EDS-731-SAT      **LOCATION:** South Atlanta      **DATES:** OPEN  
TO SCHEDULE A CLASS CONTACT THE GUCA OFFICE, CLASSES ARE TAUGHT ON AN INDIVIDUAL BASIS.

### Georgia Lien & Bond Law

1:00 p.m. – 5:00 p.m.

This 4-hour course covers the Georgia Lien Law and the Georgia Statutes pertaining to Payment and Performance Bonds as well. This program addresses the theory behind these statutes, their purpose and effect, the circumstances in which they apply, and their requirements. The course provides practical guidance into how to preserve, pursue, and defend lien and bond claims, and the written materials include sample forms and other useful information.

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 50.00</b>
	<b>GUCA member</b>	<b>\$ 75.00</b>
	<b>Non-member</b>	<b>\$ 100.00</b>

**CODE:** EDS-741-SAT      **LOCATION:** South Atlanta      **DATES:** OPEN  
TO SCHEDULE A CLASS CONTACT THE GUCA OFFICE, CLASSES ARE TAUGHT ON AN INDIVIDUAL BASIS.

### Construction Accounting and Financial Reporting

1:00 p.m. – 3:00 p.m.

This 2-hour informative course will help your company stay on top of the financial mountain and make sense of the accounting requirements that affect the construction industry. Topics to be discussed include: learn how to compute the over-billings and under-billings and understand the significance of those to the financial statements; learn how to analyze financial statements and key points of strong financials and how to make your financials as strong as possible within the reporting guidelines; disclosures and notes to the financials that are required reporting; new reporting requirements under the FIN 46R and FIN 48 that can have significant impact on your financial statements; the many differences between tax reporting and financial reporting - how to make the best of both worlds; and learn the unique rules of Generally Accepted Accounting Principles (GAAP) that are applicable to contractors.

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 50.00</b>
	<b>GUCA member</b>	<b>\$ 75.00</b>
	<b>Non-member</b>	<b>\$ 100.00</b>

**CODE:** EDS-751-SAT      **LOCATION:** South Atlanta      **DATES:** OPEN  
TO SCHEDULE A CLASS CONTACT THE GUCA OFFICE, CLASSES ARE TAUGHT ON AN INDIVIDUAL BASIS.

### Motor Carrier Compliance for Utility Contractors

1:00 p.m. – 3:00 p.m.

This 2-hour informative course by a Compliance Review Officer for the Georgia Department of Public Safety will inform and educate contractors on what to expect during roadside inspections, including types of inspections, and what items are inspected. The course will also focus on what contractors can expect during a compliance review at a contractor's office as well as carrier requirements including drug and alcohol testing.

<b>FEES:</b>	<b>GUCA UC member</b>	<b>\$ 50.00</b>
	<b>GUCA member</b>	<b>\$ 75.00</b>
	<b>Non-member</b>	<b>\$ 100.00</b>

**CODE:** EDS-761-SAT      **LOCATION:** South Atlanta      **DATES:** OPEN  
TO SCHEDULE A CLASS CONTACT THE GUCA OFFICE, CLASSES ARE TAUGHT ON AN INDIVIDUAL BASIS.



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## **NUCA Pipelayer Training- "Excavation, Trenching, Manholes & Backfilling" 1:00 p.m. - 3:00 p.m.**

This NUCA course demonstrates the individual and team skills required for efficient and safe water and sewer pipe installation using modern equipment and technologies. The training sections covered include: Safety, Trenching, Bedding, Backfilling, Manholes, Dewatering, and Tie-ins. NUCA CEO Bill Hillman believes "crew leaders and team members who complete this real-world training program will work together more proficiently and are more likely to get the job done right the first time, without wasting valuable materials or making unnecessary and costly installation errors."

**FEES:** **GUCA UC member** \$ 50.00  
**GUCA member** \$ 75.00  
**Non-member** \$ 100.00

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**CODE:** EDS-861-SAT                      **LOCATION:** South Atlanta                      **DATES:** OPEN  
TO SCHEDULE A CLASS CONTACT THE GUCA OFFICE, CLASSES ARE TAUGHT ON AN INDIVIDUAL BASIS.

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## **NUCA Pipelayer Training- "Job Layout" 1:00 p.m. - 3:00 p.m.**

This NUCA course demonstrates the individual and team skills required for safety, material layout & handling, production & timing, tools and protecting the installation.

**FEES:** **GUCA UC member** \$ 50.00  
**GUCA member** \$ 75.00  
**Non-member** \$ 100.00

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**CODE:** EDS-871-SAT                      **LOCATION:** South Atlanta                      **DATES:** OPEN  
TO SCHEDULE A CLASS CONTACT THE GUCA OFFICE, CLASSES ARE TAUGHT ON AN INDIVIDUAL BASIS.

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## **Utility Manager License Exam Review 1:00 p.m. - 5:00 p.m.**

This class helps those who have been approved to take the Georgia Utility Manager License exam. The Exam Review Course is always scheduled prior to the actual exam date. This 4-hour course is designed strictly as a review of the materials studied to prepare for the state exam. The course will use books required for the test and techniques on how to use them. Class dates may change due to state schedules beyond our control.

