



Level One

MODULE 26101-08 – ORIENTATION TO THE ELECTRICAL TRADE

1. Describe the apprenticeship/training process for electricians.
2. Describe various career paths/opportunities one might follow in the electrical trade.
3. Define the various sectors of the electrical industry.
4. State the tasks typically performed by an electrician.
5. Explain the responsibilities and aptitudes of an electrician.

MODULE 26102-08 – ELECTRICAL SAFETY

1. Recognize safe working practices in the construction environment.
2. Explain the purpose of OSHA and how it promotes safety on the job.
3. Identify electrical hazards and how to avoid or minimize them in the workplace.
4. Explain safety issues concerning lockout/tagout procedures, confined space entry, respiratory protection, and fall protection systems.
5. Develop a task plan and a hazard assessment for a given task and select the appropriate PPE and work methods to safely perform the task.

MODULE 26103-08 – INTRODUCTION TO ELECTRICAL CIRCUITS

1. Define voltage and identify the ways in which it can be produced.
2. Explain the difference between conductors and insulators.
3. Define the units of measurement that are used to measure the properties of electricity.
4. Identify the meters used to measure voltage, current, and resistance.
5. Explain the basic characteristics of series and parallel circuits.

MODULE 26104-08 – ELECTRICAL THEORY

1. Explain the basic characteristics of combination circuits.
2. Calculate, using Kirchhoff's voltage law, the voltage drop in series, parallel, and series-parallel circuits.
3. Calculate, using Kirchhoff's current law, the total current in parallel and series-parallel circuits.
4. Using Ohm's law, find the unknown parameters in series, parallel, and series-parallel circuits.

MODULE 26105-08 – INTRODUCTION TO THE NATIONAL ELECTRICAL CODE®

1. Explain the purpose and history of the *NEC*®.
2. Describe the layout of the *NEC*®.
3. Demonstrate how to navigate the *NEC*®.
4. Describe the purpose of the National Electrical Manufacturers Association and the NFPA.
5. Explain the role of nationally recognized testing laboratories.

MODULE 26106-08 – DEVICE BOXES

1. Describe the different types of nonmetallic and metallic boxes.
2. Calculate the *NEC*® fill requirements for boxes under 100 cubic inches.
3. Identify the appropriate box type and size for a given application.
4. Select and demonstrate the appropriate method for mounting a given box.

MODULE 26107-08 – HAND BENDING®

1. Identify the methods for hand bending and installing conduit.
2. Determine conduit bends.
3. Make 90-degree bends, back-to-back bends, offsets, kicks, and saddle bends using a hand bender.
4. Cut, ream, and thread conduit.

MODULE 26108-08 – RACEWAYS AND FITTINGS

1. Identify and select various types and sizes of raceways and fittings for a given application.
2. Identify various methods used to fabricate (join) and install raceway systems.
3. Identify uses permitted for selected raceways.
4. Demonstrate how to install a flexible raceway system.
5. Terminate a selected raceway system.
6. Identify the appropriate conduit body for a given application.

MODULE 26109-08 – CONDUCTORS AND CABLES

1. From the cable markings, describe the insulation and jacket material, conductor size and type, number of conductors, temperature rating, voltage rating, and permitted uses.
2. Determine the allowable ampacity of a conductor for a given application.
3. Identify the *NEC*® requirements for color coding of conductors.
4. Install conductors in a raceway system.

MODULE 26110-08 – BASIC ELECTRICAL CONSTRUCTION DRAWINGS

1. Explain the basic layout of a set of construction drawings.
2. Describe the information included in the title block of a construction drawing.
3. Identify the types of lines used on construction drawings.
4. Using an architect's scale, state the actual dimensions of a given drawing component.
5. Interpret electrical drawings, including site plans, floor plans, and detail drawings.
6. Interpret equipment schedules found on electrical drawings.
7. Describe the type of information included in electrical specifications.

