



Consulting Engineers of Ontario (CEO) and the Ministry of Transportation (MTO) will be holding a Road Construction Contract Administrator Policy and Procedure Course for consultants working on MTO Contract Administration assignments on February 20 to 21, 2007.

**February 20, 2007**

11:30 a.m. - Registration and Lunch  
12:30 p.m. to 5 p.m. - Course

**February 21, 2007**

7:30 a.m. - Breakfast  
8:30 a.m. to 4:30 p.m. - Course (lunch will be provided)

**Who Should Attend**

This course is aimed at road construction contract administrators (rcca) designation holders and is a requirement to maintain your designation (rcca). **(NB: All OACETT members with the rcca designation are required to complete the Road Construction Contract Administrator Policy and Procedures Course every 3 years.)**

**Purpose**

This course is designed to update consulting engineering personnel on recent changes in policies and procedures relevant to MTO Contract Administration Assignment. This course is also relevant for MTO personnel with responsibilities for consultant assignments and contractors.

**Topics**

Examples of some of the topics to be covered during this course are:

- Quality Control Compliance / QVE
- SP 206S03 Specification for Grading
- Concrete Mix Designs Submission Format and Review
- Concrete Removal
- Progress and Final Payment Guidelines Document
- Revised Hot Mix ERS SP
- Environmental - OPSS 180
- Change Orders - When and Why? / The CAS Software
- Latest Version CAITM - CA Agreement Obligations
- New General Conditions

**Cost**

Course registration fee includes printed material and meals.

**Up to 5 p.m. on January 12, 2007**  
**Early Bird Rate**  
\$530 (includes GST)

**After 5 p.m. on January 12, 2007**  
**Regular Rate**  
\$609.50 (includes GST)

**PLEASE NOTE: *Cancellations not received by February 5, 2007 and no-shows will be invoiced for the full amount. CEO must receive course registration fee at least one week prior to the course start date - no exceptions.***

**Location**

Travelodge - 925 Dixon Road, Toronto, M9W 1J9 (416) 674-2222  
Regular Room Rate: \$94 per night  
Business Class Room Rate: \$104 per night

**PLEASE NOTE: *Students are responsible for their own accommodation.***

**NB: *CERTIFICATES WILL BE ISSUED UPON COMPLETION OF COURSE AND RECEIPT OF PAYMENT.***



FEBRUARY 20-21, 2007  
TRAVELODGE HOTEL - TORONTO

*Please complete and fax this form to (416) 620-5803*

Legal Name: \_\_\_\_\_

Name as to Appear on Name Badge: \_\_\_\_\_

OACETT # \_\_\_\_\_

Current Employer: \_\_\_\_\_

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

\_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Dietary Restrictions/Concerns: \_\_\_\_\_

Would you like a copy of your certificate sent to OACETT  Yes  No

CEO Contract Administration Certificate # \_\_\_\_\_