

Detailed Topic Outline

Course Name (ex: 10-hour construction):

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

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

- 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*