MODULE 26111-08 – RESIDENTIAL ELECTRICAL SERVICES

1. Explain the role of the National Electrical Code[®] in residential wiring and describe how to determine electric service requirements for dwellings.
2. Explain the grounding requirements of a residential electric service.
3. Calculate and select service-entrance equipment.
4. Select the proper wiring methods for various types of residences.
5. Compute branch circuit loads and explain their installation requirements.
6. Explain the types and purposes of equipment grounding conductors.
7. Explain the purpose of ground fault circuit interrupters and tell where they must be installed.
8. Size outlet boxes and select the proper type for different wiring methods.
9. Describe rules for installing electric space heating and HVAC equipment.
10. Describe the installation rules for electrical systems around swimming pools, spas, and hot tubs.
11. Explain how wiring devices are selected and installed.
12. Describe the installation and control of lighting fixtures.

MODULE 26112-08 – ELECTRICAL TEST EQUIPMENT

1. Explain the operation of and describe the following pieces of test equipment:
 - Voltmeter
 - Ohmmeter
 - Clamp-on ammeter
 - Multimeter
 - Megohmmeter
 - Motor and phase rotation testers
2. Select the appropriate meter for a given work environment based on category ratings.
3. Identify the safety hazards associated with various types of test equipment.

Level Two

MODULE 26201-08 – ALTERNATING CURRENT

1. Calculate the peak and effective voltage or current values for an AC waveform.
2. Calculate the phase relationship between two AC waveforms.
3. Describe the voltage and current phase relationship in a resistive AC circuit.
4. Describe the voltage and current transients that occur in an inductive circuit.
5. Define inductive reactance and state how it is affected by frequency.
6. Describe the voltage and current transients that occur in a capacitive circuit.
7. Define capacitive reactance and state how it is affected by frequency.
8. Explain the relationship between voltage and current in the following types of AC circuits:
 - RL circuit
 - RC circuit
 - LC circuit
 - RLC circuit
9. Explain the following terms as they relate to AC circuits:
 - True power
 - Apparent power
 - Reactive power
 - Power factor
10. Explain basic transformer action.

MODULE 26202-08 – MOTORS: THEORY AND APPLICATION

1. Define the following terms:
 - Controller
 - Duty cycle
 - Full-load amps
 - Interrupting rating
 - Thermal protection
 - NEMA design letter
 - Overcurrent
 - Overload
 - Power factor
 - Rated full-load speed
 - Rated horsepower
 - Service factor
2. Describe the various types of motor enclosures.
3. Explain the relationships among speed, frequency, and the number of poles in a three-phase induction motor.
4. Define percent slip and speed regulation.
5. Explain how the direction of a three-phase motor is changed.
6. Describe the component parts and operating characteristics of a three-phase wound-rotor induction motor.
7. Describe the component parts and operating characteristics of a three-phase synchronous motor.
8. Describe the design and operating characteristics of various DC motors.
9. Describe the methods for determining various motor connections.

10. Describe general motor protection requirements as delineated in the National Electrical Code® (NEC®).
11. Define the braking requirements for AC and DC motors.
13. Explain how the direction of rotation of a DC motor is changed.
14. Describe the design and characteristics of a DC shunt, series, and compound motor.
15. Describe dual-voltage motors and their applications.
16. Describe the methods for determining various motor connections.
17. Describe general motor protection requirements as delineated in the NEC®.

MODULE 26203-08 – ELECTRIC LIGHTING

1. Describe the characteristics of light.
2. Recognize the different kinds of lamps and explain the advantages and disadvantages of each type:
 - Incandescent
 - Halogen
 - Fluorescent
 - High-intensity discharge (HID)
3. Properly select and install various lamps in lighting fixtures.
4. Recognize and describe the installation requirements for various types of lighting fixtures:
 - Surface-mounted
 - Recessed
 - Suspended
 - Track-mounted
5. Recognize ballasts and describe their use in fluorescent and HID lighting fixtures.
6. Explain the relationship of Kelvin temperature to the color of light produced by a lamp.
7. Recognize basic occupancy sensors, photoelectric sensors, and timers used to control lighting circuits and describe how each device operates.

