



Education & Training Affiliate of ABC Massachusetts

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# Catalog of Offerings



[GWGCI.ORG](http://GWGCI.ORG)



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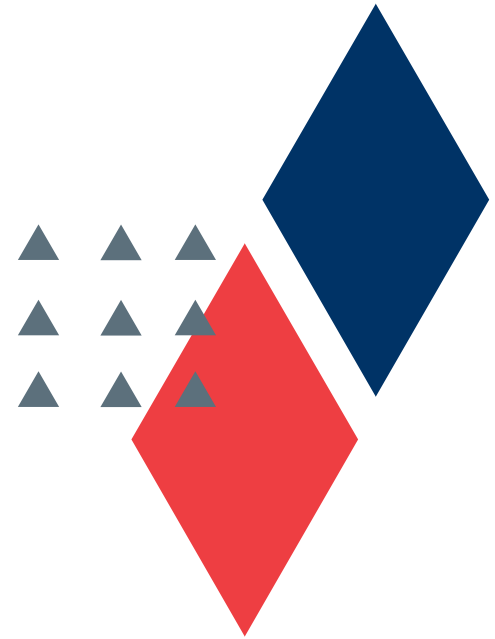


**REFER A TEACHER**  
**WE'LL GIVE YOU \$300!**

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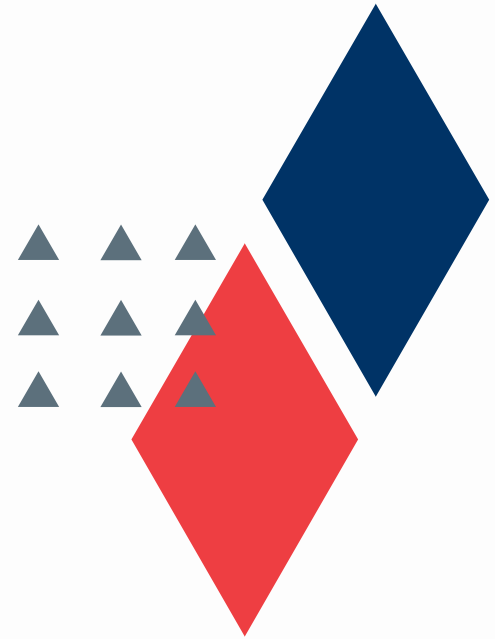
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# License Preparation Courses

## CONSTRUCTION SUPERVISOR LICENSE PREP FOR EXAM

This four-day, 16-hour course is designed not only to assist individuals in preparing for the Massachusetts Construction Supervisors License Exam but also for those seeking a review of the many changes in the Massachusetts Building Code. The license allows the holder to obtain building permits and supervise construction on one and two-family residences as well as commercial construction. (Please note that some major Massachusetts cities require their own licensing for commercial work.)

This class will cover the:

- MA Commercial Building Code (780CMR)
- MA Building Code for One and Two-Family Dwellings (780 CMR)
- 2009 International Building Code (IBC)
- 2009 International Existing Building Code (IECN)
- Code of Federal Regulations Title 29, Part 1926
- 2009 International Energy Conservation Code

Please bring all codebooks to the class.  
(see information on our website to purchase codebooks)

Important pre-class information:

The State requires a minimum of three years of experience in construction prior to submitting an application for the license.

## ELECTRICAL PREP FOR EXAM

This 12-hour, three-session, licensing exam preparation program will equip candidates with the tools to successfully take and pass the Electrical Journeyman Exam in Massachusetts.

Course topics will include:

- Study Skills & Strategies
- Electrical Code Review
- Practice Exam
- How to sign up for your exam

## HOIST 1C/2A PREP FOR EXAM

This 8-hour program will prepare participants for a 2A & 1C license exam. 1C covers a Lull. 2A covers Crawler and Rubber-tired Excavators, Backhoes and Front-end Loaders.

TO NOTE:

- 1C is taught in the first class and 2A is taught in the second class.
- This license prep class does not cover equipment that uses wire rope hoist (1A & 1B).
- Knowledge of hand signals is essential. Both classes will consist of practice test questions and prep for taking the exam.

