



Training for Public Works, Utilities, Parks, and Local Government

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Discounts

* Members of FCCMA, APWA, AWWA, FWPCOA, and Pinellas County Municipalities receive a 10% discount. Prices below reflect both before and after discount pricing for classes with over 10 registrants.

In-Person Onsite Classes - Call 813-420-5891

- * Onsite classes require a minimum of 5 registrations. A min of 5 registrations will be charged to provide an onsite class.
- * Onsite classes may also require a travel charge based on location. Hillsborough, Pinellas, Polk, Pasco and Manatee Counties are not assessed a travel charge.

Online Classes – tampabaytraining.eventbrite.com or call 813-420-589

- * Online classes do not have this minimum of 5 registration requirement. Online classes are posted at tampabaytraining.eventbrite.com
- * Online classes are held using Microsoft Teams for the training and SurveyMonkey for the exam and other paperwork.

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FDOT

In-Person Onsite

FDOT Basic Temporary Traffic Control (Flagger)
FDOT Intermediate Temporary Traffic Control
FDOT Intermediate Temporary Traffic Control – Refresher
FDOT Advanced Temporary Traffic Control
FDOT Advanced Temporary Traffic Control – Refresher

Online

FDOT Basic Temporary Traffic Control (Flagger)
FDOT Intermediate Temporary Traffic Control
FDOT Intermediate Temporary Traffic Control – Refresher
FDOT Advanced Temporary Traffic Control
FDOT Advanced Temporary Traffic Control – Refresher

FDOT TEMPORARY TRAFFIC CONTROL / MAINTENANCE OF TRAFFIC

Flagger

This class is taught in an In-Person Onsite format and is **not** taught online.

Course is completed in 4-hours which includes paperwork and FDOT 9question test.

Cost is \$75.00/person - \$67.50 (Discounted Rate)

Target Audience - FDOT MOT Training Handbook states “Flagger Training: Required for all personnel flagging traffic.”

Certifying Agency - Florida Department of Transportation (Providership #213)

Certification Length - 4 years

Intermediate Temporary Traffic Control

This class is taught in an In-Person Onsite format and in an online format as well.

Course is completed in 16-hours which includes paperwork and FDOT 50-question test.

Cost is \$275/person - In-Person Onsite - \$247.50 (Discounted Rate)

Cost is \$275/person - Online - \$247.50 (Discounted Rate)

Target Audience - FDOT MOT Training Handbook states “[Intermediate or Intermediate-Refresher class is] Required for personnel with duties that include any of the following activities:

- a. Personnel responsible for supervising the installation, removal and field maintenance of TTC devices, excluding temporary barriers, end treatments and crash cushions.
- b. Inspection of the placement or operational function of temporary traffic control devices, excluding temporary barriers, end treatments and crash cushions.

Certifying Agency - Florida Department of Transportation (Providership #213)

Certification Length - 4 years

Intermediate Temporary Traffic Control – Refresher

This class is taught in an In-Person Onsite format and in an online format as well.

Course is completed in 8-hours which includes paperwork and FDOT 50-question test.

Cost is \$200/person - In-Person Onsite - \$180.00 (Discounted Rate)

Cost is \$200/person - Online - \$180.00 (Discounted Rate)

Target Audience - FDOT MOT Training Handbook states “[Intermediate or Intermediate-Refresher class is] Required for personnel with duties that include any of the following activities:

- a. Personnel responsible for supervising the installation, removal and field maintenance of TTC devices, excluding temporary barriers, end treatments and crash cushions.
- b. Inspection of the placement or operational function of temporary traffic control devices, excluding temporary barriers, end treatments and crash cushions.”

This is a refresher class that requires the student to have an unexpired FDOT Intermediate MOT/TTC certificate

Certifying Agency - Florida Department of Transportation (Providership #213)

Certification Length - 4 years

Advanced Temporary Traffic Control

This class is taught in an In-Person Onsite format and in an online format as well.

Course is completed in 20-hours which includes paperwork and FDOT 50-question test.

