
WHY TAKE OUR CLASSES?
The Chicagoland Electric Association Education Foundation has been training the Chicagoland electrical community for over 85 years. Our Instructors are highly qualified, Chicago industry experts. They each have decades of real world experience, which provides a “real life” approach to our training programs. Students can take what they learn and apply it to their job the very next day. All students will receive professional development hours for successful completion of coursework. Additionally, the Electric Association Education Foundation can create classes to meet the needs of the industry - and your company. If you have a number of employees that need training on a specific electrical or professional development topic, contact us and we can create a custom course just for you.

GROUP PRICING DISCOUNTS
Send more than one person from the same company to fall semester courses and take advantage of group price-breaks: subtract $25 per student, for every student after the first student, if you are registering more than one person in any class from the same company. Electric Association Members receive substantial discounts for all training courses.

REGISTRATION
You may register online with a major credit card at www.eachicago.org; you can download a registration form at www.eachicago.org.
Please direct questions to:
Amy Kasser, Education Coordinator:
Electric Association Education Foundation
Phone: 630-305-3050
Fax: 630-305-3050
Email: akasser@eachicago.org
Web: www.eachicago.org/education

*NEW* OAKBROOK TERRACE CLASS LOCATION:
Chicagoland Electric Association Education Foundation
17W733 Butterfield Road, Suite B, Oakbrook Terrace, IL 60181

NORTHBROOK CLASS LOCATION:
JAMERSON & BAUVENS ELECTRICAL CONTRACTORS INC.
3160 MacArthur Blvd, Northbrook, IL 60062
* Conveniently located just off the Edens Expressway, near 294.

WHEATON / IIT Rice Campus
Illinois Institute of Technology, Rice Campus
201 East Loop Road, Wheaton, IL

ELK GROVE VILLAGE LOCATION:
STEINER ELECTRIC COMPANY TRAINING CENTER
1275 Touhy Avenue, Elk Grove Village, IL 60007
### Electrical Courses

#### ABC’S OF ELECTRICITY
This **10 week course** presents the fundamentals of electricity in a simple manner. ABC’s of Electricity is directed at individuals who have no technical background, and should serve as a foundation for further study in the electrical field.

Instructor: Brett Riedl  
Date(s) Time Location M/NM Fee  
Wed, Sept. 24 4 - 6pm Oakbrook Terr. $495/$595

#### ADVANCED ELECTRICITY
This **6 week course** is directed at individuals who have completed the ABC’s of Electricity and who want to further their studies in the electrical field. The focus of this course will be single-phase and three phase AC concepts.

Instructor: Brett Riedl  
Date(s) Time Location M/NM Fee  
Wed, Sept. 24 6:15 - 8:15pm Oakbrook Terr. $395/$495

#### ELECTRICAL CODE
This **10 week course** covers the history, development, and implementation of the most recent version of the National Electrical Code and the latest Chicago Electrical Code. This is an excellent preparation course for the City electrical examination. Each student will receive a copy of the latest NEC Handbook on the first day of class.

Instructor: Dan Caddigan  
Date(s) Time Location M/NM Fee  
Tues., Sept. 23 5:30 - 8pm Oakbrook Terr. $550/$650

#### ELECTRICAL PROJECT MANAGEMENT
This **1/2 Day introductory seminar** will cover the basics of electrical project managing a job from breaking down an estimate, writing a proposal, reading and understanding a contract, tracking hours and materials, pricing and negotiating change orders, building drawings, and collecting the retention monies.

This Seminar will Cover:  
- Writing a proposal  
- Understanding contracts & schedule of values  
- Breaking down the estimate into Labor hours for tracking purposes  
- Submittal Process, RFIs, and Change Orders  
- Close out documents and Collecting your invoices  
- Showing profit and loss  

Instructor: Kerry Felske  
Date(s) Time Location M/NM Fee  
Mon., Nov. 3 8am to Noon Oakbrook Terr. $195/$295

#### ELECTRICAL PREFABRICATION: Is it for your company and projects?
In this **1/2 Day Workshop**, learn how to set up a pre-fabrication shop, track the progress of the jobs. Establish methods and means to increase over all productivity and cost! As taken from Dr. Perry's book: Agile Construction exemplifies the following characteristics: Visibility, Responsiveness, Productivity, Profitability. Agile Construction for the Electrical Contractor provides the tools and guidance needed to transform a traditional, reactive project management style to a new, proactive, profitable, and productive business management model - one that can quickly respond to changing industry needs and remain a profitable enterprise, even during the toughest of times.

