

AREA

2024 Education Catalog

EVERY DAY
100% SAFE
EVERY LIFE

The Alabama Rural Electric Association of Cooperatives Education Program is provided for the benefit of all directors and employees of the member cooperatives of AREA. The courses and conferences offered through this program are designed specifically for the employees and directors of rural electric cooperatives. AREA has a commitment to provide its member systems with high quality, low cost educational and training opportunities.

There are three categories of education programs available:

- AREA Core Package Plan offers AREA conferences and updates for cooperative employees. Enrollment in the AREA Core Package Plan would allow a cooperative to send unlimited attendees to each of the conferences and updates under this program. Cooperatives can elect to pay a one-time package price to allow unlimited participants from their cooperative to attend selected AREA courses and conferences.
- NRECA Package Plan Program offers NRECA courses toward director, manager and supervisor certification as well as all-employee courses. Enrollment in the NRECA Package Plan would allow a cooperative to send unlimited attendees to each course under this program. Cooperatives can elect to pay a one-time package price to allow unlimited participants from their cooperative to attend selected NRECA courses sponsored by AREA.
- Pay-As-You-Go Training has a fee based on the cost of the training event, divided by the number of participants. These programs will be offered by AREA, and the cost will be determined by the expenses and level of participation. These courses will be strictly optional.

This guide will provide you with a schedule of education programs, registration costs associated with each program, and the target group for each training program.

Enrollment and Cancellation Policy

Cooperatives will be notified of all course offerings well in advance of course dates and cooperatives are requested to register in a timely manner for planning and pricing purposes. Courses will be priced according to projected student enrollment and actual cost to provide the training. AREA reserves the right to modify charges due to resources and enrollment. AREA's goal is to provide quality education at a reasonable price.

Each training session will have a minimum enrollment requirement and AREA reserves the right to cancel any course if enrollment does not meet the minimum required to justify holding the course. Each course will have an established deadline for cancellations – 15 business days prior to the event. Cooperatives will be charged for cancellations made after the established deadline. Registered attendees who do not attend sessions (no shows) may be charged the full cost of the course.

For more information about AREA sponsored events, please look for additional material emailed to each cooperative manager and training coordinator before each event, posted on areapower.coop. You may also call the AREA office (1-800-410-2732) for more specific information regarding the AREA Education Program.

2024 CLASS LIST (PRICING)			
		Current Year Pricing	
		Member	Non-Member
Core Training Certificate	Business Administration Conference	\$1,300	\$1,500
	Communications Conference	\$950	\$1,110
	E&O Conference	\$950	\$1,110
	Procurement Conference	\$950	\$1,110
	IT Conference	\$950	\$1,110
	Administrative Assistants Conference	\$1,300	\$1,500
	Orientation	\$0	\$0
	IT Update	\$500	\$610
	HR Update	\$500	\$610
	Accounting Update	\$500	\$610
	Safety/Regulatory Update	\$500	\$610
Pay-As-You-Go	Summer Conference	TBA	TBA
NRECA Package Plan	2600.1	\$760	\$860
NRECA Package Plan	2640.1	\$760	\$860
NRECA Package Plan	918.1	\$760	\$860
NRECA Package Plan	974.1	\$760	\$860
NRECA Package Plan	943.1	\$760	\$860
NRECA Package Plan	979.1	\$760	\$860
NRECA Package Plan	717.1	\$760	\$860
NRECA Package Plan	722.1	\$760	\$860
NRECA Package Plan	715.1	\$760	\$860
NRECA Pay-As-You-Go	Media Training	\$760	\$860
NRECA Pay-As-You-Go	990.1	\$760	\$860
Certificate Pay-As-You-Go	Member101	\$625	\$725
Certificate Pay-As-You-Go	Member104	\$625	\$725
Certificate Pay-As-You-Go	Member118	\$625	\$725
Certificate Pay-As-You-Go	Member 119	\$625	\$725
Certificate Pay-As-You-Go	Util111	\$800	\$950
Certificate Pay-As-You-Go	Util103	\$625	\$725
Certificate Pay-As-You-Go	Util115	\$625	\$725
Certificate Pay-As-You-Go	Util120	\$625	\$725
Certificate Pay-As-You-Go	Leader119	\$625	\$725

Certificate Pay-As-You-Go	Leader120	\$625	\$725
Certificate Pay-As-You-Go	Leader121	\$800	\$950
Certificate Pay-As-You-Go	Leader122	\$800	\$950
Certificate Pay-As-You-Go	Resource120	\$625	\$725
Certificate Pay-As-You-Go	Resource117	\$800	\$950
Certificate Pay-As-You-Go	Resource118	\$625	\$725
Certificate Pay-As-You-Go	Resource119	\$800	\$950
TVPPA Technical	Advanced Lineworker (1, 3, 4, 5)	\$965	\$1,165
TVPPA Technical	Advanced Lineworker (2)-Regulator	\$1,165	\$1,315
TVPPA Technical	Foreman Academy (1, 2, 3)	\$1,200	\$1,450
TVPPA Technical	Substation Lab (1, 2, 3)	\$965	\$1,165
TVPPA Technical	Substation Books (1, 2)	\$725	\$875
TVPPA Technical	Hotline School	\$1,050	\$1,350
TVPPA Technical	Digger Derrick for Non-Apprentice	\$865	\$1,010
TVPPA Technical	Flagger for Non-Apprentice	\$100	\$150
TVPPA Apprentice Lineman	Books (1, 2, 3, 4)	\$865	\$1,115
TVPPA Apprentice Lineman	Pre-Assessment Lab	\$2,075	\$2,325
TVPPA Apprentice Lineman	Digger Derrick	\$965	\$1,165
TVPPA Apprentice Lineman	Flagger Training	\$75	\$100
TVPPA Apprentice Lineman	Labs (1, 2, 3, 4, 5)	\$1,050	\$1,350
TVPPA Apprentice Lineman	Top-Out Exam	\$965	\$1,165
Hi-Line Pay-As-You-Go	Staking (Phase 1)	\$1,450	\$1,650
Hi-Line Pay-As-You-Go	Staking (Phase 2)	\$1,450	\$1,650
Hi-Line Pay-As-You-Go	Basic Electricity	\$800	\$950
Forest Applications	Forest Application Training	\$550	\$750
Forest Applications	Advanced Chainsaw	\$360	\$510
SLTC	Crane Certification	\$1,325	\$1,625

Continuing Education Credits

Accounting Continuing Professional Education (CPE's)

AREA requests CPEs for accounting and auditing from the Alabama State Board of Public Accountancy (ASBPA) on a class-by-class basis. Credit is awarded based on the actual educational time spent in the program.

Opportunities for CPE's: Business Administration Conference, Utility Accounting courses, Accounting Update, etc.

Human Resource Professional Development Credits (PDC's)

AREA is recognized by the Society for Human Resource Management (SHRM) to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). Credit is awarded based on the actual educational time spent in the program.

Opportunities for PDC's: Business Administration Conference, NRECA Supervisor and Manager Development Program (700 numbered courses), HR Update, etc.

Engineering Professional Development Hours (PDH's)

Several classes offered through Hi-Line Engineering and TVPPA qualify for PDH's. Credit is awarded based on the actual educational time spent in the program and is provided by the training vendor.

Opportunities for PDH's: Staking School, Engineering Fundamentals, Certified Power Technology, etc.

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AREA Core Package Plan Training and Development Programs

AREA's Core Package Plan consist of specific employee training for several categories of employees. This core training may be purchased as an AREA employee training package or can be purchased on a pay-as-you-go basis. The recommendation is the following schedule of core training for 2024:

Conferences

- Business Administration
- Engineering & Opeations
- Procurement & Warehousing
- Information Technology
- Communications
- Administrative Assistant

Updates

- Information Technology
- Safety & Regulatory Compliance
- Education
- Human Resources
- Accounting

Managers Meetings

AREA Orientation Series

This package plan price will allow unlimited attendees from each participating cooperative to attend each training session. Non-participating AREA cooperatives and non-members will be charged a fee per attendee per event. These costs are listed in the descriptions.

NRECA Package Plan

AREA also sponsors a series of seminars and training events through the "NRECA Package Plan" which are not included in the above-listed core employee programs. The NRECA Package Plan seminars are coordinated through NRECA's Management Services which offers a certificate in several areas including Management, Director, and All-Employee.

The Supervisor and Management Development Program is a flexible, co-op specific education program focused on strengthening the leadership skills, knowledge and abilities needed to hire, develop, and lead others, manage performance, communicate effectively, and make decisions. The goal of this program is to equip co-op supervisors and managers with tools and resources to successfully lead and engage high-performing teams in support of the four mission-critical areas of safety, member satisfaction, reliability, and cost control.

Employees have the freedom to build their own program by selecting the courses that best support their professional goals and development needs. For every five credits they complete, they will earn an electronic certificate of accomplishment acknowledging the total number of credits they have completed. When they achieve the "20 Credit SMDP Certificate," a hard copy certificate and release (which can be used to publicly recognize your accomplishment in local media) will be mailed to the CEO.

The NRECA Package Plan seminars are sponsored by the cooperatives voluntarily participating in a fee-based program. The NRECA Package Plan fee is established each year by the Education Committee to cover the cost of scheduled programs and any related costs for the coming year, which will allow a participating cooperative to send an unlimited amount of attendees to each NRECA Package Plan course at no additional charge. Non-participating AREA cooperatives will be charged \$760 per attendee per training day. Non-participating cooperatives and out-of-state cooperatives may send employees or directors to NRECA Package Plan courses for \$860 per attendee per training day.

In 2024, the NRECA Package Plan will sponsor 10 courses: four Board Leadership, four Supervisor and Management Development Program courses and two Credentialed Cooperative Director (CCD).

Certificate Pay-As-You-Go

The Education Committee recommends the change of Certificate courses to become Pay-As-You-Go. Each certificate program includes one-day or two-day courses that will be scheduled over the year.

Member Service Certificate Program (9 required courses)

Strengthening Leadership Certificate Program (8 required courses)

Utility Accounting Certificate Program (9 required courses)

Human Resource Certificate Program (9 required courses)

(Total of 35 training days are required to complete the 4 certificate programs)

Pricing for each course is listed under the course description.

Engineering & Operations Conference

The E&O Conference is offered by AREA for electric cooperative E&O personnel. This conference is being planned and all information is to be determined.

Dates:	April 10-11, 2024
Location:	Montgomery Renaissance & Convention Center 201 Tallapoosa Street, Montgomery, AL 36104
Suggested Participants:	Staff engineers, engineering managers and supervisors, line superintendents, operations superintendents, warehouse. purchasing staff and right-of-way personnel.
Registration Fee:	AREA Core Package Plan Participating Cooperative (Unlimited attendees) Non-participating AREA cooperatives will be charged \$950 per attendee. Non-AREA members will be charged \$1,110 per attendee.