Cost is \$375/person - In-Person Onsite - \$337.50 (Discounted Rate)

Cost is \$375/person - Online - \$337.50 (Discounted Rate)

Target Audience - FDOT MOT Training Handbook states “Advanced and Advanced Refresher Training: Required for personnel with the authority and responsibility for making decisions on the specific TTC requirements to be implemented. These positions include the following:

- a. The Professional Engineer responsible for the development of the Transportation Management Plan (TMP) and design of the TTC Plan.
- b. The Worksite Traffic Supervisor in accordance with FDOT Standard Specifications, Section 102.
- c. Personnel responsible for supervising the installation, removal and field maintenance of TTC devices, including temporary barriers, end treatments and crash cushions.
- d. Personnel responsible for inspection of the placement or operational function of temporary traffic control devices, including temporary barriers, end treatments and crash cushions.”

Certifying Agency - Florida Department of Transportation (Providership #213)

Certification Length - 4 years

Advanced Temporary Traffic Control – Refresher

This class is taught in an In-Person Onsite format and in an online format as well.

Course is completed in 8-hours which includes paperwork and FDOT 60-question test.

Cost is \$200/person - In-Person Onsite - \$180.00 (Discounted Rate)

Cost is \$200/person - Online - \$180.00 (Discounted Rate)

Target Audience - FDOT MOT Training Handbook states “Advanced and Advanced Refresher Training: Required for personnel with the authority and responsibility for making decisions on the specific TTC requirements to be implemented. These positions include the following:

- a. The Professional Engineer responsible for the development of the Transportation Management Plan (TMP) and design of the TTC Plan.
- b. The Worksite Traffic Supervisor in accordance with FDOT Standard Specifications, Section 102.
- c. Personnel responsible for supervising the installation, removal and field maintenance of TTC devices, including temporary barriers, end treatments and crash cushions.
- d. Personnel responsible for inspection of the placement or operational function of temporary traffic control devices, including temporary barriers, end treatments and crash cushions.”

This is a refresher class that requires the student to have an unexpired FDOT Advanced MOT/TTC certificate

Certifying Agency - Florida Department of Transportation (Providership #213)

Certification Length - 4 years

PDH/CEU for FDOT Temporary Traffic Control Policy

Professional Development Hours (PDH) are not automatically provided. Information regarding PDHs recognized by the Florida Board of Professional Engineers please visit their website: www.fbpe.org.

Tampa Bay Training offers PDH Certificates as defined by FDOT on motadmin.com. The certificates will be provided separately from the MOT/TTC Certificate upon request.

Professional Development Hour (PDH) is defined as one contact hour of instruction, presentation or study. The term PDH is commonly used in the engineering community. The maximum PDH for a seminar that starts at 8 a.m. and ends at 5 p.m. with an hour lunch is eight (8).

How do I convert CEU to PDH?

- * 1.0 CEU (Continuing Education Unit) = 10 PDH's
- * 1.0 PDH (Professional Development Hour) = 1.0 Clock Hour (minimum 50 minutes)

MOT is an approved curriculum under FBPE. PDH's are sent as a separate certificate that has similar verbiage as the following:

Continuing Education Certificate of Completion

This is to certify that

STUDENTS NAME

Has Participated in: **LEVEL** Maintenance of Traffic Training on **DATE(S)**

Field of Study: Area of Practice **PDH or CEU** Credits Earned: ____

Instructor Name Provider Address, LOGO, Contact Person

IMPORTANT-Licensees should retain this document (certificate) for future Continuing Education Compliance Audits. MOT Certificates are verifiable at www.motadmin.com.

PDH Certificates will be provided at a cost of \$25.00.

You can verify a certificate at https://www.motadmin.com/verify_certificate/



FDEP

In-Person Onsite

FDEP Stormwater Erosion and Sedimentation Control Inspector (Tier I and II)
NPDES Annual Update

Online

FDEP Stormwater Erosion and Sedimentation Control Inspector (Tier I and II)

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Florida Stormwater Erosion and Sedimentation Control Inspector (FSESCI) Tier 1 Stormwater BMP Installer and Tier II Qualified Stormwater Management Inspector (Taught Together)

This class is taught in an In-Person Onsite format and in an online format as well.

Course is completed in 16-hours which includes paperwork and FDEP 100-question test.

