

Construction Documents

This 4-hour, course will include:

- **Most significant documents**
 - Supporting forms
 - Closeout documents
 - OSHA 300A forms
 - Contracts
- **Improving document flow**
- **Change order rules, review, & samples**
- **Terminology**
- **The bidding process**
- **Hands-on exercises & examples**
- **Checklists for**
 - Contract analysis & awards
 - Purchase orders
 - Planning
 - Responsibilities

Thursday, October 17, 2019
8:30 a.m. – 12:30 p.m.

\$69 CFC ABC members
\$99 Nonmembers

Includes course manual & sample documents

Course Provider #PVD404
CILB Course #0000022, 4 CEU Credits

Supervisors, Project Managers, Construction Administrators,
Construction Engineers should attend!



INSTRUCTOR: Philip B. Copare, president of Construction Services Enterprise (CSE). He received a BCN from the University of Florida, a master's degree in Business from Rollins College; he is a certified general contractor and underground utility contractor. He holds a Professional Safety Certification and is approved to teach the 30 and 10 hour OSHA Safety courses. He also is a certified Master Trainer with NCCER. Mr. Copare brings to the classroom his dynamic and unique brand of education with real life experiences and examples.



Register online at abccentralflorida.com/education-calendar
Deadline to cancel is October 10, 2019 | 5:00 p.m. | No refunds after deadline