MODULE 26204-08 – CONDUIT BENDING

1. Describe the process of conduit bending using power tools.
2. Identify all parts of electric and hydraulic benders.
3. Bend offsets, kicks, saddles, segmented, and parallel bends.
4. Explain the requirements of the National Electrical Code® (NEC®) for bending conduit.
5. Compute the radius, degrees in bend, developed length, and gain for conduit up to six inches.

MODULE 26205-08 – PULL AND JUNCTION BOXES

1. Describe the different types of nonmetallic and metallic pull and junction boxes.
2. Properly select, install, and support pull and junction boxes and their associated fittings.
3. Describe the National Electrical Code® (NEC®) regulations governing pull and junction boxes.
4. Size pull and junction boxes for various applications.
5. Understand the NEMA and IP classifications for pull and junction boxes.
6. Describe the purpose of conduit bodies and Type FS boxes.

MODULE 26206-08 – CONDUCTOR INSTALLATIONS

1. Explain the importance of communication during a cable-pulling operation.
2. Plan and set up for a cable pull.
3. Set up reel stands and spindles for a wire-pulling installation.
4. Explain how mandrels, swabs, and brushes are used to prepare conduit for conductors.
5. Properly install a pull line for a cable-pulling operation.
6. Explain how and when to support conductors in vertical conduit runs.
7. Describe the installation of cables in cable trays.
8. Calculate the probable stress or tension in cable pulls.

MODULE 26207-08 – CABLE TRAY

1. Describe the components that make up a cable tray assembly.
2. Explain the methods used to hang and secure cable tray.
3. Describe how cable enters and exits cable tray.
4. Select the proper cable tray fitting for the situation.
5. Explain the *National Electrical Code*[®] (NEC[®]) requirements for cable tray installations.
6. Select the required fittings to ensure equipment grounding continuity in cable tray systems.
7. Interpret electrical working drawings showing cable tray fittings.
8. Size cable tray for the number and type of conductors contained in the system.

MODULE 26208-08 – CONDUCTOR TERMINATIONS AND SPLICES

1. Describe how to make a good conductor termination.
2. Prepare cable ends for terminations and splices and connect using lugs or connectors.
3. Train cable at termination points.
4. Understand the *National Electrical Code*[®] (NEC[®]) requirements for making cable terminations and splices.
5. Demonstrate crimping techniques.
6. Select the proper lug or connector for the job.

MODULE 26209-08 – GROUNDING AND BONDING

1. Explain the purpose of grounding and bonding and the scope of *NEC Article 250*.
2. Distinguish between a short circuit and a ground fault.
3. Define the *National Electrical Code*[®] requirements related to bonding and grounding.
4. Distinguish between grounded systems and equipment grounding.
5. Use *NEC Table 250.66* to size the grounding electrode conductor for various AC systems.
6. Explain the function of the grounding electrode system and determine the grounding electrodes to be used.
7. Define electrodes and explain the resistance requirements for electrodes using *NEC Section 250.56*.
8. Use *NEC Table 250.122* to size the equipment grounding conductor for raceways and equipment.
9. Explain the function of the main and system bonding jumpers in the grounding system and size the main and system bonding jumpers for various applications.
10. Size the main bonding jumper for a service utilizing multiple service disconnecting means.
11. Explain the importance of bonding equipment in clearing ground faults in a system.
12. Explain the purposes of the grounded conductor (neutral) in the operation of overcurrent devices.

MODULE 26210-08 – CIRCUIT BREAKERS AND FUSES

1. Explain the necessity of overcurrent protection devices in electrical circuits.
2. Define the terms associated with fuses and circuit breakers.
3. Describe the operation of a circuit breaker.
4. Apply the *National Electrical Code*[®] (*NEC*[®]) requirements for overcurrent devices.
5. Describe the operation of single-element and time-delay fuses.

