



American Segmental Bridge Institute

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info@asbi-assoc.org
www.asbi-assoc.org

ASBI Supplies the Following:

- Training by Certified Instructor(s) at Your Location
- Certification Examination
- Certified Personnel Listings on the ASBI Website
- Training Materials Sent 2 Weeks Prior to Training

E-Mail Special Request:
info@asbi-assoc.org

Please send
Special Request Training
Application Form
with your request (page 2).

Special Request Training:

Training and Certification of Field Personnel for Grouting— Delivered to Your Location

The ASBI Grouting Training Certification program can be presented at your location by experienced industry experts. Train and certify your employees or other group and eliminate travel expenses—we bring the experts to you!

Costs for each workshop to be paid in full to hold dates and before training materials are sent.

Who should attend: Supervisors, Inspectors, Engineers, etc.

ASBI's certification program provides the training necessary to understand and successfully implement grouting specifications for post-tensioned structures.

The PTI/ASBI M50.3-19 *Specification for Multistrand and Grouted Post-Tensioning* requires that the Foreman shall be an ASBI Certified Grouting Technician in addition to other requirements. Similarly, many owners and project specifications require the grouting operations be performed only by those having successfully completed the ASBI Grouting Certification Training.

Proper training and education of personnel involved in grouting operations—Supervisors, Installers, Inspectors, Engineers, and others—are vital to ensuring the performance, serviceability, durability, and safety of post-tensioned concrete construction.

STEPS NECESSARY TO SCHEDULE A SPECIAL REQUEST TRAINING:

1. ASBI proposes dates to the client based on the date range on the application and instructor(s) availability.
2. Client accepts the offered dates and confirms the number of attendees.
3. ASBI issues an invoice based on the confirmed number of attendees. The invoice is payable immediately as the offered date(s) are not guaranteed until invoice is paid.
4. Final confirmation of the number of attendees is required 21 days prior to the training date. Additional attendees may be added up to 3 days prior the training date (with additional expedited shipping and handling cost added for materials being $1.5 \times$ shipping cost).
5. For Special Request Training confirmed (invoice paid) 21-days to 7-days in advance, a \$2,000 additional fee will be charged to cover higher transportation costs for the instructor, and logistical issues. For Special Request Trainings confirmed (invoice paid) less than 7-days in advance the fee will be \$3,500. All outstanding invoices must be paid before the final exams are graded and certification results released.
6. Any shipments of additional training materials (manuals, exams, etc.) are charged at the actual shipping cost plus handling, which is 50% of shipping cost.
7. Please note that all exams will be given to all attendees at the same time; it is not possible to administer exams separately for people who need to leave early.
8. The client provides for the training: a facility with LCD projector and external speakers for the instructor's computer (for videos), as well as lunch and refreshments during the training.



Special Request Training Fees

One Day Class (up to 15 attendees): \$15,000

Each student over 15 is \$700 per student with a maximum class size of 30. There is no member discount for Special Request training.

- Final confirmation of the number of attendees is required 21 days prior to the workshop date. Additional attendees may be added up to 3 days prior the workshop date (with additional expedited shipping and handling cost added for materials being 1.5 × shipping cost).
- Please note that fees are additive: The Base Fee plus Per-Person Fee. For Special Request Workshops confirmed (invoice paid) between 21 days and 7 days in advance, a \$2,000 additional fee will be charged to cover higher transportation costs for the instructor and logistical issues. For Special Request Workshops confirmed (invoice paid) less than 7-days in advance, the additional fee will be \$3,500. All outstanding invoices must be paid before the final exams are graded and certification results are released.

Special Request Training Application Form

Company Name: _____

Billing Address: _____

Training Address^{1,2}
(if different from billing address): _____

Contact Person: _____

Contact's E-mail: _____

Contact's Phone Number: _____

Date range³: _____

Preferred days of the week (weekdays, weekends, or partial weekends):

1. Training materials will be shipped to this location two weeks prior to the class. Additional materials shipped after confirmation of the number of participants will be the client's responsibility.
2. Please provide any special instructions for the training location (parking, permits, NDAs, etc.)
3. Please provide a wide range of dates - for example: August - September, or the month of October. Availability of the instructor will determine possible dates; please give as much notice and as wide a range of dates as possible.

Training Policies and Agreements

I acknowledge that my company will supply the following:

- Projector and screen, or a large-screen TV for presentation with HDMI input, an HDMI cable, and power source for the instructor to connect laptop.
- A quiet room for instruction. Areas with inadequate heating or cooling, loud fans or heaters, insufficient light, or other distractions are insufficient for learning and are NOT acceptable. An off-site rental space must be considered when site room is not sufficient.
- Lunch and refreshments for all attendees and instructor. (This allows for adequate instruction time and more time for questions and attendee interaction.)
- Table space for each attendee (4-6 ft o.c. is recommended in order to have space to comfortably sit for the class).
- 6 ft table for instructor display materials and computer.
- Class is from 8:00 a.m. to 5:00 p.m., unless previously arranged.
- It is strongly encouraged to distribute training materials ahead so attendees can review before the class.

Signature: _____

Date: _____