## HOIST 1B PREP FOR EXAM

This 12-hour program will prepare participants for the 1B Hoisting License exam. This program covers Hand Signals, Reading Load Capacity Charts and Crane Inspections. Emphasis on questions typically asked at this level of testing.

## PIPEFITTER PREP FOR EXAM

This two-day, 8-hour program will review regulations and ASME codes as they relate to the journeyman requirements. The instructor teaching this course is well-versed in the pipefitter trade and code. This course is an important tool for anyone preparing for the journeyman's or master's license exam. Materials w

## PLUMBING PREP FOR EXAM

This 4-hour, two-session, licensing exam preparation program will equip candidates with the tools to successfully take and pass the Plumbing Journeyman Exam in Massachusetts.

Course topics will include:

- Study Skills & Strategies
- Pipefitting & ASME Code Review
- Practice Exam
- How to sign up for your exam

## SHEET METAL PREP FOR EXAM

This 4-hour licensing exam preparation program will equip candidates with the tools to successfully take and pass the Sheet Metal Journeyman Exam in Massachusetts.

Course topics will include:

- Study Skills & Strategies
- Sheet Metal Code Review
- Practice Exam
- How to sign up for your exam

## SPRINKLERFITTING PREP FOR EXAM

This 4-hour licensing exam preparation program will equip candidates with the tools to successfully take and pass the Sprinklerfitting Journeyman Exam in Massachusetts.

Course topics will include:

- Overview of Sprinklerfitter Exams
- Code Review
- Study Skills & Strategies
- Practice Exam
- How to sign up for your exam

## CONSTRUCTION SUPERVISOR LICENSE – CE

This course is designed to meet the continuing education requirement for unrestricted licensed construction supervisors as defined by the Board of Building Regulations and Standards (BBRS) on May 11th, 2010.

Courses covered in this program:

Required:

- Code review - Changes to the code differences between 7 & 8
- Safety, Construction OSHA Focus 4
- Lead Safety Practices
- Business Practices - Insurance
- Energy

Electives:

- Legal Issues for Businesses
- Job Site Best Practices

PLEASE NOTE: In order to take this course an individual must hold a Massachusetts Unrestricted Construction Supervisor License that is in good standing with the state of Massachusetts and the Board of Building Regulations and Standards (BBRS).

PLEASE BRING YOUR CSL LICENSE FOR VERIFICATION BY THE INSTRUCTOR.

## PLUMBING & GASFITTING CONTINUING EDUCATION

This three or six-hour program will review Code for Plumbers & Gas Fitters required by the Plumbing Board for license renewal - Continuing Education.

Gas Fitter Journeymen & Masters must attend only the first 3 hours.

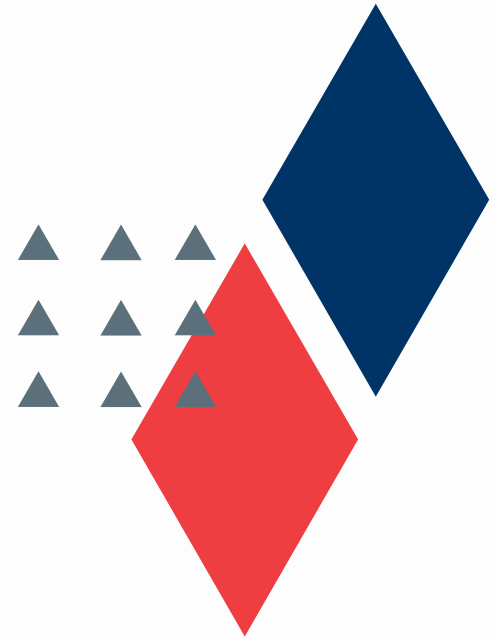
Plumber Journeymen & Masters must attend the full 6 hours.

PLEASE NOTE: YOU MUST BRING A CURRENT CODE BOOK AND YOUR PLUMBING LICENSE FOR VERIFICATION BY INSTRUCTOR.

A completion certificate will be issued after completion of program and payment of tuition.