Cost is \$250/person - In-Person Onsite - \$225.00 (Discounted Rate)

Cost is \$250/person - Online - \$225.00 (Discounted Rate)

Target Audience – Municipal Workers and Construction Workers

Certifying Agency - Florida Department of Environmental Protection
(Providership #15)

Certification Length - Lifetime (recommended every 5 years)

The Water Quality Restoration Program is currently implementing the Florida Stormwater, Erosion, and Sedimentation Control Inspector (FSESCI) Qualification Program.

The goals of this program are to better educate installers and inspectors on proper Best Management Practice (BMP) selection, installation, layering, and maintenance; and to train and qualify inspectors to correctly inspect BM use during and after construction so that impacts from uncontrolled erosion and sedimentation on the construction site are minimized.

FSESCI Training is a reportable activity on the governmental agency's NPDES Annual Report.

Verify a FSESCI Certification at <https://www.fsesci.com/verify/>

NPDES Annual Overview

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 - 4 hour class which includes paperwork and related-
quizzes.

Cost is \$50/person - In-Person Onsite - \$45.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - None

Certification Length - N/A - Recommended to be retaken every 1 year.

Updates to your NPDES permit and is intended to meet the training
update/refresher requirements of such areas as illicit discharges and
stormwater/erosions/sedimentation control.



OSHA

In-Person Onsite

OSHA 10 Hour – Hazard Awareness in the Construction Industry

OSHA 30 Hour – Hazard Awareness in the Construction Industry

Foundations in Safety Leadership

* Several Classes in the JJ Keller Section are geared toward addressing OSHA and Industry Standards

OSHA

10 Hour - Hazard Awareness in the Construction Industry

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 10 hour class (completed over two days) — hours which includes paperwork and related-quizzes.

Cost is \$150/person - In-Person Onsite - \$135.00 (Discounted Rate)

Target Audience –Municipal Employees

Certifying Agency - OSHA (USF OSHA Outreach Training Institute)

Certification Length - Recommended every 5 years

The Outreach Training Program provides basic safety and health information and education — it does not fulfill an employer's requirement to provide training under specific OSHA standards. The OSHA Outreach Training Program for Construction Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazard in workplaces in the construction industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint.

It is important to note that this is a voluntary program and does not meet the training requirements for any OSHA standards. Although some states, municipalities or others may require outreach training as a condition of employment, it is not an OSHA requirement. None of the courses within the Outreach Training Program is considered a certification.

Through this program, workers can attend 10-hour or 30-hour classes delivered by OSHA-authorized trainers. The 10-hour class is intended to provide workers with awareness of common job-related safety and health hazards, while the 30-hour class is more appropriate for supervisors or workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

30 Hour - Hazard Awareness in the Construction Industry

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 30 hour class (completed over two days) — hours which includes paperwork and related-quizzes.

Cost is \$500/person - In-Person Onsite - \$450.00 (Discounted Rate)

Target Audience - Municipal employees

Certifying Agency - OSHA (USF OSHA Outreach Training Institute)

Certification Length - Recommended every 5 years

The Outreach Training Program provides basic safety and health information and education — it does not fulfill an employer's requirement to provide training under specific OSHA standards. The OSHA Outreach Training Program for the Construction Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint.

It is important to note that this is a voluntary program and does not meet the training requirements for any OSHA standards. Although some states, municipalities or others may require outreach training as a condition of employment, it is not an OSHA requirement. None of the courses within the Outreach Training Program is considered a certification.

Through this program, workers can attend 10-hour or 30-hour classes delivered by OSHA-authorized trainers. The 10-hour class is intended to provide workers with awareness of common job-related safety and health hazards, while the 30 hour class is more appropriate for supervisors or workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

Foundations of Safety Leadership

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2-3 hours which includes paperwork

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

The Foundations for Safety Leadership (FSL) training program was completed in the spring of 2016 and on January 1, 2017, OSHA's Directorate of Training and Education approved it as an official elective in their construction 30-hour course. However, this class can also be taught as a stand alone course. No certification will be provided other than a certificate of attendance by Tampa Bay Training.