Warehousing & Procurement Conference

The Warehousing & Procurement Conference is offered by AREA for electric cooperative Warehouse and Procurement personnel. This Conference is being planned and all information is to be determined.

Dates: April 10-11, 2024

Location: Montgomery Renaissance & Convention Center
201 Tallapoosa Street, Montgomery, AL 36104

Suggested Participants: Staff engineers, engineering managers and supervisors, line superintendents, operations superintendents, warehouse. purchasing staff and right-of-way personnel.

Registration Fee: AREA Core Package Plan Participating Cooperative
(Unlimited attendees)

Non-participating AREA cooperatives will be charged \$950 per attendee. Non-AREAmembers will be charged \$1,110 per attendee.

Information Technology (IT) Conference

AREA is offering the IT Conference designed for cooperative IT personnel. The IT Conference is being planned and all information is to be determined.

Dates: April 10-11, 2024

Location: Montgomery Renaissance & Convention Center
201 Tallapoosa Street, Montgomery, AL 36104

Suggested Participants: Information Technology personnel

Registration Fee: AREA Core Package Plan Participating Cooperative
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$950 per attendee. Non-AREA members will be charged \$1,110 per attendee.

Business Administration Conference

This conference covers current topics of interest regarding administration and management of a rural electric cooperative. The Conference will begin at 1:00 p.m. on Wednesday afternoon and will conclude at noon on Friday.

A planning committee made up of cooperative business administrators, office managers, financial personnel and human resource administrators select the topics to be covered.

Date: August 28-30, 2024

Location: The Lodge at Gulf State Park

Suggested Participants: Office managers, district managers, staff, department heads, human resource personnel, financial staff

Hotel Accommodations: The Lodge at Gulf State Park
21196 East Beach Blvd.
Gulf Shores, AL 36542
251-540-4000

Registration Fee: AREA Core Package Plan Participating Cooperative
(Unlimited attendees)

Non-participating AREA cooperatives will be charged \$1,300 per attendee. Non-AREA members will be charged \$1,500 per attendee.

AREA Administrative Assistant Conference

This annual conference covers current topics of interest to administrative personnel of the rural electric cooperatives. This comprehensive conference focuses on all aspects of the responsibilities of administrative personnel as well as lifestyle topics for the working employee. The Conference will begin at 1:00 p.m. on Wednesday afternoon and will conclude at noon on Friday.

A planning committee made up of cooperative secretaries and administrative personnel select the topics covered.

Date:	December 4-6, 2024
Location:	Island House Hotel
Suggested Participants:	Administrative staff, such as secretaries, administrative assistants, financial and accounting staff, general administrative staff
Hotel Accommodations:	Island House Hotel 26650 Perdido Beach Blvd. Orange Beach, AL 36561 251-981-6100
Registration Fee:	AREA Core Package Plan Participating Cooperative (Unlimited attendees) Non-participating AREA cooperatives will be charged \$1,300 per attendee. Non-AREA members will be charged \$1,500 per attendee.

Communications Conference

The 2024 AREA Communications Conference is designed to empower cooperative communicators with the skills and knowledge necessary to excel in sharing their Co-op's message with their members. An agenda will be finalized closer to the conference.

Suggested participants: Communications personnel

Date: October 27-29, 2024

Location: The Lodge at Gulf State Park

Hotel Accommodations: The Lodge at Gulf State Park
21196 East Beach Blvd.
Gulf Shores, AL 36542

Registration Fee: AREA Core Package Plan Participating Cooperatives
(Unlimited attendees)

Non-participating AREA cooperatives will be charged \$950 per attendee. Non-AREA members will be charged \$1,110 per attendee.

Accounting Update

AREA will conduct an Accounting Update during 2024. This is an annual update which offers a unique opportunity to hear accounting professionals explain some of today's latest accounting and financial topics. Speakers from financial institutions and legal organizations will interpret current laws affecting the electric power industry.

Dates: February 20, 2024

Location: AREA

Registration Fee: AREA Core Package Plan Participating Cooperative
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$500 per attendee. Non-AREA members charged \$610 per attendee.

Human Resources Update

AREA will conduct a HR Update during 2024. This is an annual discussion forum which provides an opportunity for cooperative personnel to discuss trends and challenges in the field of cooperative HR.

Dates: May 21, 2024

Location: AREA

Registration Fee: AREA Core Package Plan Participating Cooperative
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$500 per attendee. Non-AREA members charged \$610 per attendee.

Education Update

AREA will conduct an Education Update during 2024. This is an annual discussion forum which provides an opportunity for cooperative personnel to discuss upcoming educational opportunities through AREA in the coming year.

Dates: May 16, 2024

Location: AREA

Registration Fee: AREA Core Package Plan Participating Cooperative
(unlimited attendees)

Non-participating AREA cooperatives and Non-AREA members
charged based on actual expenses.

Information Technology Update

AREA will conduct an IT Update during 2024. This is an annual update which offers a unique opportunity to hear technology and computer experts present the latest information affecting the electric power industry.

Dates: November 7, 2024

Location: AREA

Registration Fee: AREA Core Package Plan Participating Cooperative
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$500 per attendee. Non-AREA members will be charged \$610 per attendee.

Safety & Regulatory Compliance Update

AREA will conduct a Safety & Regulatory Compliance Update during 2024. This is an annual update and discussion forum which offers a unique opportunity to hear safety and regulatory agency personnel explain some of today's most complex electric power utility industry safety regulations. Speakers from state/federal regulatory and industry experts will interpret current laws affecting the electric power industry.

Dates: TBA

Location: AREA

Registration Fee: AREA Core Package Plan Participating Cooperative
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$500 per attendee. Non-AREA members will be charged \$610 per attendee.

AREA Summer Conference

This annual three-day conference is held for the directors, trustees and managers of Alabama's rural electric cooperatives. The varied program covers areas of interest to cooperative's boards of directors and the conference is open to cooperative directors and managers. There will be both an NRECA Board Leadership and a Credentialed Cooperative Director course offered on Sunday, July 14th (974.1 – Rate Making Strategies and Policy Decisions for Electric Cooperative Boards, 2640.1-Financial Decision Making)

Date:	July 14-17, 2024
Location:	Perdido Beach Resort, Orange Beach, AL
Suggested Participants:	Cooperative directors, trustees, and managers
Hotel Accommodations:	Perdido Beach Resort 27200 Perdido Beach Blvd. Orange Beach, AL 36561
Registration Fee:	TBA

Manager's Meeting - Spring

Bi-annual conference for all cooperative managers. Various topics of current interest to the leaders of Alabama's rural electric cooperatives are covered in two days of meetings.

Date:	TBA
Location:	TBA
Suggested Participants:	Cooperative managers
Hotel Accommodations:	TBA

Manager's Meeting - Fall

Bi-annual conference for all cooperative managers. Various topics of current interest to the leaders of Alabama's rural electric cooperatives are covered.

Date: TBA

Location: TBA

Suggested Participants: Cooperative managers

Hotel Accommodations: TBA

NRECA CEO Close-Up: January 7-9, 2024
Phoenix, AZ

NRECA DIRECTOR'S CONFERENCE: April 6-9, 2024
Nashville, TN

NRECA ANNUAL MEETING: March 1-6, 2024
San Antonio, TX

AREA ANNUAL MEETING: April 10-11, 2024
Montgomery Convention Center
Montgomery, Alabama

Annual Meeting and Trade Show activities will begin on Wednesday morning, April 10th, and will conclude with the Closing Session on Thursday, April 11th.

NRECA LEGISLATIVE CONFERENCE: April 21-24, 2024
Washington, DC

NRECA REGION II-III MEETING: October 7-9, 2024
Columbia, SC

NRECA PACKAGE PLAN COURSES FOR 2024

Credentialed Cooperative Director (CCD) (Course descriptions will follow.)

- | | |
|--------|--|
| 2600.1 | Director Duties and Liabilities
April 9, 2024 – 8:30 a.m.-4:00 p.m.
(Renaissance Hotel and Conference Center-Annual Meeting) |
| 2640.1 | Financial Decision Making
July 14, 2024 – 8:30 a.m.-4:00 p.m.
(Orange Beach, AL- Summer Conference) |

NRECA PACKAGE PLAN COURSES FOR 2024

Board Leadership Courses (Course descriptions will follow.)

- | | |
|-------|---|
| 918.1 | Maximizing Your Grassroots Strategy
April 9, 2024 (AREA Annual Meeting) |
| 974.1 | Rate Making Strategies and Policy Decisions for Electric Cooperative Boards
July 14, 2024 (AREA Summer Conference) |
| 943.1 | Conversation Skills Outside the Boardroom
October 22, 2024 |
| 979.1 | ESG and the Cooperative Difference
June 10, 2024 |

NRECA PACKAGE PLAN COURSES FOR 2024

Supervisor and Manager Development Program (Course descriptions will follow.)

- | | |
|-------|---|
| 717.1 | Know the Rules: Legal Responsibilities and Liabilities for Supervisors
August 12, 2024 |
| 722.1 | Deliberate Decision Making
September 12, 2024 |
| 715.1 | Building Your Co-op's Culture: The Supervisor's Role
September 30, 2024 |
| 719.1 | Building Trust in the Workplace
November 12, 2024 |

2600.1

Director Duties and Liabilities

Boards are responsible for directing the affairs of the corporation. This course discusses and explains the duties of loyalty, obedience, and due care, and the need for directors to acquire the minimum knowledge and skills necessary to fulfill their responsibilities within the cooperative context.

KEY TOPICS:

- An overview of today's multi-billion-dollar electric utility business
- The concepts and values that govern cooperatively owned businesses and related types of organizations
- Legal and regulatory concepts affecting public utilities
- Key legal documents such as articles of incorporation and bylaws
- The role of management and guidelines for maintaining an effective relationship with the CEO

Date:	April 9, 2024
Location:	AREA Annual Meeting Renaissance Hotel and Conference Center
Suggested Participants:	Directors/trustees
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee. Non-AREA members will be charged \$860 per attendee.
Minimum Attendees:	8

2640.1

Financial Decision Making

This course is designed to help directors assess their cooperative's financial position via financial statements used in financial reporting and planning, as well as key ratios developed from these financial statements. Participants will also recognize how board decisions impact their co-op's financial position.

KEY TOPICS

- Identifying the key financial decisions boards make
- Recognizing the uniqueness of the cooperative business model and a typical cooperative's financial attributes
- Recognizing three financial documents and related key financial ratios
- Explaining how board decisions impact the financial position and financial statements
- Understanding the difference between reporting a cooperative's financial results and understanding the cooperative's financial position
- Describing the audit function

Date:	July 14, 2024
Location:	AREA Summer Conference Perdido Beach Resort
Suggested Participants:	Directors/trustees
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee. Non-AREA members will be charged \$860 per attendee.
Miniumum Attendees:	8

918.1

Maximizing Your Grassroots Strategy

Effective political engagement at all levels of government requires significant planning and is vital to empowering consumer-members to protect and advance the interests of their cooperative. The power of distribution cooperatives to influence policymakers is vital to their continued success. This course helps directors connect the dots between what they as individual directors can do on behalf of their cooperative while maximizing relationships with their statewide and with NRECA to make sure the co-op voice is heard on Capitol Hill and in the regulatory agencies.

