



**Winter/Spring 2019
Program Information Handbook**

Schedule of Courses & Registration Information/Applications

The **MDX for Business Program** is comprised of three major components :

- Educational Program
- Career Enhancement Program
- Annual MDX for Business Conference

Certified Small Businesses are those firms certified by Miami-Dade County under either one of the following programs:

- Small Business Enterprise - Architectural and Engineering (SBE/AE)
- Small Business Enterprise - Construction (SBE/CONS)
- Small Business Enterprise - Goods and Services (SBE/GS)

Certified Local Businesses are those firms certified by MDX under its Local Business Participation Policy.

Following are the requirements and fees associated with each course. To find out more about the MDX for Business Program or if you have any questions regarding participation, please feel free to contact the MDX Procurement Department at MDX4Business@MDXWay.com or call (305) 637-3277.

EDUCATIONAL PROGRAM

In today's competitive business environment, education and technical training are priceless assets that can give small businesses a competitive edge. The goal of the Educational Program component of MDX for Business is to ensure that a strong pool of qualified and skilled small businesses are available to compete or partner with larger firms to pursue MDX contracts and opportunities with other agencies. To achieve this goal, MDX offers technical courses and workshops at a free or reduced cost to those who qualify.

These courses are offered through our strategic partnership with various public and private organizations.

Interested individuals must complete the Educational Program Application found at the end of this handbook in order for MDX to determine eligibility and reserve a seat for a course. The courses are offered free of charge to those firms that are Certified Small Businesses and individuals who qualify under the Career Enhancement Program guidelines. MDX Certified Local Businesses must pay a nominal fee to participate.

CAREER ENHANCEMENT PROGRAM

MDX has designed the Career Enhancement Program to provide free technical certifications and administrative skills to unemployed individuals in the transportation and ancillary industry. The Career Enhancement Program is intended to enhance the qualifications of these individuals in order for them to become more competitive in the job market. The courses are offered free of charge to all individuals who qualify under this program.

In order to be eligible under the Career Enhancement Program, applicants must meet the following criteria:

- Must be out of work for a minimum of 6 months prior to the date of a submitted application. And, if the applicant was let go, it can only be for one of the following reasons:
 - Laid off
 - Workforce reduction
 - Job hired for was completed
 - Firm or business closed or relocated
- Must have a minimum of 5 years of experience in their industry.
- Must provide a letter of recommendation or character reference - preferably from a former employer.

Interested individuals must complete the Career Enhancement Program Application found at the end of this handbook and provide the supporting documentation referenced above, in order for MDX to determine eligibility and reserve a seat in a course. Please refer to each individual course page for additional information.

MDX will review applications and consider several criteria before accepting an application. Additional criteria may apply to a specific Program and/or course; however, general application requirements apply as described below:

- Applications will be considered on a first-come, first-serve basis.
- Seats are guaranteed upon receipt of the course deposit. Please refer to the following page, Deposits and Fees, for details.
- Firms may submit applications for up to two applicants for the same course. However, when submitting more than one application, the first choice for attendance will need to be identified. Upon application approval and receipt of the course deposit, MDX will register the first choice applicant and place the second applicant on a waiting list.
- MDX will verify the firm's Small Business and/or Local Business certifications.
- Firms submitting applications for training courses under the Educational Program must provide services related to the course, and demonstrate how the training will have a direct benefit to the operations and potential new business development of the firm. A brief explanation shall be submitted in writing with each application.

- **Certified Small Businesses:**

Courses are offered **free of charge** to all Certified Small Businesses. However, a refundable deposit of \$100/person is required for each course. Following application approval, deposits must be received by MDX in order to guarantee the applicant's seat. Deposits are **fully refundable** as long as the attendee completes the course in its entirety, or cancels his/her reserved seat in writing no later than 12:00 PM on the day of the course application deadline. Deposits from firms/applicants who do not attend the course, do not complete it, or do not cancel a reserved seat within the allowable grace period will not be refunded.

- **MDX Certified Local Businesses:**

Courses are offered to MDX Certified Local Businesses at specified discounted fees listed on each of the course information pages. Following application approval, payment of the course fees must be received by MDX in order to guarantee the applicant's seat. These fees are non-refundable, unless cancellations are made in writing no later than 12:00 PM on the day of the course application deadline. Payments from firms/applicants who do not attend the course, do not complete it, or do not cancel a reserved seat within the allowable grace period will not be refunded.

- **Unemployed Individuals:**

Courses are offered free of charge to qualified unemployed individuals under the Career Enhancement Program. No deposit is required, however, applicants are subject to eligibility.

- **Non-Certified Applicants:**

Non-certified Applicants will only be considered if space is available. Certified Small Businesses and Local Businesses, and unemployed individuals will be given priority in case of space limitation. Courses are offered to non-certified businesses at the specified fees listed on each of the course information pages. Following application approval, payment of the course fees must be received by MDX in order to guarantee the applicant's seat. These fees are non-refundable, unless cancellations are made in writing no later than 12:00 PM on the day of the course application deadline. Payments from firms/applicants who do not attend the course, do not complete it, or do not cancel a reserved seat within the allowable grace period will not be refunded.

