

# Minnesota Builders Exchange



## Fall 2017 Document Reading Course

A 4 week, 8 session course entitled "Introduction to Understanding and Using Construction Documents" will be offered by the Minnesota Builders Exchange. The classes will meet in the MBEX plan room Monday and Tuesday evenings beginning September 25, 2017. The course is scheduled from 5:30 - 8:00 p.m., with specific questions and answers from 8:00 - 8:30 p.m. The instructor will be Tim Gnitka, CDT- Tim is certified through the Construction Specifications Institute in Construction Documentation Technology (CDT) and has over 20 years of experience teaching and creating construction documents.

**\*NEW\* EARN APPROVED CONTINUING EDUCATION CREDITS**  
**Attend all 8 sessions, receive 16 continuing education credits!**

Session 1	September 25	Bid Documents- Drawings and Specifications
Session 2	September 26	Construction Documents and Scopes of Work
Session 3	October 2	Site Work, Concrete/masonry and Foundations
Session 4	October 3	Exterior Finishes and Systems
Session 5	October 9	Roof Systems
Session 6	October 10	Doors, Windows, Hardware and Specialties
Session 7	October 16	Interior Finishes- Cabinetry and Painting
Session 8	October 17	Plumbing, Mechanical and Electrical Systems

**\$160 per MBEX member | \$320 non-member | no refunds**  
**Registration deadline: September 21, 2017**  
**Payments processed after class minimum met (15 students)**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

*Contact listed will receive two (2) emailed confirmations of registration prior to class.*

*First email to confirm receipt of registration. Second email to confirm class minimum and processing of payment.*

**Names of attendees (please print legibly). Use separate registration forms for additional attendees.**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Attendees @ \$160/each (\$320 non-member) = \$ \_\_\_\_\_ TOTAL

Payment (select one):

check (enclosed)

credit card (VISA or Mastercard)

Card number: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Exp. date: \_\_\_\_\_

**Return this form and payment by Thursday, September 21, 2017 to:**

Minnesota Builders Exchange- 1123 Glenwood Ave • Mpls, MN 55405 | Fax: 612-381-2621 | email: jills@mbex.org