KEY TOPICS:

- Strategies for engaging consumer-members in grassroots advocacy on behalf of their cooperative.
- Infusing grassroots into the co-op's strategic plan
- Communicating with identified advocates and champions among the co-op's member base.
- Creating a political game plan

Date:	April 9, 2024
Location:	AREA Annual Meeting Montgomery, Alabama
Suggested Participants:	Directors/trustees
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee. Non-AREA members will be charged \$860 per attendee.
Minimum Attendees:	8

974.1

Rate Making Strategies and Policy Decisions for Electric Cooperative Boards

It is often said that the rate making process is part art and part science. The process includes many mathematical calculations, but wisdom and judgement are also critical aspects of the process. Today, the rate making process requires Board of Directors, CEOs, and staff to develop fair and equitable rates that will produce margins necessary to meet financial goals and lender requirements, member reliability, and service requirements amid competitive pressures in an era of rising costs, flat or declining sales, or member bases impacted by economic circumstances, energy efficiency, or energy conservation. Participants will work through the rate making process, focusing on the critical strategy and policy decisions Boards face.

KEY TOPICS

- Recognize the critical strategic policy rate-making decisions boards are responsible for making
- Industry trends and issues that impact rates and rate design
- Evaluate effective means for communicating rates to different classes of members
- The impact on rates of key financial goals
- Reference the jointly developed NRECA/CFC Retail Rate Guide to provide practical considerations and steps in the rate-making process as well as address the changes sweeping the electric utility industry.

Date:	July 14, 2024 (Summer Conference)
Location:	Perdido Beach Resort Orange Beach, AL
Suggested Participants:	Directors/trustees
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee. Non-AREA members will be charged \$860 per attendee.
Miniumum Attendees:	8

943.1

Conversation Skills Outside the Boardroom

Many co-ops are getting member requests for information as the energy industry evolves toward a consumer-centric model. Co-ops are well positioned as their members' trusted energy advisor to provide education and information on the changing energy landscape. While directors are not the co-op's official spokespersons, they are sometimes asked questions by members when they are out in the community. This course provides directors with skills and guidance on how to handle such situations by either responding or referring questions to their co-op's CEO or designated spokesperson. Participants will observe and practice how (or how not) to communicate their co-op's policies, plans, and positions on such timely matters as rates, distributed energy resources, or the benefits of belonging to a consumer-centric cooperative utility.

KEY TOPICS:

- Distinguishing the CEO's role as primary co-op spokesperson for the co-op from the director's role in co-op communication efforts
- Awareness of what is being communicated through body language
- Effective techniques for referring questions to the CEO or designated spokesperson
- Recognizing that anything directors say can be recorded by a smartphone and wind up on the Internet
- Responding to media inquiries and interviews if and when necessary

Date:	October 22, 2024
Location:	AREA
Suggested Participants:	Directors/trustees
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee. Non-AREA members will be charged \$860 per attendee.
Minimum Attendees:	8

979.1

ESG and the Cooperative Difference

Electric co-op boards are operating in what may be one of the most challenging business environments any generation of directors has ever known. Energy transition, member interest in Environment, Social, and Governance and Beneficial Electrification (BE) are three of the concepts that bring electric cooperatives challenges as well as opportunities. This course is designed to help directors navigate these and other concepts as electric co-ops fulfill the consumer-centric utility model.

KEY TOPICS

- Define the concepts of energy transition, ESG, and Beneficial Electrification, from the board perspective
- Recognize how each of these independently impacts electric cooperative board decision-making
- Recognize the linkages between each of these concepts and how they might affect strategic decision making in the board room

Date:	June 10, 2024
Location:	AREA
Suggested Participants:	Directors/trustees
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee. Non-AREA members will be charged \$860 per attendee.
Miniumum Attendees:	8

Supervisor and Manager Development Program

WHAT IS THE SUPERVISOR AND MANAGER DEVELOPMENT PROGRAM?

The Supervisor and Manager Development Program is a flexible, co-op specific education program focused on strengthening the leadership skills, knowledge and abilities needed to hire, develop and lead others, manage performance, communicate effectively and make decisions. The goal of this program is to equip co-op supervisors and managers with tools and resources to successfully lead and engage high-performing teams in support of the four mission-critical areas of safety, member satisfaction, reliability and cost control.

WHO SHOULD ATTEND?

This program is intended for co-op staff with leadership responsibilities ranging from individual contributors considering a supervisory role, to new and experienced supervisors and middle managers. Regardless of where you are in your co-op's supervisor and manager hierarchy, this program offers a learning plan just for you.

HOW THE PROGRAM WORKS

The Supervisor and Manager Development Program offers courses that address the knowledge and skills needed by co-op staff who supervise others, including:

- Hiring and developing others
- Managing individual and team performance
- Coaching and giving feedback
- Individual and team communication
- Workplace and employment law
- Leading and managing change

You have the freedom to build your own program by selecting the courses that best support your professional goals and development needs. For every 5 credits you complete, you will earn an electronic certificate of accomplishment acknowledging the total number of credits you have completed. When you achieve the "20 Credit SMDP Certificate," a hard copy certificate and press release (which can be used to publicly recognize your accomplishment in local media) will be mailed to your CEO.

If You Take	You Will Earn
5 Credits	5 Credit SMDP Certificate (Electronic)
10 Credits	10 Credit SMDP Certificate (Electronic)
15 Credits	15 Credit SMDP Certificate (Electronic)
20 Credits	20 Credit SMDP Certificate (Hard Copy) and press release for local media mailed to your CEO

TRANSITIONING TO THE SUPERVISOR AND MANAGER DEVELOPMENT PROGRAM

If you are working towards the Supervisory Certificate and/or the Management Essentials Certificate, the courses you have already taken in either the Supervisory Certificate or Management Essentials Certificate count towards the Supervisor and Manager Development Program. For example, those who have completed the nine half-day courses in the Supervisory Certificate will have 4.5 credits that count towards the Supervisor and Manager Development Program. When they take one of the Supervisor and Manager Development Program courses, they will receive an electronic certificate acknowledging their achievement of 5 credits.

Below is the current list of courses offered by AREA in 2024. We will continue to add to these offerings. NRECA will develop new courses every year and AREA will rotate available classes in the future.

- 717.1 Know the Rules: Legal Responsibilities and Liabilities for Supervisors – August 12, 2024
- 722.1 Deliberate Decision Making September 12, 2024
- 715.1 Building Your Co-op's Culture: The Supervisor's Role September 30, 2024
- 719.1 Building Trust in the Workplace November 12, 2024

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee. Non-AREA members will be charged \$860 per attendee.

717.1

Know the Rules: Legal Responsibilities and Liabilities for Supervisors

Supervisors and managers have the obligation to treat all employees and job applicants consistently and equally as outlined under the law. Handling team member issues in the most convenient or the nicest way may not be the legal or right thing to do. Whether your co-op has a full-time human resources staff to help you or not, to successfully supervise co-op employees you need to understand the human resource function and your liability with regard to employment laws. Learn how you can avoid common employment law pitfalls at your cooperative while improving your management skills, enhancing your leadership abilities and encouraging a productive work environment at your cooperative.

LEARNING OBJECTIVES

- Recognize your Human Resources (HR) responsibilities and liabilities as a supervisor
- Explain legal pitfalls for supervisors
- Distinguish between HR and supervisors' responsibilities throughout the typical tenure of a co-op employee from when they're hired to when they leave the co-op
- Explain the elements of loss control as it applies to employee safety and health, including the impact on the cooperative's bottom line

Date:	August 12, 2024
Location:	AREA
Suggested Participants:	Supervisors and middle managers
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee. Non-AREA members will be charged \$860 per attendee.
Minimum Attendees:	8

722.1

Deliberate Decision Making

Too often, we make decisions based on “gut instinct” alone. However, effective decisions are deliberate, not the result of unconscious thoughts, beliefs or assumptions. In this course, participants determine the difference between decision making and problem solving, explore bias and take a deep dive into critical thinking. Participants learn effective creative thinking and discussion techniques and leave with a full toolkit to use in any situation that will help improve decision making, for themselves and with their team.

LEARNING OBJECTIVES

- Be aware of your daily decisions
- Understand the impacts of your natural decision-making style
- Recognize bias in decision making, even unconscious bias
- Strengthen your critical and creative thinking skills
- Identify good decision-making practices
- Discover decision making processes and tools
- Practice proactivity and prioritization

Date:	September 12, 2024
Location:	AREA
Suggested Participants:	Supervisors and middle managers
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee. Non-AREA members will be charged \$860 per attendee.
Miniumum Attendees:	8

715.1

Building Your Co-op's Culture: The Supervisor's Role

"Culture eats strategy for breakfast," is a famous quote by the late business management guru Peter Drucker. All great organizations have great cultures, and great cultures are designed intentionally, not left to chance. Organizational culture is defined as a system of shared assumptions, values and beliefs which governs how people behave in organizations. This course addresses the steps supervisors can take to help build a culture where employees trust each other, hold themselves (and others) accountable, focus their efforts on the co-op's goals and strive to continually improve their processes.

LEARNING OBJECTIVES

- Explain the tremendous impact culture has on organizational effectiveness
- Describe your co-op's culture and the purpose and values that the culture supports
- Recognize the responsibility that supervisors have in supporting a positive culture
- Adjust your leadership techniques to better align your team members with your co-op's purpose and values
- Anticipate changing member needs at your co-op and discuss how your co-op's and your team's cultures can help meet these needs

Date:	September 30, 2024
Location:	AREA
Suggested Participants:	Supervisors and middle managers
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee per training day. Non-AREA members will be charged \$860 per attendee per training day.
Minimum Attendees:	8

719.1

Building Trust in the Workplace

Without trust on your team, you will never have cohesion and productivity. Trust is the glue that holds everyone together as you work to get the job done. This workshop deconstructs trust to help reveal how to build it. Trust is critical for everyone in the workplace. If people are working hard yet are slow to get results, it could be a foundational problem with trust. Gain tools for trust building and avoid the traps of trust busting. During this session, we will explore predictive and vulnerability-based trust and how both are critical to team cohesion.

LEARNING OBJECTIVES

- Recognize how trust provides a foundation upon which all other team building activities are built, and how it impacts behavior
- Distinguish between vulnerability-based trust and predictive trust, and the impact of both types.
- Explain actions that build and break trust, apply a scale of trust-busting behaviors, and re-build trust
- Establish trust when first working with a new team and maintain that trust
- Understand how trust provides the foundation for healthy conflict, commitment, accountability and collective results.