MODULE 26211-08 – CONTROL SYSTEMS AND FUNDAMENTAL CONCEPTS

1. Describe the operating principles of contactors and relays.
2. Select contactors and relays for use in specific electrical systems.
3. Explain how mechanical contactors operate.
4. Explain how solid-state contactors operate.
5. Install contactors and relays according to the *NEC*[®] requirements.
6. Select and install contactors and relays for lighting control.
7. Read wiring diagrams involving contactors and relays.
8. Describe how overload relays operate.
9. Connect a simple control circuit.
10. Test control circuits.

Level Three

MODULE 26301-08 – LOAD CALCULATIONS– BRANCH AND FEEDER CIRCUITS

1. Calculate loads for single-phase and three-phase branch circuits.
2. Size branch circuit overcurrent protection devices (circuit breakers and fuses) for noncontinuous duty and continuous duty circuits.
3. Apply derating factors to size branch circuits.
4. Calculate ampacity for single-phase and three-phase loads.
5. Use load calculations to determine branch circuit conductor sizes.
6. Use *NEC Table 220.55* to calculate residential cooking equipment loads.
7. Select branch circuit conductors and overcurrent protection devices for electric heat, air conditioning equipment, motors, and welders.

MODULE 26302-08 – CONDUCTOR SELECTION AND CALCULATIONS

1. Select electrical conductors for specific applications.
2. Calculate voltage drop in both single-phase and three-phase applications.
3. Apply *National Electrical Code® (NEC®)* regulations governing conductors to a specific application.
4. Calculate and apply *NEC®* tap rules to a specific application.
5. Size conductors for the load.
6. Derate conductors for fill, temperature, and voltage drop.
7. Select conductors for various temperature ranges and atmospheres.

MODULE 26303-08 – PRACTICAL APPLICATIONS OF LIGHTING

1. Explain how the lighting terms lumen, candlepower, and footcandle relate to one another.
2. Classify lighting fixtures by type and application.
3. Identify the general lighting pattern produced by each type of fixture.
4. Identify the lighting requirements associated with lighting systems used in selected applications such as office buildings, schools, theaters, hazardous areas, etc.
5. Identify various dimming systems and their components.
6. Use manufacturers' lighting fixture catalogs to select the appropriate lighting fixtures for specific lighting applications.

MODULE 26304-08 – HAZARDOUS LOCATIONS

1. Define the various classifications of hazardous locations.
2. Describe the wiring methods permitted for branch circuits and feeders in specific hazardous locations.
3. Select seals and drains for specific hazardous locations.
4. Select wiring methods for Class I, Class II, and Class III hazardous locations.
5. Follow *National Electrical Code® (NEC®)* requirements for installing explosionproof fittings in specific hazardous locations.

MODULE 26305-08 – OVERCURRENT PROTECTION

1. Apply the key *National Electrical Code*[®] (*NEC*[®]) requirements regarding overcurrent protection.
2. Check specific applications for conformance to *NEC*[®] sections that cover short circuit current, fault currents, interrupting ratings, and other sections relating to overcurrent protection.
3. Determine let-through current values (peak and rms) when current-limiting overcurrent devices are used.
4. Select and size overcurrent protection for specific applications.

MODULE 26306-08 – DISTRIBUTION EQUIPMENT

1. Describe the purpose of switchgear.
2. Describe the four general classifications of circuit breakers and list the major circuit breaker ratings.
3. Describe switchgear construction, metering layouts, wiring requirements, and maintenance.
4. List *National Electrical Code*[®] (*NEC*[®]) requirements pertaining to switchgear.
5. Describe the visual and mechanical inspections and electrical tests associated with low-voltage and medium-voltage cables, metal-enclosed busways, and metering and instrumentation.
6. Describe a ground fault relay system and explain how to test it.

MODULE 26307-08 – TRANSFORMERS

1. Describe transformer operation.
2. Explain the principle of mutual induction.
3. Describe the operating characteristics of various types of transformers.
4. Connect a multi-tap transformer for the required secondary voltage.
5. Explain *National Electrical Code*[®] (*NEC*[®]) requirements governing the installation of transformers.
6. Compute transformer sizes for various applications.
7. Connect a control transformer for a given application.
8. Describe how current transformers are used in conjunction with watt-hour meters.