The 2.5-hour Foundations for Safety Leadership (FSL) is a highly interactive training program that teaches foremen, supervisors, and other front-line leaders on construction job sites about the costs of ineffective, and the benefits of effective safety leadership such as improved safety climate and reduced negative safety outcomes. Most importantly, it includes information on critical leadership skills to use on the job site and presents students with different safety scenarios which they review and then decide which leadership skills would help address the specific worksite hazard.

* Several Classes in the JJ Keller Section are geared towards addressing OSHA & industry standards.



UF IFAS

In-Person Onsite

Green Industries Best Management Practices (GI-BMP)

UNIVERSITY OF FLORIDA IFAS /
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

[Green-Industries Best Management Practices](#)

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 8-hours which includes paperwork and UF IFAS 50-question test.

Cost is \$30/person - In-Person Onsite (No Discounts)

Target Audience - A GI-BMP training certificate is required by Florida law for fertilizer applicators to get their Limited Fertilizer Applicator Certification (LF license), and is useful for all lawn-care, landscape and pest control workers, landscape designers, government staff, property managers, and others.

The Green Industries Best Management Practices (GI-BMP) training teaches science-based, environmentally safe landscaping practices that help conserve and protect Florida's water.

A passing score (75%) is needed to get a Training Certificate. In-person and Zoom classes offer CEUs for FDACS pesticide and fertilizer licenses.

Certifying Agency - UF IFAS / FDEP (Providership #) GV916422

Certification Length - LIFETIME



Pinellas County

In-Person Onsite

Landscape Best Management Practices (LBMP)

Pinellas County Division of Environmental Management

Landscape Best Management Practices

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 3 - 4 hours which includes paperwork and Pinellas County 20-question test.

Cost is \$35/person - In-Person Onsite (No Discounts)

Certifying Agency – Pinellas County

Certification Length - LIFETIME

If you get paid to mow, prune, edge, trim trees or use a blower in Pinellas County, then you must complete a Landscape Maintenance BMP course.



Making the Workplace and Community Safer.

Making the Workplace and Community Safer.

HSI

In-Person Onsite

HSI CPR/AED/Basic First Aid

Blood Borne Pathogens

[HSI CPR/AED/Basic First Aid](#)

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 8-hours which includes paperwork and ASHI 50-question test.

Cost is \$80/person - In-Person Onsite - \$72.00 (Discounted Rate)

Target Audience - Meet safety requirements with full-certification CPR training Adding CPR, AED, and First Aid training to your workplace safety plan isn't smart business, it's usually required.

Certifying Agency - HSI

Certification Length - 2 years

HSI's video-driven, instructor-facilitated courses provide a consistent way to train employees in lifesaving CPR, AED, and first aid programs while meeting our regulatory requirements.

Used by thousands of private and public organizations, HSI's scenario-based programs promote learning and retention because they are designed to engage students, no matter their learning styles. Developed and refined over 40 years, our straightforward, consistent CPR training programs have built confidence in millions of individuals to respond when needed.

Bloodborne Pathogens

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 8-hours which includes paperwork and ASHI 20-question test.

Cost is \$45/person - In-Person Onsite - \$40.50 (Discounted Rate)

Target Audience - HSI's *Bloodborne Pathogens* training program includes information that will help students understand what bloodborne pathogens are and how risks of exposure can be reduced for themselves and others. This bloodborne pathogens certification course assists in satisfying the training requirements of the U.S. Department of Labor, OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030).

Certifying Agency - HSI

Certification Length - Recommended every 1 year

HSI's *Bloodborne Pathogens* course is ideal for any individual or employee who has a reasonable anticipation of contact with blood or other potentially infectious materials as a result of performing designated job duties.



**American
Heart
Association®**

American Heart Association

In-Person Onsite

AHA Basic Life Support

AHA HeartSaver First Aid CPR AED

American Heart Association

Basic Life Support (BLS)

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 8-hours which includes paperwork and ASHI evaluations.

Cost is \$80/person - In-Person Onsite - \$72.00 (Discounted Rate)

Target Audience - Meet safety requirements with full-certification CPR training
Adding CPR, AED, and First Aid training to your workplace safety plan isn't only smart business, it's usually required.

Certifying Agency - American Heart Association

Certification Length - 2 years

BLS is geared towards prehospital providers, like EMTs, paramedics, firefighters, and in-facility hospital providers. Upon successful completion of the course, students receive a course completion card, valid for two years. Please contact your employer to ensure that you are selecting the correct course.