Date:	November 12, 2024
Location:	AREA
Suggested Participants:	Supervisors and middle managers
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$760 per attendee per training day. Non-AREA members will be charged \$860 per attendee per training day.
Miniumum Attendees:	8

AREA Member Service Representative Certificate

To enhance the stature of your company and the competence of its workforce, AREA will be offering this professional certificate-based program. The program consists of a carefully selected core of courses, which address the foundation skills and knowledge needed by Member Service Representatives in accordance with the needs of their specific work environments and responsibilities. A total of nine courses are needed to receive the Member Service Representative Certificate. Dates and course descriptions follow.

The following courses are being offered this year in the MSR curriculum. A total of nine courses in the Member Service Curriculum must be completed in order to receive the MSR Certificate.

Dates:

April 17, 2024 – The ABC's of Electrical Systems (Member101) – 1 day/1 credit

May 15, 2024 – Nonverbal Communication (Member104) – 1 day/1 credit

September 11 OR 12, 2024 – Serving a Multi-Cultural Customer Base (Member118) – 1 day/1 credit (Offered Twice)

March 6 OR 7, 2024 – How to Keep and Use Your Spark in Stressful Times (Member119) – 1 day/1 credit (Offered Twice)

Locations: AREA

Registration Fee Per Attendee:

-The ABC's of Electrical Systems (Member101) –

Member-\$625, Non-Member-\$725

-Nonverbal Communication (Member104) –

Member-\$625, Non-Member-\$725

-Serving a Multi-Cultural Customer Base (Member118) –

Member-\$625, Non-Member-\$725

How to Keep and Use Your Spark in Stressful Times (Member119) –

Member-\$625, Non-Member-\$725

AREA Member Service Representative Certificate

April 17, 2024 – The ABC’s of Electrical Systems (Member101) – 1 day/1 credit

This course provides a basic survey of electric utility operations, from generation at the power plant to distribution to the end-use customer. Topics covered include methods of generation, high voltage transmission, distribution methods, electrical terminology, and usage measurement through metering and billing. Emphasis is placed on how to improve business transactions for the customer that you will be handling. This is a basic overview course targeted only for the non-technical employee or board member. (Minimum attendance: 10)

May 15, 2024 – Nonverbal Communication (Member104) -- 1 day/1 credit

You cannot achieve anything of significance without the help of others. Solid communication skills are paramount if you desire to gain buy-in from your colleagues, leadership, friends and family; however, your words are only part of your communication repertoire. Studies show that 55% of communication is nonverbal and two people will signal over 800 nonverbal cues over the course of a thirty-minute conversation. This workshop will teach the participants the principles and applications of body language and techniques that can be used immediately to enhance communication and influence. (Minimum attendance: 10)

September 11 OR 12, 2024 – Serving a Multi-Cultural Customer Base (Member118)–1 day/1 credit (Offered Twice)

For many years, the customer base of the local rural electric cooperative was “local.” They grew up in the co-op’s service territory, worked in mostly agriculturally based jobs or for local companies and were almost homogenous in their demographic make-up. This is no longer the case as co-ops in every part of the country now serve a much more diverse population. This course examines trends of diversity in the co-op’s membership and employees. The result is improved service to people from all walks of life, from diverse cultures and different lifestyles. (Minimum attendance: 10)

March 6 OR 7, 2024– How to Keep and Use Your Spark in Stressful Times (Member119)–1 day/1 credit (Offered Twice)

Often, when customer service professionals hear the same complaint day in and day out, they become complacent and desensitized. This can make the response they give members less than satisfactory. Attendees will be reminded about the emotional and technical sides of resolving concerns while educating members. The use of empathy and other de-escalation techniques will be discussed with tips on tone and wording. (Minimum attendance: 10)

Strengthening Leadership Certificate

To enhance the stature of your company and the competence of its workforce, AREA will be offering these professional certificate-based programs. Strengthening Leadership programs consist of a carefully selected core of courses, which address the foundation skills and knowledge needed by Cooperative Leaders in accordance with the needs of their specific work environments and responsibilities. A total of eight courses are needed to receive the Strengthening Leadership Certificate. Course descriptions will follow.

Dates:

March 27, 2024 – Bridging the Generation Gap (Leader119) – 1 day/1 credit
June 28, 2024 – Making Performance Appraisals Matter (Leader120) – 1 day/1 credit
July 30-31, 2024 – Business & Strategic Issues (Leader121) – 2 days/2 credits
September 17-18, 2024 – Components of Strategic Planning (Leader122) – 2 days/2 credits

Locations: AREA

Registration Fee per Attendee:

- Bridging the Generation Gap (Leader119) –
Member-\$625, Non-Member-\$725
- Making Performance Appraisals Matter (Leader120) –
Member-\$625, Non-Member-\$725
- Business & Strategic Issues (Leader121) –
Member-\$800, Non-Member-\$950
- Components of Strategic Planning (Leader122) –
Member-\$800, Non-Member-\$950

Strengthening Leadership Certificate

March 27, 2024–Bridging the Generation Gap (Leader119)–1 day/1 credit

With multiple generations of employees come multiple sets of attitudes and expectations. This course will explore values and characteristics of Traditionals, Baby Boomers, Generation X and Millennials, how to meet employee expectations in recruiting and retention. It will also cover how to manage generations effectively and provide tips for fostering a workplace culture where all generations can contribute to their full potential by building on shared values and capitalizing on generational strengths. (Minimum Attendance: 10)

June 28, 2024 – Making Performance Appraisals Matter (Leader120) – 1 day/1 credit

Many managers find performance appraisals to be one of the most dreaded responsibilities of their position and find that reviews are done more out of routine than for growth and improvement. If not done correctly, they can certainly do more harm than good. This session will provide guidance for preparing, scheduling, and conducting reviews to make the process simpler, but far more powerful, useful and enjoyable for the manager and employee. (Minimum Attendance: 10)

July 30-31, 2024 – Business & Strategic Issues (Leader121) – 2 days/2 credits

This two-day course is intended to provide participants with a general manager's perspective and understanding of the business issues associated with running an electric distribution utility. The course will provide a background on our industry, the fundamentals of rate making and a basis for developing a managerial accounting system. Attendees will come away with an understanding of how to determine the financial health of the utility, and they will learn concepts that will allow them to better interface with governing bodies, employees, and the community on the financial issues and standing of the utility. (Minimum Attendance: 10)

September 17-18, 2024 – Components of Strategic Planning (Leader122) – 2 days/2 credits

Change can be planned or unplanned. Strategic planning is a planned change process designed for creating desired, future results, typically within 3 to 5 years. The design of this workshop focuses on preparing departments/organizations to initiate a strategic planning process and assess their readiness for strategic change. (Minimum Attendance: 10)

Utility Accounting Certificate

To enhance the stature of your company and the competence of its workforce, AREA will be offering these professional certificate-based programs. Utility Accounting programs consist of a carefully selected core of courses, which address the foundation skills and knowledge needed by accounting professionals in accordance with the needs of their specific work environments and responsibilities. A total of nine courses are required to receive the Utility Accounting Certificate. Along with receiving credit for AREA's Utility Accounting Certificate, you will be working toward TVPPA's Certified Utility Accountant.

NOTE: TVPPA's Certified Utility Accountant (CUA) program is designed to provide accounting personnel with the knowledge and resources necessary to effectively and efficiently perform their jobs in the unique utility industry. The CUA program consists of a core curriculum of accounting which range from basic to advanced level classes. Course descriptions will follow.

Dates:

February 21-22, 2024 - Introduction to Pricing & Rate Design (Util111) - 2 days/2 credits

June 26, 2024 - Utility Accounts Classification and Principles (Util103) - 1 day/1 credit

September 11, 2024 - Workorder, Inventory & Plant (Util115) - 1 day/1 credit

February 28, 2024 - Legal Review for the Accounting Professional (Util120) - 1 day/1 credit

Locations: AREA

Registration Fee per Attendee:

-Introduction to Pricing & Rate Design (Util111) -

Member-\$800, Non-Member-\$950

-Utility Accounts Classification and Principles (Util103) -

Member-\$625, Non-Member-\$725

-Workorder, Inventory & Plant (Util115) -

Member-\$625, Non-Member-\$725

-Legal Update for the Accounting Professional (Util120) -

Member-\$625, Non-Member-\$725

Utility Accounting Certificate

February 21-22, 2024 – Introduction to Pricing & Rate Design (Util111) – 2 days/2 credits

We are facing a changing marketing place of exploding technology. Understanding pricing of electricity and how it fits into this new world, the basis for existing pricing, and how it needs to change to meet the new realities of a competitive environment at the distribution level is more critical than ever. This course lays the foundation for understanding the fundamental principles of rate design and pricing, now and going forward. (Minimum attendance: 10)

June 26, 2024 – Utility Accounts Classification and Principles (Util103) – 1 day/1 credit

This course will train attendees on classifying transactions/activities within the TVA/FERC account system. It will also give insight into the “big picture” of the business and how each small job is related and benefits the end result. Students are given the opportunity to record journal entries and prepare basic financial statements. (Minimum attendance: 10)

September 11, 2024 – Workorder, Inventory & Plant (Util115) – 1 day/1 credit

This course will introduce attendees to the work order system and how it operates in a utility. Participants will see how the work order system processes impact each department of the utility and gain a better understanding of each other’s responsibilities. It is designed to give participants a high-level overview of manual work order closing from the time a work order is approved until it is completed, and its plant units and costs are closed. (Minimum attendance: 10)

February 28, 2024 – Legal Update for the Accounting Professional (Util120) – 1 day/1 credit

This course provides a more detailed look at legal issues that accounting professionals face at electric utilities. It will focus on the latest changes in the law including updates on wage and house litigation, the preservation of documents and other evidence in liability lawsuits, and employment law. It will also focus on the essential elements contained in good contracts and how to read a contract. (Minimum attendance: 10)

Human Resource Certificate

To enhance the stature of your company and the competence of its workforce, AREA will be offering these professional based programs for Human Resource personnel. These individual courses consist of a carefully selected core of courses, which address the foundation skills and knowledge needed by HR professionals in accordance with the needs of their specific work environments and responsibilities. A total of nine courses are required to receive the HR Certificate. Along with receiving credit for AREA's HR Certificate, you will be working toward TVPPA's Utility HR Certificate.

NOTE: TVPPA's Utility Human Resource Certificate (UHR) is made up of nine core classes. Participants are given 4 years to complete all the requirements for the TVPPA certificate program. Course descriptions will follow.