**FEES:** **GUCA member** \$ 50.00  
**Non-member** \$ 100.00

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**CODE:** UML-881-SAT                      **LOCATION:** South Atlanta  
**DATES:** January 2, 2018                      April 23, 2018                      August 27, 2018

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## **Natural Gas Safety Course Prerequisite to Qualification 8:00 a.m. - 5:00 p.m.**

The Natural Gas Prerequisite for Qualification is a 3 Day informational course. This course is designed to instill the basic knowledge of the Natural Gas Distribution Industry. This class is for employees that have never been qualified to perform a covered task or someone wanting to add to their knowledge. This will jump start the process to Operator Qualification. We use Industrial Training Service material which is a Nationally Recognized approved provider and offers IACET CEU's. The entire process of Natural Gas Extraction to End User Distribution and Customer Consumption is discussed thoroughly to give an understanding of the industry. With the explosive makeup of this substance we will discuss the Properties of Natural Gas to help employees make informed safety decisions when faced with certain Abnormal Operating Conditions.

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**CODE:** OQG-101-SAT                      **LOCATION:** South Atlanta                      **DATES:** OPEN  
TO SCHEDULE A CLASS CONTACT THE GUCA OFFICE, CLASSES ARE TAUGHT ON AN INDIVIDUAL BASIS.

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# GEORGIA UTILITY CONTRACTORS ASSOCIATION, INC.

804 Main Street, Suite C, Forest Park, Georgia 30297-1476 \* (404) 362-9995 \* Fax: (404) 362-9211

## 2018 Credit Card Authorization Form DO NOT EMAIL

*This form is to be completed once the registration form has been completed to attend a class, event or for advertising or payment of dues.*

Please complete the form and fax to 404-362-9211 or mail to the GUCA office. **IMPORTANT NOTICE:** Due to PCI Compliance and Security GUCA cannot under any circumstances accept your credit card form via email. GUCA emails ARE NOT SECURED because emails also go to our cell phones! Cell phones and Emails CAN BE HACKED! Therefore your credit card information is subject to being compromised if you email the form back to us. GUCA can only accept credit card information via FAX or MAIL. No exceptions. **REPEAT: DO NOT E-MAIL THE CREDIT CARD PAYMENT FORM - IF YOU DO WE CANNOT PRINT IT OUT AND HAVE TO DELETE IT IMMEDIATELY FOR YOUR PROTECTION and you will have to fax or mail it anyway.** Thank you for your compliance to this request and our effort to protect your credit card information from being compromised.

### Company Information:

NAME OF COMPANY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

Please check one:  MEMBER  NON-MEMBER  FAX  EMAIL RECEIPT

Payment for:  Class  Event  Advertising  Dues  GUCA Store

#### For a Class or Event:

NAME OF CLASS OR EVENT \_\_\_\_\_ DATE OF CLASS OR EVENT \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

#### For Advertising:

TYPE OF ADVERTISING:  Newsletter  Magazine  Directory  Other \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

#### For Membership dues:

TYPE OF DUES:  Utility Contractor  Contractor  Affiliate Associate  Affiliate Institutional

AMOUNT: \$ \_\_\_\_\_

#### For GUCA Store Purchases:

STORE ITEM:  Shirts  Decals/Stickers  Membership Directory  Other \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

### Credit Card Information: **NO DEBIT CARDS, PLEASE! SEND FORM TO GUCA BY FAX ONLY. EMAILED CREDIT CARD FORMS WILL NOT BE ACCEPTED DUE TO PCI SECURITY COMPLIANCE. EMAILS ARE NOT A SECURED FORM OF ACCEPTANCE.**

Type of Credit card:        PERSONAL CARD  CORPORATE CARD

CARD NUMBER # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ C.V.V. CODE\* \_\_\_\_\_

PERSONS NAME ON CARD (PLEASE PRINT) \_\_\_\_\_ COMPANY NAME ON CARD (IF APPLICABLE) \_\_\_\_\_

#### BILLING ADDRESS FOR CREDIT CARD

CONVENIENCE FEES: \$0-\$100 - \$12.00 \$101-\$500 - \$17.00 \$501-\$1,000 - \$22.00 \$1,001 and above - \$27.00

\$ \_\_\_\_\_ plus \$ \_\_\_\_\_ = \$ \_\_\_\_\_ TOTAL

AMOUNT (from above) CONVENIENCE FEE (see schedule above) TOTAL TO BE PROCESSED ON CARD

\*C.V.V. code: 3-digit number located on back of VISA and MasterCard— MUST BE PRESENT TO PROCESS.

I understand all credit card purchases are billed a separate convenience fee that is non-refundable and non-negotiable.

I give permission for GUCA to process my credit card. Printed Name: \_\_\_\_\_

X \_\_\_\_\_  
SIGNATURE OF AUTHORIZED CARD HOLDER DATE

You are receiving this information because you have an Established Business Relationship with GUCA as defined by the FTC & FCC requirements or you have requested this information. If you no longer wish to receive updates from GUCA, call 877-723-4822, fax 404-362-9211 or e-mail [info@guca.com](mailto:info@guca.com) to be removed.

Rev 08/16