

## FREQUENTLY-ASKED QUESTIONS

The **MARKET-DRIVEN CONTRACTING** course has been designed and developed to prepare individuals to enter the electrical contracting field with a commitment to pursue underserved sectors in the marketplace that incumbent firms now circumvent.

### **WHEN AND WHERE WILL THE COURSE TAKE PLACE?**

The course consists of two one-week sessions and an interim session. The first week is scheduled for February 22-28, 2015. The second week is tentatively scheduled for April 19-25<sup>th</sup>, 2015. Week 1 and Week 2 will both be “on-campus” sessions with the interim period consisting of long distance learning activities.

The first week will take place in Hanover, Maryland at the IUPAT Residence Suites & Conference Center.

### **WHAT WILL THIS COURSE ENTAIL?**

Spanning an 8-week period, the **MARKET-DRIVEN CONTRACTING** course will cover a full range of learning modules that will provide participants with a formal and practical introduction to business concepts and their application to electrical contracting. During Week #1, participants will be taught the basics of business administration—financial statements, cash requirements, project reports, insurance coverage, and contracting law. The 6-week interim period will consist of assignments related to filing for incorporation of a new company, beginning a banking relationship and selecting the professionals who will support new start-up activities—a company lawyer, an outside accountant, and an insurance broker. Week #2 will cover basic estimating, proposal preparation, marketing strategies, and operations functions including shop fabrication and field management focusing on the employment of mid-level workers. After the 8-week period, participants will have access to course instructors for continued support.

### **WHO SHOULD ATTEND THIS COURSE?**

IBEW electrical workers who wish to become entrepreneurs through their own means, or those who become “intrapreneurs” through the financial backing of an existing firm, should enroll to learn the fundamentals of the contracting business prior to launching a new enterprise.

### **HOW CAN I PARTICIPATE?**

Individuals who are interested in the program can apply by completing the Enrollment Application which can be found online at [www.IBEW.org](http://www.IBEW.org) or requested through the office of Amanda Pacheco, Director of the IBEW Education Department, by e-mailing Cheri Deedrick at [cheryl\\_deedrick@ibew.org](mailto:cheryl_deedrick@ibew.org) or calling 202-728-6186. Participants will be selected based upon responses to questions on the Enrollment Application, which includes questions for the IBEW local union business manager and his/her signature.

### **HOW MUCH WILL INDIVIDUALS HAVE TO PAY TO PARTICIPATE?**

The cost to individual participants will be \$1,000 for each of the one-week, on-campus sessions, for a total of \$2,000 which includes lodging and meals. Payment will be due upon registration for each individual one-week session. Participants will be responsible for the cost of travel to and from each of the two on-campus week-long sessions.