Dates:

June 26, 2024 – The Impact of AI on HR (Resource120) – 1 day/1 credit

August 7-8, 2024 – Strategic Planning & Organizational Development (Resource117) –
2 days/2 credits

October 23, 2024 – Employee Relations & Communication (Resource118) –
1 day/1 credit

November 13-14, 2024 – Human Resource Development (Resource119) –
2 days/2 credits

Locations: AREA

Registration Fee per Attendee:

-The Impact of AI on HR (Resource120) –
Member-\$625, Non-Member-\$725

-Strategic Planning & Organizational Development (Resource117) –
Member-\$800, Non-Member-\$950

-Employee Relations & Communication (Resource118) –
Member-\$625, Non-Member-\$725

-Human Resource Development (Resource119) –
Member-\$800, Non-Member-\$950

Human Resource Training

June 26, 2024 – The Impact of AI on HR (Resource120) – 1 day/1 credit

How do you feel about artificial intelligence and what it means for the HR profession and employee experience? We will discuss emerging trends in AI and their implications for HR and people operations leaders. Also, we will explore opportunities for AI to enhance the employee experience, foster growth and drive organizational success; challenges to anticipate when integrating AI into HR processes and workflows; ethical considerations for maintaining a human-centered approach amid AI advancements. (Minimum attendance: 10)

August 7-8, 2024 – Strategic Planning & Organizational Development (Resource117) – 2 days/2 credits

Changing management, leadership development and ensuring that you are aligning the HR department with the overall goals of the organization will be outlined. During this two-day class, you will learn how to examine and apply strategies for measuring the outcomes of the organization at four levels. The HR professional will determine an individualized approach for their organization for tracking results and the return on investment. (Minimum attendance: 10)

October 23, 2024 – Employee Relations & Communication (Resource118) – 1 day/1 credit

This one-day workshop will involve the strategies for managing diversity as well as techniques for building high performance teams. Best practices for involving employees in the decisions that affect their jobs will be discussed and applied in project management assignments. In addition, successful communication with union representatives and their members will be reviewed through a series of real-life case studies. (Minimum attendance: 10)

November 13-14, 2024 – Human Resource Development (Resource119) – 2 days/2 credits

During this two-day course, you will receive the opportunity to complete a training calendar for one year while learning to identify training needs through the assessment of current employee skills against those skills needed now and, in the future, including strategic succession planning. Techniques for measuring the results of workforce training will be demonstrated. In addition, strategies for using performance evaluations to develop workforce skills and drive training will be reviewed. (Minimum attendance: 10)

Media Training

Master your next media interview with NRECA's immersive media training workshop. First, we will help to refine the message. Then put attendees to the test with realistic on-camera interviews designed to elevate your ability to think on your feet and handle difficult questions.

Topics Covered:

- Get Media Training Tips to Look and Sound Like a Pro
- Gain Skills to Lead the Conversation
- Craft a Message to Influence and Inspire
- Learn How to Love the Spotlight

Dates: April 3, 2024

Location: AREA

Registration Fee: \$760 (member)
\$860 (non-member)

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Minimum Attendance: 10

990.1

CCD Refresher

This BLC level course is designed for directors who have completed their Credential Cooperative Director (CCD) more than three years ago. This course reviews the content from each of the five CCD courses. Attendees will reexplore the duties of loyalty, obedience, and due care; the operational challenges electric cooperatives face; the legal requirements for board meetings; strategic thinking and planning; and how board decisions impact their co-op's financial position. The course's primary focus, after reviewing foundational knowledge, is on key governance topics that have evolved over the past 3-5 years in such areas as fiduciary duty, safety, member issues, risk, power supply, technology and finance.

Topics Covered:

- The evolution fiduciary duties in the eyes of the courts over the last five years
- How safety has evolved toward zero incidents and zero contacts
- The changing preferences and expectations of today's co-op members.
- How increased access to data impacts decision-making at the cooperative
- The expanding role of risk oversight with the proliferation of risk and opportunities faced by electric co-ops

Dates: May 14, 2024

Location: AREA

Registration Fee: \$760 (member)
\$860 (non-member)

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Minimum Attendance: 10

Advanced Lineworker Training (TVPPA)

ADVANCED LINEWORKER COURSE DESCRIPTIONS:

AREA, in conjunction with TVPPA, offers Advanced Lineworker Training to experienced electric cooperative lineworkers. This program is taught through presentations, demonstrations, group problem-solving exercises and hands-on activities, to include understanding electrical fundamentals, transformer connections and learning electrical distribution symbols, abbreviations and technical terms. This Certificate course is divided into 5 phases and all phases will be offered in 2024. TVPPA's Advanced Lineworker Certificate training program provides advanced skill training for journey-level lineworkers. Upon completion of the program, a lineworker should be prepared to handle troubleshooting competently throughout a utility's distribution system.

Phase 1 -- Through presentations, group problem-solving exercise and hands-on activities, lineworkers gain increased knowledge and understanding in electricity fundamentals and transformer connections. Participants learn electrical distribution technical terms, symbols, abbreviations and device identification, and how to troubleshoot problems with transformers and transformer connections – using miniature transformers with actual voltages.

Phase 2 -- This course helps lineworkers troubleshoot problems throughout a utility's distribution system. Practical exercises using actual diagrams and drawings are conducted throughout the three days. Participants learn to identify problems that could occur in a substation on a trouble call and the characteristics of electrical substation equipment that interrupt or establish electrical circuits and change the voltage, frequency and other characteristics of the substation.

---Regulator Training (included in Advanced Lineworker-Phase 2):

1. What regulators are and why we use regulators
2. Voltage drop review & calculations
3. PSC overview of 5% voltage rule
4. Sizing regulators & how regulators work
5. Bandwidth & time for out of band
6. Setting regulator controls for band and time
7. Oil testing

3-D simulator for installing regulators and operating regulator using both microprocessor type controller and older mechanical controller

Phase 3 -- A session on advanced transformers covers three-phase connections, including trouble-shooting within transformer banks. Participants receive hands-on training in switching an electronic recloser; learn how a recloser operates in emergency situations; and learn the characteristics/operation of fuses and sectionalizers. Participants gain an understanding of transformer bank construction, troubleshooting and emergency transformer bank problem solving and how voltage phasers can analyze transformer bank problems more effectively.

Phase 4 -- In Phase 4, a section on industrial transformer connections explains Delta and Wye connections. In the metering problem-solving section, attendees receive a working knowledge of meters, including installation, testing and problem troubleshooting. The remaining module deals with substation switching and the various types of bus configurations. Participants will learn to identify and understand the advantages and disadvantages of each.

Phase 5 -- This module discusses the features of 'live front' and 'dead front' pad-mounted underground transformers. Correct switching unit operation is stressed to ensure safety and service continuity, and a comprehensive review of underground system components emphasizes proper installation and operating methods. Lineworkers learn the proper manufacturer-recommended techniques to prepare high voltage insulated cable for splicing and terminating.

Dates:	Advanced Lineworker Training (Phase 1) – May 7-9, 2024 Advanced Lineworker Training (Phase 2) – June 17-20, 2024 Advanced Lineworker Training (Phase 3) – August 20-22, 2024 Advanced Lineworker Training (Phase 4) – October 1-3, 2024 Advanced Lineworker Training (Phase 5) – November 12-14, 2024
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Location:	AREA
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Registration Fee:	PHASES 1, 3, 4, 5 \$965 (member) per phase \$1,165 (non-member) per phase PHASE 2 with regulator training \$1,165 (member) \$1,315 (non-member)
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These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

Foreman's Academy (TVPPA)

FOREMAN'S ACADEMY (TVPPA) COURSE DESCRIPTION:

AREA, in conjunction with TVPPA, offers the Foreman Academy curriculum. Designed with input from a committee made up of member representatives, this course of study is intended to provide line crew foremen with knowledge and skills outside the scope of fundamental linework. This will allow them to be more effective leaders and supervisors as well as help them understand their role and responsibilities of their job within the utility. The Foreman Academy will consist of one week of classes covering three categories: leadership skills, safety and technical skills and management skills. Participants will receive a certificate showing completion of each week-long series. For overall completion of the Foreman Academy program, participants must complete three tracks or three years' worth of study. An over-all completion certificate will be issued after completion of all three tracks. This multi-level program will allow for progression and continuing education.

TRACK 1

Leadership Skills

- Attitude and Responsibility – Setting an Example for Your Crew
 - Attaining a safe work environment
 - Teaching measures
 - Team efforts
 - Increasing job knowledge
 - Total cooperation
 - Understanding each job
 - Development of safe work habits
 - Enjoying the job

Safety & Technical Skills (Leadership in Safety)

- Conducting Job Briefings – liability issues
- OSHA 1910.269 – why safety is important
- Safety Audits
- Job Hazard Analysis
- Accident Investigations

Management Skills

- Employment Law
- Conquering Paperwork

TRACK 2

Leadership and Management Skills

- Team Building
- Understanding and Conducting Performance Appraisals
- Generations at Work

Safety and Technical Skills (2 days)

- OSHA 10-Hour (General Industry)
- Dollars and Sense of Safety Management

TRACK 3

Safety and Technical Skills

- Engineering Staking
- Accident Investigation and Emergency Response

Leadership and Management Skills

- Career Transitions and Challenges
- Communication
- Conflict Mediation
- Time Management
- Planning for the Future

Dates: Foreman's Academy (Track 1) – March 18-21, 2024
 Foreman's Academy (Track 2) – September 16-19, 2024
 Foreman's Academy (Track 3) – November 18-21, 2024

Location: AREA

Registration Fee: \$1,200 (member) per track
 \$1,450 (non-member) per track

These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

Apprentice Lineworker Training

APPRENTICE LINEWORKER TRAINING COURSE DESCRIPTION:

TVPPA LINEMAN APPRENTICESHIP STUDY

BOOK ONE - BASIC LINEMAN SKILLS

Lesson

1. Electricity: A Necessity for Modern Life
2. Basic Tools and Equipment for Line Work
3. Line Work Communications
4. Working Safely
5. Ropes, Knots, Splices and Gear
6. Basic Electricity
7. Simple Ways of Making Electricity
8. Mathematics Review
9. More Mathematics
10. Introduction to DC Fundamentals

BOOK TWO - MATHEMATICS & AC REVIEW

Lesson

1. Electricity: Generation and Transmission
2. Mathematics Formula Review
3. Trigonometry and Vectors
4. Alternating Current and Circuits With Resistance
5. Electric Current
6. Inductance in AC Circuits
7. Capacitors in AC Circuits
8. Series Circuits Resistance Inductive Reactance
9. Protective Grounding
10. The Use of Hot Line Tools

BOOK THREE – INTERMEDIATE LINEMAN SKILLS & AC FUNDAMENTALS

Lesson

1. Mathematics Formula Review
2. Safety Review
3. Electricity Distribution
4. AC Parallel Circuits
5. Three Phase Systems
6. AC Instruments and Meters
7. Measuring Electricity
8. Distribution and Transmission Poles
9. Stringing and Sagging Operations
10. Transformers

BOOK FOUR – ADVANCED LINEMAN SKILLS

Lesson

1. Safety Review
2. Line Conductors and Connections
3. Underground Distribution Systems
4. Maintenance of Transmission Lines
5. Transformer Connections and Special Applications
6. System Operations
7. System Protection
8. Work Procedures
9. Insulators
10. Substations and Operations

Study Modules

- Book 1 – Basic Lineman Skills
- Book 2 – Mathematics & AC Review
- Book 3 – Intermediate Lineman Skills & AC Fundamentals
- Book 4 – Advanced Lineman Skills

Skills Labs

- Pre-Apprentice Assessment
- Fundamentals Lab 1
- Construction Lab 2
- Operations Lab 3
- Underground Lab 4
- Troubleshooting Lab 5

Final Exam

PRE-APPRENTICE ASSESSMENT

The TVPPA Pre-Apprentice Assessment workshop is a 5.5 day class designed to help determine whether an employee or potential employee is suited for the demanding role of lineworker apprentice. Candidates are assessed on their ability to learn the various aspects of linework, especially climbing. Individual sessions focus on the hazards of electricity, grounding and rigging.

