

2021 PEC COURSE SCHEDULE

BUSINESS MANAGEMENT COURSES FOR ELECTRICIANS



Looking to enhance your business skills as an Electrical Contractor?

These courses were designed to provide the technically trained Electrician with a custom education to become a well informed Electrical Contractor.

ACCOUNTING PRINCIPLES

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

**Delivery: Online, Virtual
Instructor Led
15 hrs**

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

This course will introduce you to the common terms and concepts used in accounting, along with showing you how to use accounting tools to attain goals, analyze your business, and create strategies for future growth. The goal is to develop awareness of how to read financial reports to understand your companies financial position. You will learn practical skills to help you develop, interpret and use financial information, identify problems and opportunities, and focus your resources toward a successful electrical contracting business.

COURSE SCHEDULE

2021 March 25th & 26th	2021 November 4th & 5th
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BUSINESS & PUBLIC RELATIONS

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

**Delivery: Online, Virtual
Instructor Led
15 hrs**

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

Learn proven management concepts in the areas of managing business strategy, direction for improved performance, credit and collections, time management, managing required human resources concepts, business promotion and public relations, selling and customer service focused business. This will immediately begin improving the performance and profitability of your electrical contracting business.

COURSE SCHEDULE

2021 February 24th & 25th	2021 September 22nd & 23rd
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ELECTRICAL PROJECT MANAGEMENT

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

**Delivery: Online, Virtual
Instructor Led
15 hrs**

Once given a successful bid package, you will develop an awareness of how to apply ten project management knowledge areas and five processes to derive a project charter and project schedule. From here you will then learn how to manage the project to successful commissioning and close out.

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

COURSE SCHEDULE

2021 April 14th & 15th	2021 October 20th & 21st
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ESTIMATING & FINALIZING THE TENDER

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

**Delivery: In Person Delivery
22.5 hrs**

**Following AHS guidelines*

This 3-day course will cover types of estimates, organizing the estimate, labor units, computer estimating and finalizing the tender. Goals of this course include how to do an estimate using a set of drawings and specs applying take off terms and procedures to finalize and submit tender documents and develop an estimate in a format that can be used as a Project Management tool.

COURSE FEE:

PEC STUDENT \$450
ECAA MEMBER \$475
NON MEMBER \$500
PEC REFRESHER \$90

COURSE SCHEDULE

2021 March 4th, 5th & 6th EDMONTON	2021 October 7th, 8th & 9th CALGARY
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LEGAL IMPLICATIONS

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

**Delivery: Online, Virtual
Instructor Led
15 hrs**

This course will increase your awareness and understanding of legal issues and pitfalls common to electrical contractors. The course will also address incorporation, income tax and GST, construction contracts, subcontracts and liability thereunder as well as how to ensure payment for your work - including remedies available under The Builders' Lien Act.

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

COURSE SCHEDULE

2021 February 4th & 5th	2021 September 2nd & 3rd
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SAFETY PRINCIPLES

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

**Delivery: Online, Virtual
Instructor Led
15 hrs**

Legislation recognizes a PEC as an "Employer". This course lays the groundwork to develop a successful safety program, and mitigate additional employer risk. We'll learn to identify common gaps found in safety systems, simple ways to interpret legislation, and many other valuable tools including: OH&S Obligations (Employer & Worker); Employee Competency; WCB Expectations; Claims Management Strategies; CSA Z463 & Z462.

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

COURSE SCHEDULE

2021 April 22nd & 23rd	2021 November 18th & 19th
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BASIC ELECTRICAL ESTIMATING (BEE)

DESIGNATION:

This course is not a required course in obtaining your PEC designation.

**Delivery: In Person Delivery
15 hrs**

*Following AHS Guidelines

For small contractors who are not ready to make the investment in a computerized estimating system.

Designed to teach new contractors the fundamentals of preparing an electrical estimate using the Elemental Format hands-on. The course will address material take-off, pricing of materials, labouring of materials using the NECA Manual of Labour Units, labour costs, special overheads, general overheads and profit/contingencies.

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

COURSE SCHEDULE

2021	2021
March 18th & 19th	September 16th & 17th
Calgary	Edmonton
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ECAA

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TOLL FREE: 1.800.252.9375
LOCAL EDM: 780.451.2412
PECPROGRAM.CA
ECAA.AB.CA

The sole purpose of the program is to provide Electricians with the opportunity, through a customized design education, to become a well informed electrical contractor.

What is a Professional Electrical Contractor? A Master Electrician who has successfully completed the approved Business courses, a program which is legislated under the Professional electrical Contractor & Master Electrician Regulations.

Who is Eligible to obtain this Professional Designation? Any Alberta Master Electrician who is eligible to take out permits for Electrical Contractors, whether or not they are Association Members. You must be a Certified Master Electrician to become a Professional Electrical Contractor.

**PEC Courses are approved for credit towards Blue & Gold Seal Accreditations.*