HeartSaver First Aid CPR AED

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 8-hours which includes paperwork and ASHI evaluations.

Cost is \$80/person - In-Person Onsite - \$72.00 (Discounted Rate)

Target Audience - Meet safety requirements with full-certification CPR training Adding CPR, AED, and First Aid training to your workplace safety plan isn't only smart business, it's usually required.

Certifying Agency - American Heart Association

Certification Length - 2 years

The AHA's Heartsaver First Aid CPR AED course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Reflects science and education from the *American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (ECC)*.

The AHA's Heartsaver First Aid CPR AED Course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting.

- First aid basics
- Medical emergencies
- Injury emergencies
- Environmental emergencies
- Preventing illness and injury
- Adult CPR and AED use
- Opioid-associated life-threatening emergencies
- Optional modules in Child CPR AED and Infant CP



**COACHING
SYSTEMS**

Coaching Systems

In-Person Onsite

Coaching the Lift Truck Operator 3 – Forklift Operations

Coaching the Experienced Professional Driver – Defensive Driving

COACHING SYSTEMS

Coaching the Lift Truck Operator 3 - Forklift Operations

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 6-8-hours which includes paperwork and Coaching Systems 50-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience – Forklift Operators

Certifying Agency - Coaching Systems

Certification Length - 3 years

A classroom forklift driver safety program focusing on how to safely operate a wide variety of powered industrial trucks

Proven discussion and participation based "Coaching" method of training

Provides the required tools for meeting the latest OSHA requirement for practical training, formal instruction, and assessment

Allows presentation flexibility and personalization based on specific organizational policies and equipment

Includes a video presentation for on-site personnel who do not operate lift trucks but work in environments where the trucks are operated

Coaching the Experienced Driver Plus (Defensive Driving)

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 8-hours which includes paperwork and Coaching Systems 50-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Professional Drivers

Certifying Agency - Coaching Systems

Certification Length - Recommended every 1 - 2 years

A classroom defensive driving course for the experienced driver

Proven discussion and participation based "Coaching" method of training

Covers key defensive driving concepts including: pre-trip inspection, SCC (Scanning, Cushion of Safety, and Communicating), driving in adverse weather, child restraints, etc.

Video presentation featuring driver point of view and real traffic situations



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JJ Keller

In-Person Onsite

Reasonable Suspicion Testing: What Supervisors Need to Know

Alcohol & Drug Testing: What Drivers Need to Know

Defensive Driving

Forklift

Confined Spaces: Entry Team Training - Maintenance Activities

Confined Spaces: Entry Team Training - Construction Activities

Workplace Safety Basics

Hazmat Training

Bloodborne Pathogens

Sexual Harassment Prevention

JJ KELLER

Reasonable Suspicion Testing: What Supervisors Need to Know

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 4 - 5 hour class —hours which includes paperwork and JJ Keller's 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Supervisors of CDL Drivers, Municipal Supervisors, etc.

Certifying Agency - JJ Keller

Certification Length - Recommended every 2 years

Carriers with drivers who require a Commercial Driver's License (CDL) need supervisors who are trained on familiar signs of alcohol misuse and drug use and how to properly handled it. This is an important first step in keeping unsafe, impaired drivers off the road. The **Reasonable Suspicion Training** curriculum is designed to help learners understand when a driver may be sent for testing and what to do after testing is required.

Please note: This curriculum is designed to **fully satisfy** the requirements of 49 CFR 382.603, including one hour of training on alcohol misuse plus one hour on controlled substance use. It includes additional, vital information on day-to-day activities for a driver supervisor responsible for recognizing impaired drivers and following through on documentation and next steps.

Regulations Covered: 49 CFR 382.603

Intended Audience: Supervisors of drivers requiring commercial driver's licenses (CDLs)

Alcohol & Drug Testing: What Drivers Need to Know

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 4 - 5 hour class —hours which includes paperwork and JJ Keller's 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - CDL Drivers, Municipal Employees, etc.