Participants stay physically and mentally challenged for the duration of the course. In addition to classroom discussion and hands-on exercises, students are assigned homework and tested extensively.

- Safety
- PPE and tool inspection
- Climbing – including fall restraint instruction, hitch hiking, changing positions, circling the pole
 - °Students climb 40 and up to 90 foot poles
- Positioning (while climbing)
- Pole top rescue
- Rigging
- Hand-lines
- Knot tying
- Work site safety inspection
- Fitting and care of climbing tools and inspection
- Pole inspection and worksite hazards
- Pole top rescue at 10' level
- Climbing techniques
- Hand line use and makeup for storage
- Rigging to include hang single cross arm at the 10' level
- Installing Line Conductors

Managers receive documentation of performance for each day of the workshop with instructor comments and evaluation of the student's potential to perform linework under stress, their capacity to learn and how well they follow orders.

FUNDAMENTALS LAB 1

- Safety
- PPE inspection
- Testing the line to be energized
- Equal-Potential Grounding, single and three phase
- Rigging
- Pole top rescue
- Aluminum and copper ties
- Minimum approach distances
- OSHA 1910.269
- Work Area Protection

CONSTRUCTION LAB 2

- Safety
- Job briefings
- Pole top rescue on a 40' pole
- Overhead construction
- Rigging and hang double cross arm on a 40' pole
- Install aluminum and copper hand ties
- Install eye-splice in 3-strand rope
- Bucket Truck Rescue
- Guys and anchors
- Minimum approach distances
- Grounding
- Sagging
- Testing the line to be energized
- Insulating cover up

OPERATIONS LAB 3

- Safety
- Job Briefings
- Single phase theory
- Single Phase Transformer Connections
- Banking Single Phase Transformers Theory
- Three Phase Transformer Connections
- Aerial lift pre-flight inspection/bucket safety
- Bucket truck rescue

UNDERGROUND LAB 4

- Safety
- Underground System Design. Radial, Loop and Dual Feeds
- Underground cable design, preparation/installation
- Locating/cable fault finding for underground cable
- Makeup and installation of terminations/connectors such as elbows, elbow lightning arrestors and terminators. Pot-heads and splices and bushing well insert
- Makeup and installation of URD equipment to include: Transformers, Live and Dead Front, Switching cabinets, junction boxes
- Grounding of underground cable and pad mounted transformers
- URD operations and construction
- Identification of Live and dead-front URD pad-mounted transformers
- URD troubleshooting
- URD tagging/switching
- Testing
- Installation
- Fusing

TROUBLESHOOTING LAB 5

- Safety
- PPE
- Hot line tools
- Protective devices
- OSHA-NFPA standards
- Testing line voltage
- Substation
- Breakers
- Regulators
- Capacitors
- Troubleshooting techniques

FINAL EXAM

The 2.5 day exam consists of a 110 question written test and a series of physical skills lab demonstrations. The written test includes questions covering objectives in Units 1-4 of the Lineman Apprenticeship Program. The skills lab demonstrations include objectives from Labs 1-5 and will vary for each final exam. Demonstration requirements will not be revealed for each exam until students are on the field. Scoring of the overall exam is weighted 40% for the written test and 60% for the skills lab demonstrations.

WORKZONE TRAFFIC (began in 2022)

This Flagger Course is certified by the ATSSA (American Traffic Safety Services Association) and this training is recognized by ALDOT, as ATSSA is a recognized provider in the state. This is a one-half day course which will be included at the end of the Labs listed above. Topics covered in this training include introduction to traffic safety and the flagging profession, flagging standards and guidelines (MUTCD and State), flagger qualifications, high-visibility safety apparel, proper flagging procedures, special situations involving flaggers, communication between flaggers, emergency procedures, an exam and review of exam. Upon successful completion of the course and exam, participants will receive their ATSSA certification cards.

DIGGER DERRICK TRAINING

To train apprentices in the basic, safe, and proper operation of aerial devices, digger-derricks and rigging devices. The training consists of three segments:

- Aerial Devices
- Digger Derricks
- Rigging Devices

1ST YEAR

Classroom Dates (1st Year – students beginning 2024):

- Apprentice Lineman (Book 1 & Flagger) – June 3-7, 2024
- Apprentice Lineman (Book 1 & Flagger) – July 15-19, 2024
- Apprentice Lineman (Book 2) – July 8-12, 2024
- Apprentice Lineman (Book 2) – August 12-16, 2024

Lab Dates (1st Year – students beginning 2024):

- Pre-Assessment Lab – March 10-15, 2024
- Pre-Assessment Lab – April 21-26, 2024
- Fundamentals Lab 1 – May 6-10, 2024
- Fundamentals Lab 1 – May 13-17, 2024

Digger Derrick Training (1st Year – students beginning 2024):

- Digger Derrick Training – August 20-22, 2024
- Digger Derrick Training – November 19-21, 2024

2ND YEAR

Classroom Dates (2nd year – students who began in 2023):

- Apprentice Lineman (Book 3) – February 5-9, 2024
- Apprentice Lineman (Book 3) – February 12-16, 2024

Lab Dates (2nd year – students who began in 2023):

- Construction Lab 2 – March 4-8, 2024
- Construction Lab 2 – April 15-19, 2024
- Operations Lab 3 – September 30-October 4, 2024
- Operations Lab 3 – October 7-11, 2024

3RD YEAR

Classroom Dates (3rd year – students who began in 2022):

Apprentice Lineman (Book 4) – February 26-March 1, 2024

Apprentice Lineman (Book 4) – March 11-15, 2024

Lab Dates: (3rd year – students who began in 2022):

Underground Lab 4 – August 5-9, 2024

Underground Lab 4 – September 9-13, 2024

Troubleshooting Lab 5 – October 21-25, 2024

Troubleshooting Lab 5 – October 28-November 1, 2024

Top-Out Exam – December 9-11, 2024

Top-Out Exam – December 11-13, 2024

Location: AREA

CLASSES:			
Book 1	\$865 (member)	←1 st Year→	\$1,115 (non-member)
Book 2	\$865 (member)	←1 st Year→	\$1,115 (non-member)
Book 3	\$865 (member)	←2 nd Year→	\$1,115 (non-member)
Book 4	\$865 (member)	←3 rd Year→	\$1,115 (non-member)
LABS:			
Pre-Assessment -- \$2,075 (member); \$2,325 (non-member) – 1 st Year			
Digger Derrick -- \$965 (member); \$1,165 (non-member) – 1 st Year			
Fundamentals Lab 1 -- \$1,050 (member); \$1,350 (non-member) – 1 st Year			
Flagger Training (1/2 day) -- \$75 (member); \$100 (non-member) – 1 st Year			
Construction Lab 2 -- \$1,050 (member); \$1,350 (non-member) – 2 nd Year			
Operations Lab 3 -- \$1,050 (member); \$1,350 (non-member) – 2 nd Year			
Underground Lab 4 -- \$1,050 (member); \$1,350 (non-member) – 3 rd Year			
Troubleshooting Lab 5 -- \$1,050 (member); \$1,350 (non-member) – 3 rd Year			
Top-Out Exam -- \$965 (member); \$1,165 (non-member) – 3 rd Year			

NOTE: Prices may change due to classroom size.

These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

Substation Maintenance for Linemen (Lab 1)

Day One

Substation Safety

Introduction to Substations

- The Grid
- Electrical Drawings
- Three Line Diagrams

Presentation by Transmission Companies (PowerSouth, Alabama Power, TVA)

These Presentations will include:

- Area Served
- Grid Coverage
- System Map
- Where do responsibilities start and stop
- What parts of the substation do they maintain
- Tasks with which they might ask the distributor to assist.

Day Two

- Substation Safety
- High Voltage Circuit Breakers
- Transformers
- Substation Voltage Regulators
- Substation Controls
- Substation Visit

Day Three

- Substation Safety
- Substation Relays
- High Density Substations
- Substation Switching and Safety Procedures
- Standard Substation Device Numbers and Symbols
- Substation Visit

Substation Maintenance for Linemen (Lab 2)

Day One

- Substation Safety
- Reliability
- Fuses
- Sectionalizers
- Substation Visit

Day Two

- Substation Safety
- Reclosers
- Reclosers vs Breakers
- Regulators
- Substation Visit

Day Three

- Substation Safety
- Recloser – Fuse Link Coordination
- Relay – Recloser Coordination
- Recloser – Recloser Coordination
- Substation Visit

Substation Maintenance for Linemen (Lab 3)

Day One

- Substation Safety
- Introduction to Troubleshooting Substations
- Operational Levels of an Electrical Utility System
- Transmission Lines
- Equipment Numbering
- Substation Visit

Day Two

- Substation Safety
- Distribution
- Introduction to Electrical Drawings
- Single Line Diagrams
- Three Line Diagrams
- Substation Visit

Day Three

- Substation Safety
- Checklist for Troubleshooting Substations
- Substation Equipment Switching and Isolation
- Troubleshooting
- Substation Visit

Date: Substation Maintenance (Lab 1) – May 22-24, 2024
 Substation Maintenance (Lab 2) – August 14-16, 2024
 Substation Maintenance (Lab 3) – November 6-8, 2024

Substation Maintenance for Linemen (Books)

In order to complete the Substation certificate program, participants will need to complete all three labs as well as both of the books. The substation books were re-evaluated and re-worked, and the program can be completed and participants can receive their completion certificate.

 Substation (Book 1) – June 4-5, 2024
 Substation (Book 2) – October 15-16, 2024

Location: AREA

Registration Fee: \$965 (members) per lab
 \$1,165 (non-members) per lab
 \$725 (members) for books
 \$875 (non-members) for books

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Hotline School (TVPPA) – 5-day

This 5-day course uses hands-on training as well as classroom education, incorporating AREA safety manual procedures. Training is provided on cover-up, gloving, moving energized conductors using bucket trucks. Comprehensive training is provided using a crew setting with actual hands-on workers and observers. Class size is limited to 12.