Instructor: Brett Riedl  
Date(s) Time Location M/NM Fee  
Mon., Nov. 3 1pm-5pm Oakbrook Terr. $195/$295

### Electrical & Computer Courses

#### REVIT MEP ELECTRICAL FUNDAMENTALS
This One Day Course introduces new users to the interface and basic building components of the software. The main goal is to familiarize users with the tools necessary to create, modify, and document your parametric model. This is an instructor-led, hands-on learning environment. Topics include:

- Introduction to Revit MEP Interface  
- Basic Drawing and Editing Tools  
- Linking revit models  
- Creating Views  
- Annotating  
- Modeling Cable Tray & Modeling Conduit  
- Creating Connection Geometry  
- Placing electrical components (hosted vs stand alone)  
- Sheets  

1 Revit MEP manual included.  
Instructor: Autodesk Certified AE, AEC Specialization  
Date(s) Time Location M/NM Fee  
October 22 8:30 - 4pm Wheaton IIT $450/$550

#### REVIT MEP ELECTRICAL INTERMEDIATE
*Assumes familiarity with Revit workspace environment, or enrollment & completion of Revit Fundamentals course. Main goal in this one day course is to familiarize you with the tools necessary to create, modify, and document your parametric model, with a focus on specific content creation and modification relating to Building-Electric asset design.

Topics include:

- Power:  
  - Power Workflow  
  - Adding Equipment & Fixtures  
  - Creating Circuits  
  - Wiring Circuits  
  - Panel Schedules  
- Lighting:  
  - Lighting Workflow  
  - Placing Lighting Fixtures  
  - Copy monitor  
  - Adding light switches  
  - Creating a switch system  
  - Lighting schedule  
  - Lighting tags  

1 Revit MEP manual included.  
Instructor: Autodesk Certified AE, AEC Specialization  
Date(s) Time Location M/NM Fee  
October 29 8:30 - 4pm Wheaton IIT $450/$550

---

The Electric Association Education Foundation thanks Jamerson & Bauwens Electrical Contractors and Steiner Electric Company for the use of their training facilities this semester.
Electrical & Computer Courses Continued

**BASICS OF ELECTRICAL BLUEPRINT READING**
This 1/2 day seminar is a good starter for office staff, journeymen, estimators, sales professionals, and project managers. The course will cover all aspects of reading an electrical blueprint, including symbols, nomenclature, schedules, and specifications to a point so you will be able to look at a drawing and understand what the engineer/architect is trying to convey.

Instructor: Brett Riedl

Date(s) Time Location M/NM Fee
Wed, Nov. 5 Noon - 3:30pm Oakbrook Terr. $195/$295

**BASICS OF ELECTRICAL ESTIMATING**
This 2 session course will cover the basic principles of commercial electrical estimating. You will learn how to use electrical estimating tools, understand blueprints, and prepare a successful & profitable bid. This seminar will also review labor units, material costs, and writing a professional proposal.

Instructor: Ken Gordon

Date(s) Time Location M/NM Fee
Mon., Sept. 22 5:30 - 8pm Northbrook $395/$495

**INTRODUCTION TO COMPUTERIZED ELECTRICAL ESTIMATING**
This 8 week course helps contractors, estimators, and electricians obtain new skills in preparing accurate, competitive bids with fewer mistakes and forgotten items. This hands-on class uses computer applications such as: Microsoft Excel, Accubid, and TRF. This course is universal and is applicable to other estimating software. Computers are provided onsite.

