Topic Agenda

Class Type (ex: 10-hour construction):

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

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

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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