Check or cash are the only forms of payment accepted. Checks shall be made payable to MDX and mailed or delivered to the address provided in the section titled Contact Information. All cash payments of deposits/fees must be hand-delivered, and a receipt will be provided. MDX will notify applicants when they are approved and coordinate payment of deposits or fees at that time.

PLEASE DO NOT SEND DEPOSITS OR FEES WITH THE APPLICATION!

Interested firms/individuals must fill out the appropriate application form which can be found at the back of this handbook. Applications can also be obtained online at www.MDXWay.com. Once your application is complete, you may e-mail it to MDX4Business@MDXWay.com.

Following is information, including dates and deadlines, for all the courses scheduled to-date. Additional courses may be scheduled throughout the year.

If you haven't done so yet, please make sure to register as a Vendor with MDX to ensure receiving information on all courses schedule throughout the year. Login to www.MDXWay.com to register.

For additional information, please contact the MDX Procurement Department at MDX4Business@MDXWay.com or (305) 637-3277.

FINANCE FOR NON-FINANCIAL MANAGERS/QUICKBOOKS

Quickbooks 2015 Level 1 – Learn how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimate; and generate reports.

Finance for Non-Financial Managers – Learn important techniques in interpreting financial statements, forecasting cashflow, obtaining venture capital, leasing vs. purchasing, and other important concepts affecting a successful business.

Fee:

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$183.00/attendee
- Non-certified businesses - \$366.00/attendee

FINANCE FOR NON-FINANCIAL MANAGERS/QUICKBOOKS

Time	Application Deadline	Location
8:00 a.m. – 4:00 p.m.	February 13, 2019	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

This is a four day course to be held on the following dates:

- February 20, 2019
- February 27, 2019
- March 6, 2019
- March 13, 2019

Limited to 15 participants and registration is on a first-come, first-serve basis.

CONSTRUCTION LAW

Date	Time	Application Deadline	Location
February 28, 2019	9:00 a.m. to 11:00 a.m.	February 21, 2019	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

Fee:

- NO FEES

Construction contract confusion? Lamenting liquidated damages? Funding frustration? Lien and bond bewilderment? Then come to this two (2) hours interactive workshop hosted by Board Certified Construction Lawyer Alex Barthet where he will guide you through the construction contract and payment process. Alex will start by examining the most deadly contract provisions that you need to avoid (pay-when-paid, indemnification, liquidated damages....), as well as suggesting alternative language to minimize your risk. He will then move on to lien and payment bonds basics and best practices so you can secure your right to be paid. He will conclude with a list of tips and tricks he has developed over the 20 years of his construction law practice. Don't miss this opportunity to learn how to make 2019 your best year ever.

Limited to 15 participants and registration is on a first-come, first-serve basis.

PROJECT MANAGEMENT

Each participant will develop a project throughout the course and present at the final session to the group.

Session 1: Project Management Overview (what is project management, basic framework, understanding project management's role in organizational growth)

Session 2: Planning a Project (defining a project, key principles of project planning and developing a plan)

Session 3: Developing the Work Breakdown Structure--WBS (Why WBS is an important tool, avoiding common mistakes, what makes an effective WBS)

Session 4: Project Control (principles of an effective project control system, understanding Earned Value Management, and principles of project status reporting)

Session 5: Project Execution & Presentation (Leading a project vs. managing a project, common behaviors of successful project leaders, and closing out the project). Participants will present their final projects explaining the use of project management principles.

Fee:

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$153.00/attendee
- Non-certified businesses - \$305.00/attendee

PROJECT MANAGEMENT

Time	Application Deadline	Location
9:00 a.m. – 1:00 p.m.	March 27, 2019	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

This course is a five day course to be held on the following dates:

- April 3, 2019
- April 10, 2019
- April 24, 2019
- May 8, 2019
- May 22, 2019

Limited to 15 participants and registration is on a first-come, first-serve basis.

CERTIFIED FIBER OPTIC TECHNICIAN (CFOT) PROGRAM

This classroom and hands-on lab covers the knowledge and skills needed by fiber optic technicians involved in the design, installation or operation of fiber optic networks used in transportation, fire alarm, communications, video and municipal applications.

The program covers the following topics:

- Introduction to fiber optics
- How fiber optics is used for communications with an emphasis on metropolitan networks and intelligent highway systems
- How fiber optic links and networks work
- Components used in a fiber optic cable plant
 - Optical fiber types and applications
 - Fiber optic cables
 - Fiber optic splices
 - Fiber optic terminations
 - Cable plant installation hardware
- Testing fiber optic components and cable plants
- Designing fiber optic networks
- Installing fiber optic network

CERTIFIED FIBER OPTIC TECHNICIAN (CFOT) PROGRAM

Time	Application Deadline	Location
8:00 a.m. – 5:00 p.m.	March 30, 2019	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

This course is a three day course to be held on the following dates:

- May 1, 2019
- May 2, 20169
- May 3, 2019

Prerequisite:

Students are required to take an online self-study program before attending class. Individuals that have not taken the program will not be allowed in the class and will forfeit their deposit/payment. More information will be provided at time of registration.