## OTHER COURSES OFFERED

- **Electrical 15-hour Continuing Education**
- **Field Engineering 1: Use of Level & Transit**
- **Field Engineering 2**
- **Refrigeration/HVAC Technician Prep for Exam**
- **Refrigeration/HVAC Contractor Prep for Exam**



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# Management & Professional Development Courses



## CREW LEADER (BASIC FOREMAN LEADERSHIP SKILLS)

This 12-hour course provides the person who is considering becoming a foreman, with knowledge of the Basic Construction Leadership Skills.

This course will cover the following topics:

- Intro to Supervision
- Effective Communication
- Motivation
- Problem Solving and Decision-Making
- Cost Awareness
- Control and Resource Control

Attendees of this course will walk away with more knowledge of:

- Current issues and organizational structure in the industry today
- How to incorporate leadership skills into work habits
- Identifying a crew leader's typical safety responsibilities
- A basic understanding of and the ability to demonstrate the planning process, scheduling, and cost and resources control.

## ICTP – TRAIN THE TRAINER – NCCER CERTIFIED TRAINER

The training goal of this course is to provide information, resources, and experiences to trade people who wish to develop their skills as effective teachers and role models. The sessions introduce students to a wide variety of “teacher topics” with the desired outcome of creating a teaching toolbox to meet the needs of their students. Teaching content is not part of this program, instead expanding the teacher’s points of view to understand their students better and meet the students on their level.

Topics covered include:

- How Learning Occurs
- Communication for Learning
- Teaching Strategies
- Evaluation Techniques

The entire program consists of students engaging with nine modules, or units of study, to foster an understanding of what makes an effective teacher and to provide multiple opportunities to interact with each other and the teachers.

## INTRODUCTION TO PROJECT MANAGEMENT

This course is meant for beginners as well as current project managers as a refresher course. Participants will gain the tools to plan, implement and manage projects during the entire life cycle. The workshop will be led by a facilitator delivering weekly sessions to include: short lectures, group discussions, workshop materials, directed assignments, and interactive breakout activities.

## LEADERSHIP SERIES: THE FOOL-PROOF LEADER

The Fool-Proof Leader Series is based on the needs of construction business owners who seek to develop future leaders within their organizations. It is designed for project managers, superintendents, foremen, engineers, estimators, financial managers, operations managers and others--whether new or experienced in their roles.

Students will learn the core skills managers need to be successful. They will develop a strategic mindset that results in personal and professional growth. They will find out their native leadership style and how to adapt to changing business situations and conditions. Graduates of the program increase the value they contribute to their organizations.

The series includes 8 courses, one per month for 8 months. Each course is broken into two 2-hour sessions, with additional time for discussion and questions. You may register for individual courses or for the whole series.

Courses included within this series:

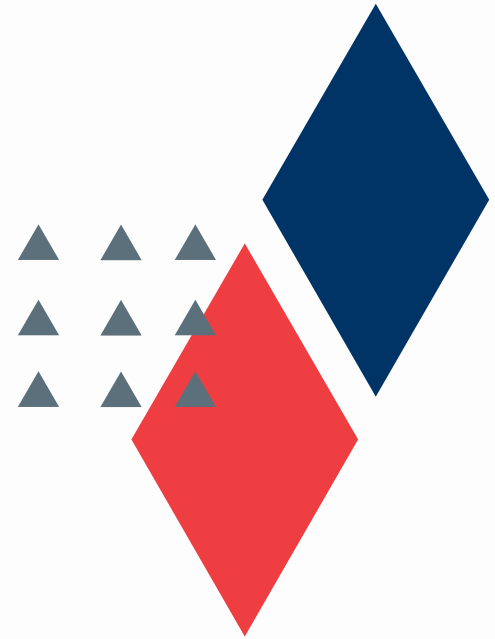
- Fundamentals of Management and Leadership
- Dealing with Conflict & Difficult People
- Communication for Clarity
- Time Management
- Effective Delegation
- Negotiation
- Personal Wellbeing and Relationships: Avoiding the Common Pitfalls of Rising Responsibility
- Stepping Up in Leadership: Resources & Support for Continued Leadership Growth

## PLAN READING

This 12-hour, two-session introductory course is geared towards field employees who would like to expand their knowledge in the fundamentals of plan/blueprint reading. This course will introduce students to types of Lines, Symbols, Abbreviations, Views, Elevations, and the Title Block. A segment of the program will be devoted to learning the use of the scale as well as hands-on use of a basic set of commercial blueprints. This course will cover the Design Construction Process and Understanding M.E.P.'s.