Date: September 23-27, 2024

Location: AREA

Registration Fee: \$1,050 (members)
\$1,350 (non-members)

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Digger Derrick for Non-Apprentice Trainees

This class is designed for those who have completed apprentice lineman training before digger derrick was required or others not currently training as an apprentice lineman. Theirs is covered in their coursework.

This digger derrick training will teach the basic, safe, and proper operation of aerial devices, digger-derricks and rigging devices. The training consists of three segments:

- Aerial Devices
- Digger Derricks
- Rigging Devices

Dates: June 11-13, 2024

Location: AREA

Registration Fee: \$965 (member)
\$1,165 (non-member)

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Flagger Training for Non-Apprentice Trainees

This class is designed for those who have completed apprentice lineman training before in-house workzone traffic was required or others not currently training as an apprentice lineman. Theirs is covered in their coursework. (Please note: This training is open to those who took workzone online).

This flagger course is certified by the ATSSA (American Traffic Safety Services Association) and is recognized by ALDOT, as ATSSA is a recognized provider in the state. This is a one-half day course which will be broken up into a morning and an afternoon session. Topics covered in this training include: introduction to traffic safety and the flagging profession, flagging standards and guidelines (MUTCD and State), flagger qualifications, high-visibility safety apparel, proper flagging procedures, special situations involving flaggers, communication between flaggers, emergency procedures, an exam and review of exam. Upon successful completion of the course and exam, participants will receive their ATSSA certification cards.

Dates: June 10, 2024

Location: AREA

Registration Fee: \$100 (member)
\$150 (non-member)

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Staking Technician Training & Certification

Hi-Line Engineering's certified staking technician training program is designed to educate and equip the staking technician to design safe, reliable and efficient electrical distribution facilities. The comprehensive training program endeavors to explain the science and art of distribution line design. The apprentice can learn the basics and the experienced professional can add to his or her scope of knowledge. Many ideas will be presented that can be built upon by both engineers and designers to provide a customized set of staking parameters for a utility. The course of study leads to certification as a qualified staking technician. The certification will be awarded after the student successfully completes the outlined curriculum and written tests. This is a three-phase program, with the National Electrical Safety Code (NESC) Update included in Phase 2. NOTE: The NESC portion is covered on Day 1 and Day 2 of Staking School (Phase 2).

Staking School Course Description:

1. BASIC SURVEYING (Covered in Phase 1)

This course will teach the student the basic and advanced methods of line route surveying. He or she will learn how to make accurate distance measurements, turn and bisect line angles and measure changes in elevation. The student will be taught how to conduct a complete point survey using a total station. A basic overview of GPS and its application to line design and staking is included in the domain. To complete the study, the student will learn how to transfer both paper and electronic field data to hand drawings or computer aided drafting programs. The outline for this course of study is as follows:

- a. Fundamental principles
- b. Measurements
- c. Elevation profile and object height
- d. Plan and profile drawings
- e. Special techniques
- f. Total station
- g. Geographical positioning systems (GPS)

2. POLE-LINE STRUCTURE DESIGN AND LAYOUT (Covered in Phase 1)

Here the student learns how to design overhead electrical distribution structures. The course is organized into a set of building blocks, each one building upon the other. The building blocks are conductors, poles, pole-top assemblies and guys/anchors. Tables and graphs are provided for the student to look up design values for immediate application in the field. He or she will also learn to make basic calculations to determine strength and maximum allowable spans for wind and ice loading, plus total guy load due to tension and wind. This course of study is outlined below.

- a. Conductors
- b. Poles
- c. Pole-top assemblies
- d. Guys and anchors

UNDERGROUND DESIGN AND SUBDIVISION LAYOUT (Covered in Phase 3)

In addition to designing overhead lines, the staking technician must also design underground facilities. This course will explain the components of underground distribution systems along with their application and limitations. The student will learn how to lay out subdivisions, specify pad-mounted equipment and design sectionalizing systems. This course will also cover conduit systems and the correct methods for calculating pulling tensions relative to conduit bends and cable runs.

- a. Underground cable
- b. Components
- c. Pad-mounted switchgear
- d. Over-voltage protection
- e. Cable pulling in conduit systems
- f. Designing underground systems

3. STAKING SHEETS (Covered in Phase 1)

Clear and detailed staking sheets are the product of design and structure layout. The student will learn how to provide the necessary information to ensure that the material requisition, construction and accounting flows smoothly and accurately. He or she will also learn how to estimate construction costs based on book pricing. The course work is outlined below:

- a. Types of staking sheets
- b. Preparation of a clear and detailed staking sheet
- c. Basic work order procedure
- d. Computerized staking sheets
- e. Final staking sheets

4. OBTAINING PERMITS (Covered in Phase 2)

Today, property owners are more reluctant to give right-of-way easements for overhead or underground power lines. Consequently, more use is being made of existing public rights-of-ways. To do this, permits must be obtained from the governing agency. They are usually detailed and onerous. This domain teaches the student what information is required in a permit, how to set up an efficient permitting process, how to establish good personnel contacts to ease the process and how to prepare permit documents and drawings. The governmental agencies discussed in the course are listed in the course outline.

- a. General
- b. Departments of Transportation (state, county and municipal)
- c. US Corps of Engineers

- d. Transmission lines
 - e. Miscellaneous permits
5. CONSTRUCTION CONTRACT ADMINISTRATION (Covered in Phase 3)
- A well-written construction contract and properly drawn set of plans and specifications will go a long way toward getting the lowest bid prices and ease of administration. Accurate accounting of the materials and close monitoring of the contractor's progress are essential to completing a project on time and on budget. The student will learn how the construction contract affects every aspect of the project and how to administer the contract terms and conditions for a successful outcome.
- a. RUS construction contracts
 - b. Plans and Specifications
 - c. Staking for a construction contract
 - d. Materials control
 - e. Contractor observation
 - f. Contract closeout
6. JOINT USE STAKING AND MAKE-READY SURVEYS (Covered in Phase 1)
- The communications industry is forever scrambling for pole rental space on distribution structures to attach telephone, CATV and fiber optic cables. With right-of-way becoming harder to obtain, electrical utilities, both distribution and transmission, are combining circuits on one pole line to maximize efficiency and reduce costs. This course will teach the student how to handle joint use attachments. He or she will learn how to perform make-ready surveys, measure clearances, determine strength requirements, prepare construction estimates, make final inspections and understand the requirements of joint use contracts.
- a. Types of joint use
 - b. Determining strength requirements for joint use
 - c. Aerial attachments
 - d. NESC joint use requirements for separation of joint use utilities
 - e. Joint use contracts
 - f. Inspection of joint use attachments
 - g. Performing make-ready surveys
7. SIZING TRANSFORMERS AND CONDUCTORS (Covered in Phase 3)
- This course will focus on basic electric theory and the methodology to correctly size transformers and service conductors for standard residential and small commercial loads. The student will learn how to perform basic calculations for current, voltage, power and voltage drop. He or she will also study basic circuit theory and its application in an electric distribution system. The course will discuss transformer connections and their application to specific electrical loads.
- a. Basic electric theory
 - b. Transformers

- c. Transformer sizing
- d. Service voltage drop
- e. Computer programs

Staking Technician Training & Certification

Dates: Phase 1 – March 26-29, 2024
 Phase 2 – October 8-11, 2024

Location: AREA

Registration Fee: \$1,450 (members)
 \$1,650 (non-members)

This is a pay-as-you-go training offered through AREA. Please
contact AREA for registration information.

Minimum Attendance: 14

Basic Electric Distribution Systems Explained

This course is perfect for anyone new to the utility industry or office employees who desire a broader knowledge of field operations of utility. Students will learn the basics of working with and around power lines including general safety rules and guidelines. The class introduces students to basic power line equipment with hands-on demonstrations of how the equipment functions. The course will also provide an overview of patrolling the power lines during outages and how to identify various types of outages such as equipment failure, animal interference, and tree/vegetation interference.

Who Should Attend:

- Anyone New to the Utility Industry
- Accounting Personnel
- Member Services Personnel
- Engineering Personnel
- Dispatch

Date: September 24-25, 2024

Location: AREA

Registration Fee: \$800 for members
\$950 for non-members

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Minimum Attendance: 14

Line Equipment

A two-day class that covers the following three topics:

Electric Distribution System Voltage Regulators

Voltage regulators are applied on distribution systems to control the voltage delivered to customers within acceptable industry standards. This class will discuss acceptable system voltage levels and the application of voltage regulators to maintain customer voltage within the proper limits. Students will learn how a voltage regulator works and how to understand capacity ratings. Includes voltage regulator setting controls, connections, lightning protection and construction concerns. Review of common control types and operations.

Application of Single-Phase and Three-Phase Reclosers

Reclosers are used on electric distribution systems to avoid lengthy outages due to temporary faults on the power lines. To properly protect the utility's power grid, the application and operation of reclosers must be understood by those responsible for their placement on the system. Course includes a review of the operation of both single and three phase reclosers and the most common electronic controls. Discussion of the difference of Non-Reclose and Hot Line Tag and the benefits of each setting.

Transformer Banking

To fully understand transformer banking, one must understand alternating three-phase power and the internal workings of the transformer. To provide a sound foundation for the transformer banking portion, this begins with an overview of the alternating current, three-phase power and the basics of transformer theory, then discuss the four common transformer banks in the RUS construction specifications. Includes a review of the RUS construction specification and wiring diagrams.

Who should attend: Experienced Linemen, Line Superintendents, Crew Chiefs, Apprentice Linemen, Servicemen, Staking Technicians, Engineers

Date:	April 30-May 1, 2024
Location:	AREA
Registration Fee:	\$800 for members \$950 for non-members This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Minimum Attendance: 14

Engineering Fundamentals A & B

The mission of the Distribution Engineering Series is to provide a practical, application-focused training course that teach methods for modeling, analysis, and problem-solving faced by utility engineers and senior technical personnel.

Module A-System Modeling and Analysis

The focal point will be modeling the system and interpreting the results. This module covers theory used to model distribution systems including system impedance models, connectivity, loading the model, calculation of voltage drops and load currents. Includes how to set planning criteria and how to project loads using several different methods. The course will project and grow a sample system model and solve common system problems such as low voltage and/or excessive load current. The methods on how to place fixed and switched capacitor banks will be discussed and class problems will be worked.

Module B-System Planning

This module will focus on the development of short and long-range plans for distribution systems. Includes a thorough review of how to prepare a present worth analysis. Methods to determine discount rates, carrying charges, and interest rates, along with methods for factoring reliability in the planning process will be covered. Estimating new construction options will be discussed and shall include budgeting for new service extensions. Course includes group work opportunities to work problems and justify solutions.

Date:	October 14-18, 2024
Location:	AREA
Registration Fee:	\$1,700 for members \$2,000 for non-members

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Minimum Attendance: 14

Forest Applications Training – Three Day – Felling, Limbing, Bucking, Storm Clean-up (Participants in this program should have a complete knowledge of the chainsaw operator’s manual).