CERTIFIED FIBER OPTIC TECHNICIAN (CFOT) PROGRAM

Fee:

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$825.00/attendee
- Non-certified businesses - \$1,650/attendee

Who should attend:

This certification program is intended for practitioners that are directly or indirectly involved with the installation, maintenance or design of intelligent transportation systems, traffic control, fire alarm, communications, video, municipal, specialized protocols or any other fiber related networks or programs.

Limited to 8 participants and registration is on a first-come, first-serve basis.

TEMPORARY TRAFFIC CONTROL (TTC) - INTERMEDIATE

Date	Time	Application Deadline	Location
May 15-16, 2019	8:00 a.m. to 5:00 p.m.	May 6, 2019	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

Fee:

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$113.00/attendee
- Non-certified businesses - \$225.00/attendee

Who should attend:

This course is required for all persons with duties that include any of the following activities:

- Responsible for supervising the installation, removal and field maintenance of temporary traffic control devices, excluding temporary barriers, end treatments and crash cushions.
- Inspection of the placement or operational function of temporary traffic control devices, excluding temporary barriers, end treatments and crash cushions.

For more information on the requirements of this course, please visit:

<http://www.fdot.gov/roadway/TTC/Temporary-Traffic-Control-Training-Handbook.pdf>

Limited to 15 participants and registration is on a first-come, first-serve basis.

TEMPORARY TRAFFIC CONTROL (TTC) - ADVANCED

Date	Time	Application Deadline	Location
June 4-5, 2019	8:00 a.m. to 5:00 p.m.	May 24, 2019	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

Fee:

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$213.00/attendee
- Non-certified businesses - \$425.00/attendee

Who should attend:

This course is required for personnel with responsibility and authority to decide on the specific temporary traffic control (TTC) devices to be implemented. These positions include the following:

- The professional engineer responsible for the development of the Transportation Management Plan (TMP) and design of the TTC Plan.
- The Worksite Traffic Supervisor.
- Personnel responsible for supervising the installation, removal and field maintenance of TTC devices, including temporary barriers, end treatments and crash cushions.
- Personnel responsible for inspection of the placement or operational function of TTC devices, including temporary barriers, end treatments and crash cushions.

For more information on the requirements of this course, please visit:

<http://www.fdot.gov/roadway/TTC/Temporary-Traffic-Control-Training-Handbook.pdf>

Limited to 15 participants and registration is on a first-come, first-serve basis.

Your comments and suggestions are important to MDX! We encourage you to share them with us.
We look forward to seeing you at an MDX for Business course and/or Annual Conference.

Contact the MDX Procurement Department
3790 N.W. 21 Street
Miami, FL 33142
MDX4Business@MDXWay.com.

305.637.3277

Visit
www.MDXWay.com

#MDXWay





EDUCATIONAL PROGRAM APPLICATION

Course Name: _____

Course Date: _____

Name of Applicant: _____

Job Title: _____

E-mail Address: _____

Telephone Number: _____ Facsimile: _____

Name of Applicant's Firm: _____

Main Office Address: _____

Business Certification (A copy of certification letter shall accompany this Application)

SBE/AE SBE/CONS SBE/GS

MDX Certified Local Business Non-Certified Business

Types of Services/Goods provided by Applicant:

Describe benefit of the course to the Applicant:

MDX reserves the right to reject any application for any reason, at its sole discretion. Applications are considered on a first-come, first-serve basis. Courses have limited space capacity. Limit of 2 applications per firm per course. Firm must identify first choice for attendance. MDX will register the first choice and place the second application on a waiting list. Please fill out one application per attendee per course.

COMPLETED APPLICATIONS SHALL BE E-MAILED TO MDX4Business@mdxway.com



CAREER ENHANCEMENT PROGRAM APPLICATION

Course Name: _____

Course Date: _____

Name of Applicant: _____

E-mail Address: _____

Telephone Number: _____ Facsimile: _____

Address: _____

Name of Prior Employer: _____

Length of Time of Prior Employment: _____

Total number of years of experience in relevant industry: _____

(Minimum of 5 years to be selected for this Program)

Reason for Unemployment

- Laid-Off
- Workforce Reduction
- Job Completed
- Office/Company Closed or Relocated

Describe benefit of the course to the Applicant:

MDX reserves the right to reject any application for any reason, at its sole discretion. Applications are considered on a first-come, first-serve basis. Courses have limited space capacity. Please fill out one application per course. **COMPLETED APPLICATIONS SHALL BE E-MAILED TO MDX4Business@mdxway.com**