



### **PTI supplies the following for Special Request workshops:**

- Training by certified workshop instructor at your location
- Certification examination
- Certified personnel listings on the PTI website
- Wallet card for certified personnel
- Certification manuals sent 2 weeks prior to workshop
- Workshop materials including in-class assignment sheets, drawings

### **For further Special Request information visit:**

[www.post-tensioning.org/getcertified](http://www.post-tensioning.org/getcertified)

### **or Submit Form\* to:**

[PTICertification@post-tensioning.org](mailto:PTICertification@post-tensioning.org)\*

Please send pages 2 & 3 of the application.

## **Special Request Workshops:**

### **Training and Certification of Field Personnel for Post-Tensioning—Delivered to your Location**

Nationally recognized PTI Training and Certification programs can be presented at your location by experienced industry experts. Train and certify your employees or other group and eliminate travel expenses—we bring the experts to you!

**Costs for each workshop to be paid in full before manuals and equipment are sent.**

**Who should attend:** Installers, inspectors, building officials, engineers, architects, etc.

One of PTI's primary goals is to ensure that specifiers and purchasers of post-tensioning materials receive products and services that meet a recognized standard of quality. The PTI certification programs were developed in pursuit of this goal and are now recognized and required throughout North America. Programs include certification for plants producing prestressed concrete strand, unbonded post-tensioning materials, and certification of field personnel.

Certification is required by the codes and specifications that note that installation shall be performed by individuals certified by an independent training and certification program. Individuals certified by PTI have been shown to meet this requirement. Proper training and education of personnel involved in posttensioning field operations—Installers, Inspectors, Engineers, and others—are vital to ensuring the performance, serviceability, durability, and safety of posttensioned concrete construction.

### **Steps Necessary to Schedule a Special Request Workshop:**

PTI proposes dates to the client based on the date range on the application and instructor(s) availability.

1. PTI proposes dates to the client based on the date range on the application and instructor(s) availability.
2. Client accepts the offered dates and confirms the number of attendees.
3. PTI issues an invoice based on the confirmed number of attendees. 50% of the invoice is due within 7 business days to hold the dates.
4. Final payment and confirmation of the number of attendees is required 21 business days prior to the workshop date. Additional attendees may be added up to 3 business days prior to the workshop date. Any shipments of additional workshop materials (manuals, exams, etc.) are charged at the actual shipping cost plus handling. The additional expedited shipping and handling costs are equal to 1 1/2 times the shipping cost.
5. Booking of a workshop within 30 business days of the requested workshop dates will result in a \$1,500 additional fee to cover higher transportation costs for the instructor and logistical issues. Booking of a Special Request Workshops 20 business days or less before the requested workshop dates will result in an additional fee of \$2,000.
6. All outstanding invoices must be paid before the final exams are graded and certification results are released.

# REGISTRATION FORM

## Special Request Workshop Application

38800 Country Club Drive, Farmington Hills, MI 48331

Phone: (248) 848-3180

Website: [www.post-tensioning.org](http://www.post-tensioning.org)

Company name \_\_\_\_\_

Billing address \_\_\_\_\_

Workshop address <sup>1,2</sup> (if different from billing address) \_\_\_\_\_

Contact person \_\_\_\_\_

Contact e-mail \_\_\_\_\_ Contact phone number \_\_\_\_\_

Date range<sup>3</sup> \_\_\_\_\_

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

1. Workshop materials will be shipped to this location two weeks prior to the workshop. Additional materials shipped after confirmation of the number of attendees will be the client's financial responsibility.
2. Please provide any special instructions for the workshop location (parking, permits, NDAs, etc.)
3. Please provide a wide range of dates – for example: August – September, or the month of October. The availability of the instructor will determine your workshop dates.