## OTHER COURSES OFFERED

- **Communication Skills**
- **Estimating**
- **Pre Fabrication/Lean Fundamentals**
- **Scheduling**
- **Supervisory Skills**



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# Safety Training Courses

## ARC FLASH AWARENESS

This 4- hour training is designed for people trained to work directly with electrical equipment and others such as management, mechanics and facilities/maintenance staff who would be working around an electrical hazard. This training will teach attendees how to be safe and aware when operating around an area where the potential for an Arc Flash explosion could be high.

## ACCIDENT INVESTIGATION & DOCUMENTATION

This 4-hour awareness program will provide training for your field personnel on what they need to know and how to conduct themselves when an accident occurs.

The following course topics will be covered:

- The six-step process for accident investigation
- Developing and implementing a formal accident investigation plan
- Developing an accident analysis team kit/checklist
- How to create and complete a formal accident report
- Accident reporting & analysis
- Determining the facts, cause(s) and effectively communicating results

## CONFINED SPACE ENTRY & AWARENESS

The 6-hour awareness program will include the following:

- Introduction, Definition of Confined Spaces
- Permit-Required Confined Spaces
- Typical Hazards of Confined Spaces
- Controlling Hazards of Confined Spaces
- Confined Space Permit Program
- Ventilation Requirements
- Atmosphere Monitoring
- Acceptable Entry Conditions
- Duties, Entry & Rescue Equipment
- Entry Procedures
- Rescue Procedures
- Equipment & Usage

Attendees will be given a quiz at the end of class.

## FALL PROTECTION

This 6-hour awareness program will provide training for your employees as required by 29 CFR part 1926 and the subpart M. Program will cover the different safety systems. This will include where each is used and why each is needed as well as:

- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems
- Position Device Systems
- Controlled Access Zones
- Warning Line System
- Safety Monitoring Systems
- Fall Protection Pals
- Protection from Falling Objects

Attendees will be provided with materials covering the above topics as well as a quiz at the end of each chapter demonstrating their level of awareness.

## FIRST AID/AED USE

Upon successful completion of this course, you will join thousands of people who are trained in First Aid/AED use each year to save lives. In this 4-hour course you will learn:

- First Aid Basics
- Medical Emergencies
- Injury Emergencies
- Adult CPR and AED (Automated External Defibrillator) use

## HOT WORK SAFETY CERTIFICATION

Goals of Training – As a result of taking this class, participants will be able to

- Understand the principles of Hot Work.
- Explain the types of activities that are classified as Hot Work.
- Explain how to keep a Hot Work site safe.

An exam will be administered at the end of this 4-hour course. Attendees who pass with a score of 70% or better will receive a Massachusetts Hot Work Safety Certification. A certification card will be mailed to attendees within 10 business days of passing the exam. This course is offered both on-site with a teacher as well as an at your own pace, guided online course to be taken at your own pace.

## LOCKOUT/TAGOUT

This 3-hour awareness program will include the following:

- Introduction
- Employee Training
- Identifying Authorized Employees
- Affected Employees and Need for Retraining
- Evaluating When Lockout/Tagout Needs to be Applied
- Lockout/Tagout Materials & Hardware
- Procedures
- Use of Tags
- Removal of Lockout/Tagout Devices
- Review of Seven Steps of Proper Procedures
- Attendees will be given a quiz at the end of class

## OSHA 10-HOUR FOR CONSTRUCTION

- This program is designed to train all construction employees on job safety. Requirements under OSHA standards and the use of the OSHA Standard CFR Part 1926 handbook will be utilized.
- Areas of major concern are highlighted with the intent to reduce accidents at the site, saving time and money.
- A certified OSHA card will be given to each participant successfully completing this course.

Participants should bring a yellow highlighter to class.