Instructor: Ken Gordon

Date(s) Time Location M/NM Fee
Mon., Oct. 13 8:30 - Noon Oakbrook Terr. $275/$375

**INTRODUCTION TO AUTOCAD FOR ELECTR’L CONSTRUCTION**
This 8 week introductory course is a starter for using AutoCAD as a drawing tool in the electrical construction industry. Prior use of CAD programs is not required, but familiarity with computer usage and knowledge of blueprint reading are required. Emphasis will be placed on typical electrical drawings such as floor plans, riser diagrams, and schedules. Computers are provided onsite.

Instructor: Ken Gordon

Date(s) Time Location M/NM Fee
Wed., Sept. 24 5:30-8pm Northbrook $395/$495

Professional Development Workshops

**BUSINESS DEVELOPMENT WORKSHOP: GET MORE WORK!**
Business development is critical for all companies. This interactive half day session is designed to assist participants in using business development strategies that get results, and actually drafting a business development plan for their company to get more work. Participants will receive a guidebook of business development strategies and discuss the process of developing a strategic business development plan.

**Course Objective** - To assist the participants in:
- Developing skills in business development for elect’l contractors, distributors, manufacturers, or anyone working in a business development role.
- Learning new strategies of business development
- Developing your company business development plan

Date(s) Time Location M/NM Fee
Fri., Oct. 24 8:30 - Noon Oakbrook Terr. $150/$250
*Continental Breakfast at 8am.

**CONDUCTING CUSTOMER PRESENTATIONS & BUSINESS PROPOSALS**
This half DAY program focuses on developing the skills in conducting customer presentations, project scope reviews, and business proposals. Components include; preparing, writing objectives, motivating, speaking effectively, opening, delivering, closing, and persuasion. Several individual and group exercises will be used to allow the participants to actually develop contents for an effective presentation. Participants should come prepared with a topic and supporting materials (PowerPoint or handouts) at the workshop to give a five-minute mini-presentation which will be critiqued which allows skill development. This will occur at the end of the session and the beginning workshop will afford the participants the opportunity to prepare.

**Course Objective** - To assist the participants in:
- Further developing their skills in conducting presentations and project scope reviews.
- Understanding components of an effective presentation.
- Developing skills in preparing presentation outlines, principles of learning, persuasion, assessment, and effective speaking techniques.

Date(s) Time Location M/NM Fee
Mon., Oct. 27 8:30 - Noon Oakbrook Terr. $150/$250
*Continental Breakfast at 8am.

**HANDLING MULTIPLE PRIORITIES & TIME MANAGEMENT**
If you find yourself complaining of having no time and too much disorganization, this is half day workshop is for you. This is a bottom-line course in providing strategies for improving time management, multitasking, productivity and working collaboratively with others. Topics include reducing time wasters, planning and organizing, time efficiency and accountability and teamwork.

**Course Objective** - To assist the participants in:
- Developing skills in handling multiple priorities
- Applying effective time management skills.
- Developing planning and organizing skills for effective productivity and accountability

Date(s) Time Location M/NM Fee
Mon., Oct. 27 8:30 - Noon Oakbrook Terr. $150/$250
*Continental Breakfast at 8am.

**Electric Association Professional Development Courses are facilitated by:** Dan Tomal, Ph.D.

Dan Tomal, Ph.D. is an adjunct faculty member at the Illinois Institute of Technology, IPRO advisor, and NECA student chapter advisor, electronics instructor. He has written 15 books (several in electrical engineering and leadership), consulted for numerous companies, testified before the United States Congress, and has appeared on many national television shows such as CBS This Morning, Tom Snyder, Joan Rivers, Chicago Talks, CNBC, and NBC.
CHICAGOLAND ELECTRIC ASSOCIATION EDUCATION FOUNDATION - FALL 2014 SEMESTER REGISTRATION

* Complete this form and return with payment at least eight days before your first class session to:

CEAEF, 17W733 Butterfield Road, Suite B, Oakbrook Terrace, IL 60181.

Phone: 630-305-3050, Fax: 630-305-3056, or Email: akasser@eachicago.org.

EASY ONLINE REGISTRATION AT WWW.EACHICAGO.ORG/EDUCATION

CHICAGOLAND ELECTRIC ASSOCIATION EDUCATION FOUNDATION - FALL 2014 SEMESTER REGISTRATION