Participants – 10-12 maximum

Class Time – 18 hours

DAY 1

- Personal Protective Equipment
- Chainsaw safety features
- Reactive Forces and the Bore Cut
- The Hinge
- The Face Notch
- The Cutter Tooth
- Information before felling
- Scoring to steer retention of topics

DAY 2

- RDT Maintenance
- The Cutter Tooth
- Run Check/Carburetor adjustment
- Hands-on practice of round chain filing and or chisel bit
- Introduction to Spring Poles
- Height Measuring
- Wedging and Binds
- Introduction to Wedging
- Side lean and target accuracy

DAY 3

- Discussion of Pressures and Binds
- Springpoles
- Windthrown Trees/Hangers
- Site Information/Assessment
- Hazard Removals and Recognition
- Wedging use for Pressures and Binds
- Delimbing, Topping and Bucking techniques
- Review of Notching and Hinge
- Debris removal and Ergonomics
- Throw line and Rope Discussion

Date: March 18-20, 2024 (Location: TBA)
November 4-6, 2024 (Location: TBA)

Suggested Participants: Participants in this program should have a complete knowledge of the chainsaw operator's manual.

Registration Fee: \$550 per person, per class
\$750 for non-members

This is a pay-as-you-go training offered through AREA.
Please contact AREA for registration information.

On The Line Training – Advanced Chain Saw Training

Participants – 12 per instructor Class Time – 10-12 hours

This class is designed to help linemen and ROW employees understand how to recognize hazards, plan and apply techniques to remove trees from power lines following storms. They will also learn techniques to utilize ground tools and chain saw operations to mitigate line hang-ups.

Each class will be a day and a half. A prerequisite for the class is to have completed the 3-day Forest Application training offered at AREA.

Date:	March 21-22, 2024 (Location: TBA) November 7-8, 2024 (Location: TBA)
Suggested Participants:	Participants who have completed Forest Applications Training
Registration Fee:	\$360 (members) per person \$510 (non-members) per person

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Crane Certification

Participants – 12 per instructor

For crane operators to be NCCER certified through SLTC Global, they must pass both a written test and a practical exam. The Crane Certification is designed to take approximately 36-40 hours or five days to complete. The written test portion consists of 60 questions covering both general knowledge and load chart calculations. The material for these exams will be presented and reviewed in 24-26 classroom hours covering 3-3 ½ days, using the remaining time of day 4 to review the candidates' knowledge and preparedness. The fifth day is test day. Candidates will complete both written and practical exams on this day. The practical exam or hands-on operation portion covers the fundamentals of crane operation with emphasis on how to control a load, pre-operational inspection, set-up, safety devices, and hand signals.

Date: January 22-26, 2024

Registration Fee: \$1,325 (members) per person
\$1,625 (non-members) per person

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Computer Training

AREA staff will be a resource for computer training at individual cooperatives. In many cases co-ops have very specific training needs that require customization. AREA employees will make every effort to supply the on-site education themselves or find an appropriate trainer to meet the specific requirements.

- Date: Upon request
- Location: Individual cooperative office sites
- Registration Fee: Cost will depend on actual expenses.

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Education Resource

AREA staff will be a resource for training at individual cooperatives. In many cases co-ops have very specific training needs that require customization. AREA employees will make every effort to supply the on-site education themselves or find an appropriate trainer to meet the specific requirements.

Date:	Upon request
Location:	Individual cooperative office sites
Registration Fee:	Cost will depend on actual expenses.
	This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

AREA Orientation

AREA Orientation is offered by AREA for electric cooperative personnel and directors on an annual basis. This series provides an opportunity to educate and update programs and services offered by their statewide association. Additionally, updates will be provided by key business partners and support organizations to ensure participants are informed of changes to services offered to their cooperatives. Finally, this series provides AREA Staff the opportunity to share and discuss ways their statewide association may be able to support the challenges and opportunities faced by Alabama Cooperatives.

Dates: December 10, 2024

Location: AREA

Registration Fee: No Charge

Fiber Utility Training

This is a new program currently under development. AREA is gathering training requirements for Fiber Utility Technicians. Specific training requests should be directed to AREA to source providers for these needs, based upon demand.

Dates: As Requested

Registration Fee: TBA

This is a pay-as-you-go training offered through AREA. Please contact AREA with training requirements.

SAFETY AND COMPLIANCE

AREA provides quality training and safety programs for the employees of member cooperatives, as well as technical assistance. The Safety program is a primary benefit of Alabama Cooperatives, which can be obtained by being a member of AREA. Although the budgeting and participation in the AREA Safety program is separate from other AREA services, an Alabama cooperative must be a member or Affiliate Member of AREA to participate in this program.

EMPHASIS ON SAFETY AWARENESS

AREA staff works to place emphasis on all safety programs, focusing cooperative efforts on reducing all accidents, as well as facilitating a discussion and analysis of near misses. As part of this emphasis, AREA staff encourages participation in the Rural Electric Safety Achievement Program (RESAP), which works to improve compliance with each cooperative's safety manual. RESAP and other initiatives are used to increase safety awareness for Alabama's electric cooperatives. The "100% Safe" logo and slogan is utilized and incorporated into programs statewide, as well as being used by Alabama cooperatives.

AREA continues to coordinate and staff regularly scheduled meetings at each participating cooperative targeted at ten (10) meetings annually. Length of meetings varies according to each individual meeting topic. AREA assists cooperatives with resources to supply additional training above the base program, if requested. Services provided by AREA above the agreed upon base program, are billed to the cooperative at the cost of the service. If cooperatives would like to schedule additional meetings or need specialized training, AREA staff will assist in the coordination. Special needs training needs to be scheduled at least two months (60 days) in advance to allow time to prepare meeting materials.

These loss control meetings are also available at separate locations for a participating cooperative if the cooperative determines the need for an additional loss control meeting at a district or branch office. Loss control meetings must be arranged through AREA prior to the beginning of the year to be included in the loss control meeting schedule.

AREA staff coordinates a statewide Safety & Regulatory Update/Forum each year to keep abreast of the issues and to assist in planning topics of interest to the cooperatives. In addition to these bi-annual discussions, a roundtable for safety coordinators is scheduled at the E&O Conference for the purpose of planning programs and/or discussing matters of statewide interest.

An OSHA, DOT, FMCSR and EPA training list is provided to all cooperatives in the fall. This will allow each system to schedule their training for the next year. The list includes, but is not limited to, topic name, regulatory standard and training source.

The committee recommends that the Safety programs be made available for out-of-state cooperative participation, but the primary focus is on providing services to our current members.

SPEAK UP LISTEN UP

Speak Up Listen Up is a program that was developed by Caterpillar and adopted by NRECA to help cooperatives work together to create a true culture of safety. It will assist cooperatives to continually evaluate and improve safety performance to create a safer workplace.

AREA staff will offer this training to every cooperative at their location who request it. The training is designed to be a one-day event. AREA staff has been trained to administer this training at little or no cost to the cooperatives.

COMMITMENT TO ZERO CONTACTS: PHASE 2

In 2018, the first phase of the Commitment to Zero Contacts initiative was introduced. It was designed to provide co-op CEOs, senior leaders and field personnel with ideas and resources to help reduce the chance of serious injuries and fatalities (SIFs) due to electrical contact and enhance co-op safety efforts.

SIFs trends have improved some, but they continue with regular persistence, requiring us to commit to taking a “hard look in the mirror” to understand the REAL state of our work practices and performance. A more hands-on approach to pursuing zero contacts has been developed to better understand actual work practices, create local ownership and to create a plan to minimize future risk as needed.

How it Works

Operational department leaders and their teams work together to assess co-op operational and safety practices incorporating employee input, facilitation, and two-way discussion. The approach includes: 13-question survey, facilitated planning session, summary report, plan implementation, monitoring and follow-up.

What's Next?

Commitment to Zero Contacts Phase 2 is currently being piloted at co-ops across the country. Interested co-ops can contact any AREA Statewide Safety Staff member for more information and to begin the process.

Commit to Zero Contacts!

HOTEL SUGGESTIONS

(Montgomery, Alabama and Surrounding Areas)

HOTELS LOCATED OFF EXIT 11 – EASTCHASE (near AREA offices) To receive special rates, please let highlighted yellow know you are with “areapower.”	
Candlewood Suites 9151 Boyd Cooper Parkway Montgomery, AL 36117 Phone – 334-277-0677	Homewood Suites at EastChase 7800 EastChase Parkway Montgomery, AL 36117 Phone – 334-277-9383
Holiday Inn Express 9250 Boyd-Cooper Parkway 334-271-5516	Hampton Inn 7651 EastChase Parkway 334-277-1818
TownePlace Suites by Marriott 2845 EastChase Lane 334-239-7110	Fairfield Inn & Suites 8970 EastChase Parkway 334-260-8650
HOTELS LOCATED OFF EXIT 6	
INTERSTATE 85 NORTH AND THE EASTERN BOULEVARD	
(approx. 5-10 minutes from AREA & approx. 15 minutes from downtown Montgomery)	
Drury Inn 1124 Eastern Boulevard 334-277-2400	Sonesta Suites 1200 Hilmar Court 334-270-3300
Hampton Inn 1401 Eastern Boulevard 334-277-2400	Comfort Suites 5924 Monticello Drive 334-272-1013
Courtyard 5555 Carmichael Road 800-321-2211 or 334-272-5533	Baymont Inn & Suites 5225 Carmichael Road 800-301-0200 or 334-277-6000
Fairfield Inn 5601 Carmichael Road 334-270-0007	Best Inns of America 5135 Carmichael Road 334-270-9199
Holiday Inn East 1185 Eastern Boulevard 800-465-4329 or 334-272-0370	LaQuinta Inn 1280 Eastern Boulevard 800-531-5900 or 334-271-1620
Holiday Inn East 1185 Eastern Boulevard 800-465-4329 or 334-272-0370	LaQuinta Inn 1280 Eastern Boulevard 800-531-5900 or 334-271-1620
Ramada Inn East 1355 Eastern Boulevard 800-228-2828 or 334-277-2200	Residence Inn by Marriott 1200 Hillmar Court 800-331-3131 or 334-270-3300

Studio Plus 5115 Carmichael Road 888-788-3346 or 334-273-0075	Springhill Suites 5041 Carmichael Road 334-409-9999
Towne Place Suites by Marriott 5047 Carmichael Road 334-396-5505	Wingate Inn 2060 Eastern Boulevard (behind Up the Creek) 334-277-7880
MID-MONTGOMERY	
Hilton Garden Inn 424 Interstate Park Drive 334-272-2225	Located at I-85 and Perry Hill Road (Exit 4)
PRATTVILLE, ALABAMA Off I-65 (North of Montgomery)	
Country Inns & Suites/Prattville 334-495-3000	Approx. 10 minutes to Civic Center
Hampton Inn/Prattville 2585 Cobbs Hill Place 334-285-6767	Approx. 10 minutes to Civic Center