**Topic Agenda**

**Class Type** (ex: 10-hour construction):

**Location** (street address, city, state, zip):

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| **Date** | **Time***ex: 8:00 am – 9:15 am* | **Topic/Break***ex: Confined Spaces, Lunch, Break* | **Notes***ex: guest instructor* |
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Remember:

* Limit of 7.5 hours of active training time and 10 hours of total time for each training session
* Minimum of 10-min break for every two consecutive hours of training and 30-min meal break for every six hours of training
* Breaks, meal times, administrative activities (testing, taking attendance, evaluations, etc.) cannot count towards final 10 or 30 hours

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