Certifying Agency - JJ Keller

Certification Length - Recommended every 2 years

Helps you comply with requirements of 49 CFR 382.601 (providing your drivers with educational materials covering 11 key areas, along with a copy of your company's alcohol and drug testing policies and procedures)

Program provides a high-level overview of the **Drug and Alcohol FMCSA Clearinghouse rule**, explaining the data submitted by motor carriers and service providers to the FMCSA.

Using a conversational tone that speaks directly to drivers, this program:

Discusses the specific rules under Parts 40 and 382 of the FMCSRs, including key definitions, prohibited conduct, and the circumstances under which drivers will be tested

Covers the 6 types of testing required (pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up)

Features scenarios that go through alcohol and drug testing processes and procedures

Emphasizes why drivers must comply with the alcohol and drug testing requirements

Also includes info on refusal to submit to testing and referral to a substance abuse professional

Defensive Driving

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 4 - 5 hour class —hours which includes paperwork and JJ Keller's 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employee

Certifying Agency - JJ Keller

Certification Length - Recommended every 2 years

More than a quarter of all work-related fatalities occur in occupations that require driving, or the transportation of goods, making the need for defensive driving skills clear. In order to avoid injury, or worse, death, drivers need to understand what defensive driving really means and what unique challenges a Commercial Motor Vehicle (CMV) driver faces... even for veteran drivers.

Defensive driving involves intentionally driving in such a way as to reduce the risk of an accident. This program is designed to help drivers develop their defensive driving skills.

After completing this program, drivers will be able to:

- Explain how being *prepared* impacts defensive driving
- Identify ways to *communicate* with, and receive signals from, other drivers
- Demonstrate how to *look* for hazards by scanning the road ahead and using their mirrors
- Recognize how to effectively *manage* speed and space

Forklift Training

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in a 4 - 5 hour class which includes paperwork and JJ Keller's activities and a 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - JJ Keller

Certification Length - 3 years

Award-winning training program helps you fulfill the classroom and practical OSHA forklift training requirements of 29 CFR 1910.178(l)

Useful for new or refresher forklift safety training in the event of an incident or near-miss, poor evaluation, or changes in the workplace or type of forklift used

After completing the program, forklift operators will be able to:

- Identify the different kinds and their basic controls
- Discuss the center of gravity and stability triangle concepts
- Explain what to look for when performing a pre-use inspection
- Discuss how to park, charge, refuel and perform maintenance or modifications

Confined Spaces: Entry Team Training - Maintenance Activities

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 to 4 hour class —hours which includes paperwork and JJ Keller's 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - JJ Keller

Certification Length - Recommended every 1 year

Helps you comply with OSHA's permit-required confined spaces training requirements

Addresses initial and refresher training requirements for the core members of entry team:

- Authorized entrants
- Attendants
- Entry supervisors

Covers general aspects of working safely in permit-required confined spaces while ensuring compliance with the training requirements of the 1910.146 regulation

Covers a variety of spaces safety and compliance topics:

- Potential hazards inherent to permit-required confined spaces
- Precautions that must be taken before a confined space is entered
- How to recognize the signs, symptoms, and characteristic effects of exposure to confined space hazards
- Roles and responsibilities of each member of the confined space entry team
- Details the steps of a basic confined space entry sequence, including the proper use of air monitoring equipment, PPE, and communication requirements
- Rescue procedures and the role of the emergency rescue team

Confined Spaces: Entry Team Training - Construction Activities

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 to 4 hour class —hours which includes paperwork and JJ Keller's 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - JJ Keller

Certification Length - Recommended every 1 year

OSHA issued a final standard for construction work in confined spaces, which took effect August 3, 2015. The new standard, Subpart AA of 29 CFR 1926, sets requirements for practices and procedures to protect employees engaged in construction activities at a worksite with one or more confined spaces. However, the standard does not apply to construction work regulated elsewhere in Part 1926 for excavations, underground construction, and diving operations.