MODULE 26308-08 – COMMERCIAL ELECTRICAL SERVICES

1. Describe various types of electric services for commercial and industrial installations.
2. Read electrical diagrams describing service installations.
3. Select service-entrance equipment for various applications.
4. Explain the role of the *National Electrical Code*[®] in service installations.
5. Install main disconnect switches, panelboards, and overcurrent protection devices.
6. Identify the *National Electrical Code*[®] requirements and purposes of service grounding.
7. Describe single-phase and three-phase service connections.
8. Describe both wye- and delta-connected three-phase services.

MODULE 26309-08 – MOTOR CALCULATIONS

1. Size branch circuits and feeders for electric motors.
2. Size and select overcurrent protective devices for motors.
3. Size and select overload relays for electric motors.
4. Size and select devices to improve the power factor at motor locations.
5. Size motor short circuit protectors.
6. Size multi-motor branch circuits.
7. Size motor disconnects.

MODULE 26310-08 – VOICE, DATA, AND VIDEO

1. Define the different categories for voice-data-video (VDV) cabling systems.
2. Install raceways, boxes, and enclosures for VDV systems.
3. Interpret and apply *NEC*[®] requirements for installing and grounding VDV systems.
4. Explain the requirements for firestopping.

MODULE 26311-08 – MOTOR CONTROLS

1. Identify contactors and relays both physically and schematically and describe their operating principles.
2. Identify pilot devices both physically and schematically and describe their operating principles.
3. Interpret motor control wiring, connection, and ladder diagrams.
4. Select and size contactors and relays for use in specific electrical motor control systems.
5. Select and size pilot devices for use in specific electrical motor control systems.
6. Connect motor controllers for specific applications according to *National Electrical Code*[®] (*NEC*[®]) requirements.

Level Four

MODULE 26401-08 – LOAD CALCULATIONS – FEEDERS AND SERVICES

1. Size feeders and services in accordance with *National Electrical Code*[®] (NEC[®]) requirements.
2. Calculate loads and ampacities for single-phase and three-phase feeders.
3. Apply derating factors to size feeders.
4. Size feeder overcurrent protection devices (circuit breakers and fuses) for noncontinuous duty and continuous duty loads.
5. Apply tap rules.
6. Calculate loads for various residential and commercial applications.
7. Calculate loads for schools and other institutional projects.
8. Perform feeder and service calculations for farms.
9. Calculate the power and supply feeders for marinas and boatyards.
10. Calculate electric motor loads on feeders.

MODULE 26402-08 – HEALTH CARE FACILITIES

1. List the types of electrical distribution systems used in the medical industry.
2. Describe the categories and branch portions of the distribution circuits.
3. List the items allowed in the life safety branch and critical branch.
4. Describe the ground fault protection required to ensure a safe environment.
5. List the required wiring methods in a health care facility.
6. Explain the application of special wiring devices in critical care locations.
7. Describe the requirements for the installation of specialty equipment.
8. Describe the applications of isolated power systems.

MODULE 26403-08 – STANDBY AND EMERGENCY SYSTEMS

1. Explain the basic differences between emergency systems, legally required standby systems, and optional standby systems.
2. Describe the operating principles of an engine-driven standby AC generator.
3. Describe the different types and characteristics of standby and emergency generators.
4. Recognize and describe the operating principles of both automatic and manual transfer switches.
5. Recognize the different types of storage batteries used in emergency and standby systems and explain how batteries charge and discharge.
6. For selected types of batteries, describe their characteristics, applications, maintenance, and testing.
7. Recognize double-conversion and single-conversion types of uninterruptible power supplies (UPSs) and describe how they operate.
8. Describe the *National Electrical Code*[®] (NEC[®]) requirements that pertain to the installation of standby and emergency power systems.

MODULE 26404-08 – BASIC ELECTRONIC THEORY

1. Identify electronic system components.
2. Describe the electrical characteristics of solid-state devices.
3. Describe the basic materials that make up solid-state devices.
4. Describe and identify the various types of transistors and explain how they operate.
5. Interpret electronic schematic diagrams.
6. Describe and connect diodes.
7. Describe and connect light-emitting diodes (LEDs).
8. Describe how to connect silicon-controlled rectifiers (SCRs).
9. Identify the leads of various solid-state devices.