## OSHA 30-HOUR FOR CONSTRUCTION

This program is geared toward Safety Officers and Supervisory Personnel responsible for safety in the company. Topics that will be covered are as follows:

- Introduction to the Standards
- General Duty Clause & Record-keeping
- OSHA Inspections, Citations and Penalties
- General Safety and Health Provisions
- Hazard Communications
- Personal Protective Protection
- Fire Protection and Prevention
- Material Handling
- Welding and Cutting
- Electrical
- Scaffolding
- Fall Protection
- Confined Space
- Excavations and Trenching, Steel Erection
- Stairways and Ladders
- Cranes

There will be a summary of the program. Don't miss the opportunity to enhance your company's safety program and receive a 30 Hour certification card.

\*\*Participants should bring a yellow highlighter to class.

## SIGNAL CERTIFICATION & BASIC RIGGING

To comply with OSHA's Final Rule - Regulating Cranes & Derricks in Construction

This course is intended for all persons intending to signal cranes, "tag" cranes, and any person that works near cranes.

This course will offer:

- First Aid Basics
- The correct way to give standard hand & voice signals
- A review of basic crane operation
- Basic Rigging Safety

Signal Certification will be presented for the first 4 hours with a 30 min lunch break. Basic Rigging Safety will be presented for the remaining time. Each participant that attends this class must pass a test to receive a certificate of completion.

## OTHER COURSES OFFERED

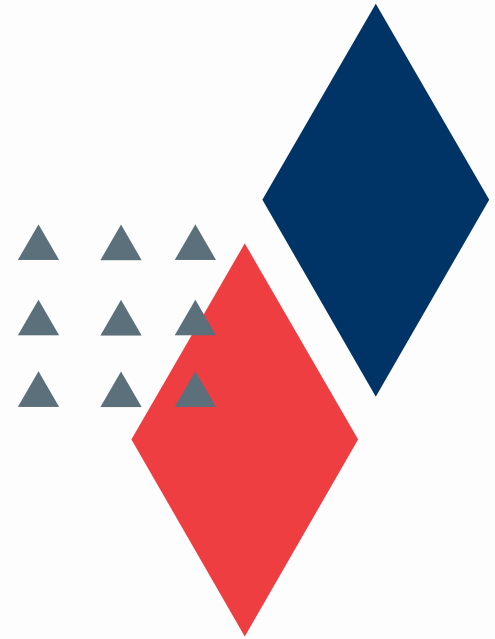
- **Asbestos Awareness**
- **ANSI Standards Update**
- **Basic Trenching Regulations**
- **Respiratory Protection**
- **Scaffold Awareness**
- **Silica Safety & Awareness**

## CUSTOM TRAINING COURSES

Training courses are most often held at the GCI Office in Woburn, MA.

Any training course can be coordinated as a custom training to be held at any location across Massachusetts.

Please reach out to Diane Craven, [diane@gwgci.org](mailto:diane@gwgci.org), for more information about custom training courses.



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# Correspondence Courses (Self-Study)



## CORRESPONDENCE COURSES

GCI's Correspondence Program is a "study at-your-own-pace" option for individuals who are self-motivated and enjoy learning from home or anywhere! Correspondence students will choose a trade of study, GCI will send the books, and testing will occur once monthly, online.

Earn 150 clock hours toward your education and enroll in one of the following courses:

- Bricklayer/Cement Mason
- Carpentry
- Concrete Finishing
- Construction Craft Laborer
- Heavy Equipment
- Insulating
- Ironworking
- Masonry
- Painting
- Roofing

## SHEET METAL CORRESPONDENCE COURSE

GCI is pleased to offer this correspondence course intended for those pursuing their Massachusetts Sheet Metal License. This course is open to both ABC Members and Not-Yet-Members alike, and is available with two curriculum options:

