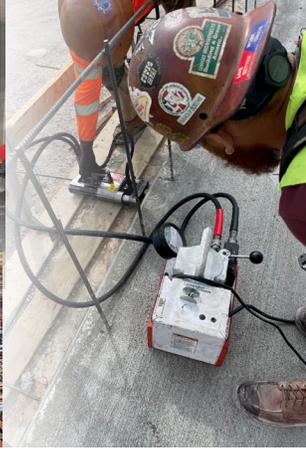


Post-Tensioning Institute
38800 Country Club Drive
Farmington Hills, MI 48331
Phone: (248) 848-3180
Fax: (248) 848-3181
Web: www.post-tensioning.org



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

or Submit Form* to:

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:

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 35-30 days of the requested workshop dates will result in a \$1,000 additional fee to cover higher transportations costs for the instructor and logistical issues. Booking of a Special Request Workshops 29 days or less before the requested workshop dates will result in an additional fee of \$1,750.
6. All outstanding invoices must be paid before the final exams are graded and certification results are released.

Special Request Workshop Application

Company Name: _____

Billing Address: _____

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

Contact Person: _____

Contact's E-mail: _____

Contact's Phone Number: _____

Date range³: _____

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

1. 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 that my company will supply the following:

- Projector & screen, or a large-screen TV for presentation with HDMI input, an HDMI cable, & power source for the instructor to connect laptop.
- 6 ft table for instructor display materials and computer.
- 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.)
- 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 is working with the 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.

Special Request Workshop Fees (as of January 2024)

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 days	\$5,500	\$225	\$6,250	\$260	English		None
					Spanish		
Level 1&2 Unbonded PT Installer & Inspector- 3 days	\$8,750	\$250	\$9,750	\$290	English		None
					Spanish		
Level 2 Unbonded PT Installer & Inspector (Day 2-3)	\$5,500	\$225	\$6,250	\$260	English		Level 1 Unbonded PT Installation
					Spanish		
Level 1&2 Slab-on-Ground Installer & Inspector - 2 days	\$5,500	\$225	\$6,250	\$260	English		None
					Spanish		
Level 1&2 Unbonded PT Repair, Rehabilitation, & Strengthening - 2 days	\$6,000	\$225	\$6,750	\$260	English only		Level 1 Unbonded PT Installation
Level 1&2 Multistrand & Grouted PT Specialist - 3 days	\$11,000	\$305	\$12,000	\$315	English only		None
Level 1&2 Multistrand & Grouted PT Inspection (with PT Specialist) - 1 day	\$2,500	\$170	\$3,500	\$210	English only		Level 1&2 Multistrand & Grouted PT Specialist
Level 1&2 Multistrand & Grouted PT Inspection (stand alone) - 1 day	\$4,120	\$170	\$4,750	\$210	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.

***Workshops are available in English only, unless otherwise noted. Indicate Language Request: note that the instruction of the workshop will be taught in one language only. A bilingual workshop is 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 discouraged.

****The fee for special request workshops located outside of the continental US is dependent on the extra expense of shipping workshop materials, added time and expense for traveling.

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)