The new OSHA Standard requires that companies that do construction activities must "ensure that each of its employees who enter a confined space acquires the knowledge and skill necessary for the safe performance of confined space entry operations"

Addresses initial and refresher training requirements for the core members of entry team:

- Authorized entrants
- Attendants
- Entry supervisors

Covers general aspects of working safely in confined spaces while ensuring compliance with the training requirements of the new regulation

Covers a variety of confined spaces safety and compliance topics:

- Overview of new regulation
- Hazards inherent to confined spaces on construction jobsites
- Precautions that must be taken before a confined space is entered
- How to recognize and avoid unsafe conditions
- Proper use of required protective and emergency equipment

Workplace Safety Basics

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 to 4 hour class —hours which includes paperwork and JJ Keller's 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - JJ Keller

Certification Length - Recommended every 2 years

Workplace safety is a shared responsibility between employers and their employees. Under the General Duty Clause, (Section 5(a)(1) of the OSH Act of 1970,) OSHA requires the employer to provide a safe environment for their employees. However, each employee needs to be aware of the potential hazards they may be exposed to, take action to avoid or eliminate them, and report hazards/unsafe conditions as they arise.

This program is designed to provide learners with a high-level overview of a number of workplace safety topics and safety tips. It allows you to deliver effective and consistent safety orientation training, helping reduce costly incidents, injuries, damages, and turnover, while boosting productivity and morale. Specifically, the training covers an introduction to generic safe work practices, various engineering controls, the safe use of tools and equipment, and procedures for what to do in the event an emergency occurs.

After completing *Workplace Safety Basics*, learners will be able to:

- Demonstrate safe work practices and procedures that can help protect themselves and others around them
- Identify specific workspace arrangements that help maintain safety in the workplace
- Recognize the hazards associated with using tools and equipment and identify safe ways to operate them
- Describe the appropriate actions to take based on their level of authorization in the event of an emergency

Hazmat Training

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 to 4 hour class —hours which includes paperwork JJ Keller’s 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - JJ Keller

Certification Length - Recommended every 1 year

Hazardous materials (hazmat) can be a risk to health, safety, and property when shipped. The Department of Transportation (DOT) decides what items are considered hazmat.

The Hazardous Materials Regulations (HMR) are a set of rules created by The Pipeline and Hazardous Materials Safety Administration (PHMSA).

Please note: 49 CFR 172.704(d) of the HMR requires each hazmat employer to create and retain a record certifying the current training of each hazmat employee. It is the responsibility of the hazmat employer to complete additional company-specific training in order to formally certify each learner. Trainers may use the J. J. Keller-issued certificate for compliance with the recordkeeping requirements in Section 172.704(d)(3). The trainer and the trainer’s company are considered the “person providing the training” in Section 172.704(d)(4). Because of this, trainers should maintain additional records documenting a description or copy of the additional company-specific training materials provided to each learner.

Regulations Covered: 49 CFR Parts 107-180 and 49 CFR Part 397

Bloodborne Pathogens

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 to 4 hour class —hours which includes paperwork a JJ Keller’s 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - JJ Keller

Certification Length - 1 - 2 years

Exposure to bloodborne pathogens can happen in the workplace. Bloodborne pathogens are microorganisms that live in a person’s blood. They can cause serious diseases like hepatitis B, hepatitis C, HIV, AIDS, malaria, and Ebola.

Employees with “occupational exposure” are likely to have contact with blood and certain other body fluids at work. Those with occupational exposure need to know what to do if they have an incident with blood or certain other body fluids.

The **Bloodborne Pathogens Training** program is designed to help learners understand how to protect themselves and lessen the risks of exposure.

Please note: This curriculum is designed to help employers satisfy the training requirements of 29 CFR 1910.1030. It includes vital information on the risks that bloodborne pathogens pose, methods employees can take to limit exposure, and what to do if they’ve had an exposure incident with blood.

Regulations Covered: 29 CFR 1910.1030 and the General Duty Clause: Section 5(a)(1) of the Occupational Safety and Health Act

Sexual Harassment Prevention

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 to 4 hour class —hours which includes paperwork and JJ Keller's 25-question test.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - JJ Keller

Certification Length - Recommended every 2 years

Now more than ever, news headlines report rampant, high-profile sexual harassment allegations almost daily. While employers are responsible for creating a safe work environment, for some there's a clear misunderstanding of what "safe" actually means. Help all employees address unwanted (including unlawful) sexual harassment in the workplace with this sexual harassment training program.