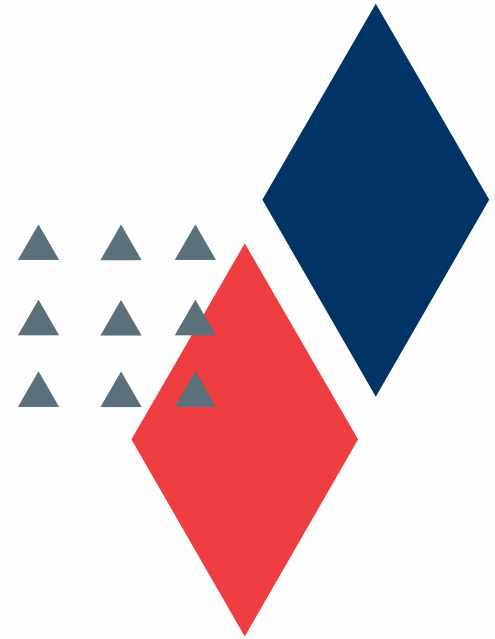
- J-2 Restricted License - is made up of 3-course levels:
  - Sheet Metal 1, 2 & 3 - 150 hours of course time per level
- J-1 Unrestricted License - is made up of 5-course levels:
  - Sheet Metal 1, 2, 3, 4 & 5 - 150 hours of course time per level

Prerequisites:

- All applicants must be Board approved
- Restricted License applicants must have 6+ years of field experience
- Unrestricted License applicants must have at least 10-years of field experience
- Applicants who meet the prerequisites will be given the following:
  - Sheet Metal textbooks with exam questions for each chapter
  - Copy of the MA Sheet Metal Candidate Bulletin
  - List of reference materials
  - List of review questions for the final exam.

## ASME CODE REVIEW COURSE FOR PIPEFITTERS

This self-study, self-paced correspondence course is intended for those pursuing their Massachusetts Pipefitters license. This course is meant to be used in conjunction with the 2016 edition of the ASME/ANSI B31.1 Power Piping Code. A copy of the Code must be purchased through ASME directly. The course is divided into 14 modules of 25 hours each, for a total of 350 hours.



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# Online Training Courses (At-Your-Own-Pace)

## BASIC MATH

GCI's Basic Math program covers the principles of business and industrial math, from basic operations like addition and multiplication through formulas and algebra. Upon finishing the 6 lessons in the program students will understand key concepts including fractions, proportions and the metric system.

## BLUEPRINT READING

This Blueprint Reading program will teach learners the basics behind how to read blueprints. Key concepts taught in this 14 lesson program include:

- Introduction to Print Reading
- Print-Reading Symbols & Abbreviations
- Dimensioning & Tolerancing
- Print Reading Applications
- Building Drawings
- Electronic Drawings
- Hydraulic & Pneumatic Drawings
- Piping: Drawings, Materials & Parts
- Welding Symbols
- Sheet Metal Basics
- Sketching
- Elements of Print Reading
- Reading Shop Prints
- Reading Electrical Schematic Diagrams
- Electrical Blueprint Reading

## CAREER READINESS BOOTCAMP

Career Readiness Bootcamp consists of 10 lessons and is focused on helping you sharpen nine soft skills employers value. This program is designed to keep you moving forward with fun and engaging curriculum.

Key skills covered:

- Integrity
- Professionalism
- Respect
- Communication
- Teamwork
- Planning & Organizing
- Decision Making & Problem Solving
- Customer Focus
- Working with Tools & Technology

# HOT WORK SAFETY CERTIFICATION

Goals of Training - As a result of taking this class, participants will be able to:

- Understand the principles of Hot Work.
- Explain the types of activities that are classified as Hot Work.
- Explain how to keep a Hot Work site safe.

Objectives of Training - As a result of taking this class, participants will be able to

- Identify relevant standards, regulations, and ordinances that are applicable to Hot Work.
- Describe the different forms of Hot Work.
- Describe the four-step protocol for Hot Work Safety.
- Define Hot Work hazards.
- Explain Hot Work safety team roles and responsibilities.
- Describe Hot Work permit requirements.
- Read and Understand a Hot Work Permit.

Essential Questions - At the conclusion of the training, participants will be able to answer

- What is Hot Work?
- What are the roles of a safety team at a Hot Work site?
- What are the responsibilities of a safety team at a Hot Work site?
- What is the difference between the different Hot Work Sites?
- Who is tasked with issuing Hot Work permits.

# INTRO TO CONSTRUCTION

This 6 lesson construction training program teaches a range of topics to prepare workers for different fields in the construction industry.

Key skills covered:

- Trade Safety
- Linear and Distance Measurement
- Fractions, Percentages, Proportions and Angles
- Common Hand Tools
- Power Cutting Tools