

Newly Elected Officials, Building Code Officials, Roadmasters, Secretaries & Administrators: Don't Miss These Special Workshops



From the Uniform Construction Code to road issues, QuickBooks, and training for municipal secretaries and administrators, these workshops offer something for everyone. Complete the registration form on the back of this page and submit to PSATS with your payment, if applicable, to reserve your seat in these popular workshops. **The sessions will be held on Sunday, April 18, with one exception: BCO 203 (*Permit Counter: Skills and Strategies for the Front Line*) will be held on Monday, April 19.**

Pa. Construction Codes Academy Workshops

Uniform Construction Code for the Newly Elected Official — Sunday, 8:30 a.m.-noon; additional \$50 fee

Learn everything you need to know about the Uniform Construction Code, which regulates most construction in Pennsylvania. The instructor will discuss the township official's role in enforcing the UCC, as well as exemptions, permits, inspections, certificates of occupancy, certification requirements, records management, Right-to-Know issues, and the municipal appeals board.

Registration fee includes course materials and refreshments.

Three UCC continuing education credit hours awarded.

An Introduction to Post-Frame Construction — Sunday, 8:30 a.m.-4:30 p.m. (additional \$125 fee)

In this basic course on post-frame building systems, instructors will define their unique features and relationship with the International Building Code. Topics include critical load paths for transfer of loads to the ground and their structural requirements, wood sidewall posts, post foundations, key connections, lateral bracing, and roof sheathing. A mock pre-construction plan review of a real-world project and a mock building inspection of a post-frame project during construction will help illustrate the concepts.

Registration fee includes course materials, lunch, and refreshments.

Six UCC continuing education credit hours awarded.

BCO 202: Customer Service for Code Administration — Sunday, 8:30 a.m.-4:30 p.m. (additional \$125 fee)

Explore the importance of good customer service in the code administration office. The instructor will discuss interpersonal skills, including one-on-one, telephone, and e-mail contact; explaining basic code requirements to the public; reading construction documents; maintaining records; and processing permits.

Registration fee includes course materials, lunch, and refreshments.

Six UCC continuing education credit hours awarded.

How Existing Commercial Buildings Are Regulated by the Uniform Construction Code — Sunday, 1-4:30 p.m. (additional \$65 fee)

Learn about some of the more difficult UCC applications to existing buildings, including what change of occupancy is and when it should be applied, building code requirements for change of ownership and/or tenant, how to stay on top of changes in a commercial structure, the difference between "legally occupied" and "uncertified," applying the UCC to uncertified buildings, and accessibility requirements.

Registration fee includes course materials and refreshments.

Three UCC continuing education credit hours awarded.

BCO 203: The Permit Counter: Skills and Strategies for the Front Line — Monday, 8 a.m.-4:30 p.m. (additional \$125 fee)

Explore the importance of front counter staff as the public's first contact with a building code department and how to provide the highest level of technical and customer service. Instructors will discuss basic technical concepts, legal aspects of code enforcement, and administrative practices. Case studies and team exercises will be used to give participants practical experience in the concepts that are discussed.

Registration fee includes course materials, lunch, and refreshments.

Six UCC continuing education credit hours awarded.

*Please turn over
for more course
descriptions &
registration form.*



QuickBooks: Intermediate Training

Payroll Transactions, Municipal-Style: Intermediate-Level QuickBooks Training — Sunday, 9 a.m.-4 p.m. (additional \$75 fee)

This will help intermediate-level QuickBooks users streamline and simplify the payroll process; track important data, such as sick and vacation pay, employee information, year-to-date figures, and tax liabilities; print important federal forms with a few keystrokes; export payroll information into Microsoft Excel; and generate reports for payroll auditing.

Note: This is a textbook-based course, not a computer lab.

Registration fee includes course materials, lunch, and refreshments.

Focus on Secretaries and Administrators

Basic Training for Municipal Secretaries and Administrators — Sunday, 8:30 a.m.-3:30 p.m. (additional \$80 fee)

This full-day workshop will help new and veteran municipal secretaries understand and carry out their responsibilities more effectively. Topics will include records and filing; advertising requirements; meetings and minutes; ordinances and resolutions; purchasing, budgeting, and financial reporting; and the Sunshine Law, Open Records Law, Fair Labor Standards Act, and the state-wide building code.

Registration fee includes course materials, lunch, and refreshments.

Roadmasters Roundtable

Roadmasters Roundtable — Sunday, 1-2:30 p.m. (no additional fee)

Not long ago, roadmasters primarily plowed roads, erected signs, and patched potholes. In today's world of technology, dwindling resources, and increasing legal requirements, a roadmaster must be an expert in many areas. This session will deliver a lively and practical discussion of real-world road issues from the people who work on them every day.

Township Secretaries and Managers Question-and-Answer Session — Sunday, 3:30-4:30 p.m. (no additional fee)

This annual conference favorite will give township secretaries, administrators, and managers the opportunity to ask questions and share ideas with a panel of their peers.

Take advantage of this hour-long session to share your knowledge and gain some new insights in this unique setting.

SPECIAL WORKSHOP REGISTRATION FORM

To register, mail this form, with a check made payable to "PSATS," to PSATS, 4855 Woodland Drive, Enola, PA 17025. If paying by credit card, you may fax this form to PSATS at (717) 763-9732.

Please specify which workshop(s) you are registering for, the number attending, and the amount of payment included:

- Uniform Construction Code for the Newly Elected Official @ \$ 50 each = \$ _____
- An Introduction to Post-Frame Construction @ \$125 each = \$ _____
- BCO 202: Customer Service for Code Administration..... @ \$125 each = \$ _____
- How Existing Commercial Buildings Are Regulated by the Uniform Construction Code @ \$ 65 each = \$ _____
- BCO 203: The Permit Counter: Skills and Strategies for the Front Line @ \$125 each = \$ _____
- Payroll Transactions, Municipal-Style: Intermediate-Level QuickBooks Training @ \$ 75 each = \$ _____
- Roadmasters Roundtable *No additional fee*
- Basic Training for Municipal Secretaries and Administrators..... @ \$ 80 each = \$ _____
- Township Secretaries and Managers Question-and-Answer Session..... *No additional fee*

Check enclosed



We do NOT accept American Express.

TOTAL ENCLOSED: = \$ _____

Name(s) _____

Township _____ County _____

Address _____

City _____ State _____ Zip _____

Daytime Phone (_____) _____ E-mail _____

If paying with a credit card, please complete the following:

Card Number: _____ Valid Through: ____ / ____ Fax: (_____) _____

Name on Card _____ Cardholder's Signature _____

Billing Address _____

Questions? Call PSATS at (717) 763-0930.