MODULE 26405-08 – FIRE ALARM SYSTEMS

1. Define the unique terminology associated with fire alarm systems.
2. Describe the relationship between fire alarm systems and life safety.
3. Explain the role that various codes and standards play in both commercial and residential fire alarm applications.
4. Describe the characteristics and functions of various fire alarm system components.
5. Identify the different types of circuitry that connect fire alarm system components.
6. Describe the theory behind conventional, addressable, and analog fire alarm systems and explain how these systems function.

MODULE 26406-08 – SPECIALTY TRANSFORMERS

1. Identify three-phase transformer connections.
2. Identify specialty transformer applications.
3. Size and select buck-and-boost transformers.
4. Calculate and install overcurrent protection for specialty transformers.
5. Ground specialty transformers in accordance with *National Electrical Code*[®] (*NEC*[®]) requirements.
6. Calculate transformer derating to account for the effects of harmonics.

MODULE 26407-08 – ADVANCED CONTROLS

1. Select and install solid-state relays for specific applications in motor control circuits.
2. Install non-programmable/programmable motor circuit protectors (solid-state overload relays) in accordance with the manufacturer's instructions.
3. Select and install electromechanical and solid-state timing relays for specific applications in motor circuits.
4. Recognize the different types of reduced-voltage starting motor controllers and describe their operating principles.
5. Connect and program adjustable frequency drives to control a motor in accordance with the manufacturer's instructions.
6. Demonstrate and/or describe the special precautions used when handling and working with solid-state motor controls.
7. Recognize common types of motor braking and explain the operating principles of motor brakes.
8. Perform preventive maintenance and troubleshooting tasks in motor control circuits.

MODULE 26408-08 – HVAC CONTROLS

1. Identify the major mechanical components common to all HVAC systems.
2. Explain the function of a thermostat in an HVAC system.
3. Describe different types of thermostats and explain how they are used.
4. Demonstrate the correct installation and adjustment of a thermostat using proper siting and wiring techniques.
5. Explain the basic principles applicable to all control systems.
6. Identify the various types of electromechanical and electronic HVAC controls, and explain their function and operation.
7. State the *National Electrical Code*[®] (*NEC*[®]) requirements applicable to HVAC controls.

MODULE 26409-08 – HEAT TRACING AND FREEZE PROTECTION

1. Identify and describe the purpose of electric heat tracing equipment used with pipelines and vessels.
2. Select, size, and install electric heat tracing equipment on selected pipelines and vessels in accordance with the manufacturer's instructions and *National Electrical Code*[®] (*NEC*[®]) requirements.
3. Identify and describe the purpose of electric heating equipment used with roof, gutter, and downspout de-icing systems.
4. Select, size, and install selected roof, gutter, and downspout de-icing systems in accordance with the manufacturer's instructions and *NEC*[®] requirements.
5. Identify and describe the purpose of electric heating equipment used with snow-melting and anti-icing systems.
6. Select, size, and install selected snow-melting and anti-icing systems in accordance with the manufacturer's instructions and *NEC*[®] requirements.
7. Identify and describe the purpose of electric heat tracing equipment used with domestic hot-water temperature maintenance systems.
8. Select, size, and install selected electric heat traced domestic hot-water systems in accordance with the manufacturer's instructions and *NEC*[®] requirements.
9. Identify and describe the purpose of electric floor heating/warming systems.
10. Select, size, and install selected electric floor heating/warming systems in accordance with the manufacturer's instructions and *NEC*[®] requirements.

MODULE 26410-08 – MOTOR OPERATION AND MAINTENANCE

1. Recognize the factors related to motor reliability and life span.
2. Measure motor winding insulation resistance and compensate for temperature.
3. Identify motors needing replacement.

