

## FEJA Contractor Training Program

The program is designed for owners or managers who want to learn best practices within the construction industry. It covers the skills needed to run a construction business, addresses OSHA safety concerns, technology application, green construction best practices, provide preparation for the LEED green associate exam, and the introduction to Photovoltaics (PV) installation system practices. This training is designed with an interactive and hands-on approach based on an adult learning theory, which includes presentations, demonstrations, activities, exercises and multimedia tools.

### OBJECTIVES

- OSHA 10-Hour Basic Safety Certification
- Preparation for LEED Green Associate Exam
- EPA Renovation, Repair and Painting (RRP) Certification
- Basic Photovoltaics Practices

### AUDIENCE

Construction contractors doing business for less than 3 years and under \$500K of revenue annually.

### PRE-REQUISITES

Recommended 9<sup>th</sup> grade level reading, writing and math skills. Commitment to complete the 6-month course with all its modules.

### INSTRUCTION HOURS

3 Components: Total 194 Hours - 24 weeks (6 months)

- Component 1 - 80 Hours
- Component 2 - 60 Hours
- Component 3 - 54 Hours

## COURSE OUTLINE

### Component 1: Business Management (80 Hours)

#### Module 1: Small Business management (50 Hours)

The participants will be instructed on the process of managing a small contracting company (Less than 3 years in business). This will include company structures, client relations, advertising, sales techniques, contracts, financing, estimating and scheduling. Additionally, the course covers hiring and training employees, office management, and book keeping.

#### Module 2: OSHA 10-Hr Basic Safety Certification (10 Hours)

Complies with OSHA-10 training requirements. Explains the safety obligations of workers, supervisors and managers to ensure a safer workplace. Discusses the causes and results of accidents and the impact of accident costs.

#### Module 3: Estimating (10 Hours)

The participants will be instructed on how to create estimate prices for very common building materials, man-hours recommended crew and labor costs for installation.

#### Module 4: Blueprint Reading (10 Hours)

The participants will go through a thorough explanation of how blueprints are structured and the conventions that are used in making and reading them. These principles are then applied to detail and assembly drawings of mechanical equipment.

### Component 2: Technology Application (60 Hours)

**Module 1:** Intro to Computer/ Email / Internet (10 Hours)

**Module 2:** Microsoft Word: Basic (10 Hours)

**Module 3:** Microsoft Excel: Basic (10 Hours)

**Module 4:** QuickBooks for Contractors: Basic (10 Hours)

**Module 5:** AutoCAD 2012: Basic (20 Hours)

### Component 3 Green Construction (54 Hours)

#### Module 1: Green Construction Practices (10 Hours)

This module provides fundamental instruction in green environment, green construction best practices and green building rating systems.

#### Module 2: LEED Accredited Green Associate Examination Prep (20 Hours)

The participants will review material needed to sit for the LEED Green Associate Exam. The LEED Green Associate exam is a multiple choice, computer based exam.

#### Module 3: Basic Photovoltaics Practices (15 Hours)

Participants will learn basics about solar electric (PV) system.

#### Module 4: EPA Renovation, Repair and Painting (RRP) Certification (9 Hours)

The U.S. Department of HUD in partnership with EPA, developed this course to train contractors on renovation, repair and painting, how to work safely in housing with lead-based paint and how to comply with EPA's rule.

**CONTACT US:** (312) 575-0389 **EMAIL:** outreach@haciaworks.org