### Workshop policies and agreements:

#### \_\_\_\_\_ I acknowledge the following and my company will supply:

- PTI will issue only one invoice to only one Client and that one Client is responsible for the full payment in order to secure the dates and to issue certifications for all workshop attendees who meet the certification requirements.
- Projector & screen, or a large-screen TV for presentation with HDMI input, an HDMI cable, and power source for the instructor to connect laptop.
- A source to project sound (e.g. TV, speakers, sound system, etc...) for videos.
- A quiet room for instruction. Areas with inadequate heating or cooling, loud fans or heaters, insufficient light, or other distractions are insufficient for learning and are NOT acceptable. An offsite rental space must be considered when field or site room is not sufficient.
- Lunch and refreshments each day for all attendees and instructor (this allows for adequate instruction time and more time for questions and attendee interaction).
- 6 ft table for instructor display materials and computer.
- Table space for each attendee (4-6 ft diameter is recommended in order to have space to review drawings and to comfortably sit for the workshops).
- Class is from 8:00 am to 4:30 pm, unless previously arranged.
- Please note that all exams will be given to all attendees at the same time; it is not possible to administer exams separately for people who need to leave early.
- It is strongly encouraged to distribute workbooks ahead of the workshop so attendees can review before the class.
- For Multistrand & Grouted PT Specialist workshops, warehouse or covered outdoor space to mix grout for field demonstration, source of water, power source /extension cord, and material disposal. Material needs: a single bag of Class C Grout two 4-ft pieces of 0.5/0.6" diameter strand – if your project is underway and you have these items available, this would be helpful. PTI works suppliers to obtain samples, but supply is often limited in such small quantities.

\_\_\_\_\_ I acknowledge that all participants for the Multistrand & Grouted PT Inspector, Level 2 Unbonded PT Installer & Inspector or Unbonded PT Repair, Rehabilitation, and Strengthening workshops prerequisites are met.

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### Special Request Workshop Fees (as of January 2025)

Certification Workshop Type	PTI Organizational Member*		Nonmember		Workshop Language***	Prerequisites
	Base Fee**	Per Person**	Base Fee**	Per Person**	Number of Participants	
Level 1 Unbonded PT Installation (2-Day Workshop)	\$5,770	\$240	\$6,520	\$280	English	None
					Spanish	
Level 1 & 2 Unbonded PT Installer & Inspector (3-Day Workshop)	\$9,290	\$270	\$10,280	\$310	English	None
					Spanish	None
Level 2 Unbonded PT Installer & Inspector (Day 2 & 3)	\$6,050	\$240	\$6,800	\$280	English	Level 1 Unbonded PT Installation
					Spanish	
Level 1 & 2 Slab-on-Ground Installer & Inspector (2-Day Workshop)	\$5,770	\$240	\$6,520	\$280	English	None
					Spanish	
Level 1 & 2 Unbonded PT Repair, Rehabilitation, & Strengthening (2-Day Workshop)	\$6,270	\$240	\$7,010	\$280	English Only	Level 1 Unbonded PT Installation
Level 1 & 2 Multistrand & Grouted PT Specialist (3-Day Workshop)	\$11,000	\$330	\$12,000	\$340	English Only	None
Level 1 & 2 Multistrand & Grouted PT Inspection (with PT Specialist) (1-Day Workshop)	\$2,500	\$190	\$3,500	\$230	English Only	Level 1 & 2 Multistrand & Grouted PT Specialist
Level 1 & 2 Multistrand & Grouted PT Inspection (stand alone) (1-Day Workshop)	\$4,250	\$190	\$4,750	\$230	English Only	Level 1 & 2 Multistrand & Grouted PT Specialist

\* Only Organizational Members of PTI qualify for member pricing. This discount does not apply to professional or student members.

\*\* Please note that fees are additive: The Base Fee plus Per-Person Fee.

\*\*\* A minimum of 10 attendees is required for all Special Request Workshops.

\*\*\*\* The client must select the workshop language at the time of scheduling. All attendees of an English language workshop must understand, speak and read at least basic English. For Spanish language workshops, please plan accordingly; there might be a longer lead time necessary to set up a Spanish language workshop. For English language workshops, Spanish workbooks and exams can be requested, at the time of scheduling. If not requested in advance, they will not be available from the instructor at the workshop. Bilingual workshop **are not available**. Experience has shown that students do best if they take the exam in the same language as instruction. Mixing the language of instruction and exam is not recommended.

\*\*\*\*\* The fee for special request workshops located outside of the continental US will be dependent on the added time and expense for traveling. Contact PTI for an estimate of additional charges.

Cancellation policy: The payments made for Special Request workshops cancelled up to 21 days before the workshop are refunded less the already incurred expenses by instructors and /or PTI. For cancellations less than 21 days before the workshop, there is no refund, unless the workshop is rescheduled with the same calendar year and the incurred expenses by instructors and/or PTI are paid.

Change of workshop dates may incur a change fee. Please contact PTI ([pticertification@post-tensioning.org](mailto:pticertification@post-tensioning.org))