MODULE 26411-08 – MEDIUM-VOLTAGE TERMINATIONS/SPLICES

1. Select the proper materials and tools for medium-voltage terminations and splices.
2. Prepare medium-voltage cable for terminations and splices.
3. Complete cable assemblies using terminations and splices.
4. Inspect and test medium-voltage terminations and splices.

MODULE 26412-08 – SPECIAL LOCATIONS

1. Identify and select equipment, enclosures, devices, and wiring methods approved by the current *NEC*[®] for the following special occupancies or installations:
 - Places of assembly
 - Theaters
 - Carnivals, circuses, and fairs
 - Agricultural buildings
 - Marinas and boatyards
 - Temporary wiring
 - Office partitions
 - Swimming pools, fountains, hot tubs, and similar installations
 - Natural and manmade bodies of water
2. Comply with *NEC*[®] requirements regarding equipotential planes as they refer to bonding and grounding in water-related installations.
3. Determine electrical datum planes in water-related installations.

MODULE 26413-08 – INTRODUCTORY SKILLS FOR THE CREWLEADER

Chapter One

1. Discuss the growth and economic conditions of the construction industry.
2. Describe how workers' values have changed over the years.
3. Explain the importance of training for construction industry personnel.
4. List the new technologies available, and discuss how they are helpful to the construction industry.
5. Identify the gender and minority issues associated with a changing workforce.
6. Describe what employers can do to prevent workplace discrimination.
7. Differentiate between formal and informal organizations.
8. Describe the difference between authority and responsibility.
9. Explain the purpose of job descriptions and what they should include.
10. Distinguish between company policies and procedures.

Chapter Two

1. Explain the role of a crew leader.
2. List the characteristics of effective leaders.
3. Be able to discuss the importance of ethics in a supervisor's role.
4. Identify the three styles of leadership.
5. Describe the forms of communication.
6. Explain the four parts of verbal communication.
7. Demonstrate the importance of active listening.
8. Illustrate how to overcome the barriers to communication.
9. List some ways that supervisors can motivate their employees.
10. Explain the importance of delegating and implementing policies and procedures.
11. Differentiate between problem solving and decision making.

Chapter Three

1. Demonstrate an understanding of the importance of safety.
2. Give examples of direct and indirect costs of workplace accidents.
3. Identify safety hazards of the construction industry.
4. Explain the purpose of the Occupational Safety and Health Act (OSHA).
5. Discuss OSHA inspection programs.
6. Identify the key points of a safety program.
7. List the steps to train employees on how to perform new tasks safely.
8. Identify a supervisor's safety responsibilities.
9. Explain the importance of having employees trained in first aid and Cardio-Pulmonary Resuscitation (CPR) on the job site.
10. Describe the signals of substance abuse.
11. List the essential parts of an accident investigation.
12. Describe the ways to maintain employee interest in safety.

Chapter Four

1. Describe the three phases of a construction project.
2. Define the three types of project delivery systems.
3. Define planning and describe what it involves.
4. Explain why it is important to plan.
5. Describe the two major stages of planning.
6. Explain the importance of documenting one's work.
7. Describe the estimating process.
8. Explain how schedules are developed and used.
9. Identify the two most common schedules.
10. Explain short-interval production scheduling (SIPS).
11. Describe the different costs associated with building a job.
12. Explain the supervisor's role in controlling costs.
13. Illustrate how to control the main resources of a job: materials, tools, equipment, and labor.
14. Define the terms production and productivity and explain why they are important.

Level Five – Managing Electrical Hazards

MODULE 26501-09 – MANAGING ELECTRICAL HAZARDS

1. Identify types of electrical hazards and locations, and explain related safety guidelines and terms.
2. Recognize and explain hazard boundaries.
3. Explain employer and employee responsibilities in recognizing and managing electrical hazards.
4. List common factors that lead to electrical incidents and explain the importance of using appropriate procedures and safe work practices.
5. Analyze the electrical hazards of a given task, plan the job, and complete an electrical work permit request.
6. Select, inspect, and maintain personal protective equipment (PPE) and test equipment used for electrical work.
7. Explain how to create an electrically safe work condition.