Bystander training helps employees identify harassment while creating a sense of empowerment and collective responsibility to stop it

At the heart of the program are the *IDEA™ Anti-Harassment Actions*, which are options a bystander can use to respond to observed harassment:

- ***Intervene*** by distracting or interrupting the harasser
- ***Direct*** by talking directly to the harasser after the encounter
- ***Elevate*** by asking a manager or HR for help addressing the situation
- ***Approach*** the victim and provide help and support

Covers how to confront a harasser; the difference between Quid Pro Quo and Hostile Environment; conducting thorough investigations; and much more

Includes a module aimed at management responsibilities

Developed by subject-matter and adult learning experts in cooperation with leading researchers



**TAMPA BAY
TRAINING**

Tampa Bay Training

In-Person Onsite

Supervision, Management and Leadership

Management and Supervision

A brief introduction to Budgeting and Financial Management

Project Management – A Quick Look

Strategic Planning

Professional Ethics

Professionalism in the Workplace

Construction Math

Classes created by Tampa Bay Training or Other Specialty Classes

Supervision, Management and Leadership

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in a 4 – 8 hour class —hours which includes paperwork and activities.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - N/A

Certification Length - Recommended as needed

This class introduces basic supervision, management and leadership. The presentation includes a look at the communications styles, motivations, and perspectives of the individual contributors, managers and leaders.

Modification of the presentation is welcome to add specific information pertinent within one's place of employment. Exercises may be included based on the time allotted and size of the class.

Management and Supervision

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 4 – 8 hour class —hours which includes paperwork and activities.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - N/A

Certification Length - Recommended as needed

This class focuses on the main concepts of management and supervision.
Providers resources

Modification of the presentation is welcome to add specific information pertinent within one's place of employment. Exercises may be included based on the time allotted and size of the class.

A brief introduction to Budgeting and Financial Management

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 4 hour class —hours which includes paperwork and activities.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - N/A

Certification Length - Recommended as needed

This class includes a brief introduction to budgeting and financial management. The intention is to introduce novices to budgeting and financial management and to expand their understanding of different types of budgeting and the main concepts related to financial management.

Modification of the presentation is welcome to add specific information pertinent within one's place of employment. Exercises may be included based on the time allotted and size of the class.

Project Management – A Quick Look

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 to 4 hour class —hours which includes paperwork and activities.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - N/A

Certification Length - Recommended as needed

This class intend to introduce the basic concepts of project management, tools and general accepted practices of project management.

Modification of the presentation is welcome to add specific information pertinent within one's place of employment. Exercises may be included based on the time allotted and size of the class.

Strategic Planning

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 4 –8 hour class —hours which includes paperwork and activities.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - N/A

Certification Length - Recommended as needed

The strategic planning class intends to provide the 10-steps of strategic Planning as described in John M. Bryson's Strategic Planning for Nonprofit Organizations.

Modification of the presentation is welcome to add specific information pertinent within one's place of employment. Exercises may be included based on the time allotted and size of the class.

Professional Ethics

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 hour class —hours which includes paperwork and activities.

Cost is \$50/person - In-Person Onsite - \$45.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - N/A

Certification Length - Recommended as needed

This class introduces the basic concepts of professional ethics and introduces relevant codes of conduct.

Modification of the presentation is welcome to add specific information pertinent within one's place of employment. Exercises may be included based on time allotted and size of the class.

Professionalism in the Workplace

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 to 4 hour class —hours which includes paperwork and activities.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - N/A

Certification Length - Recommended as needed

This is a short class to introduces professionalism in the workplace from a perspective of human resources.

Modification of the presentation is welcome to add specific information pertinent within one's place of employment. Exercises may be included based on the time allotted and size of the class.

Construction Math

This class is taught in an In-Person Onsite format and is not taught online.

Course is completed in 2 to 4 hour class —hours which includes paperwork and activities.

Cost is \$90/person - In-Person Onsite - \$81.00 (Discounted Rate)

Target Audience - Municipal Employees

Certifying Agency - N/A

Certification Length - Recommended as needed

The class provides a general understanding of the concepts of construction related math. This class can be broken up into a intro, intermediate and advanced levels.

Modification of the presentation is welcome to add specific information pertinent within one's place of employment. Exercises may be included based on the time allotted and size of the class.

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