



Northern New Jersey Chapter, Inc.
 213 Summit Road, PO Box 1081, Mountainside, NJ 07092-0081
 Tel: (908) 654-5770 Fax: (908) 654-1754
 www.necannj.com ChapterOffice@nnjneca.com

January 3, 2017

TO: Members of the Northern New Jersey Chapter, Inc., NECA
 FROM: Monica Margaritis, Director of Education, Safety and Social Programs

Winter 2017
SENIOR/CHIEF ESTIMATING COURSE
 for Electrical Construction

This class is designed for a proficient estimator looking to advance into a Senior Estimator or Chief Estimator position. The major responsibilities of a Senior or Chief Estimator within an organization are marketing, tracking market trends, administrative functions, reviewing bids, interfacing with management and managing estimators.

Following this class, participants will be able to:

- Prepare a marketing plan and target customers effectively.
- Review and submit RFPs and RFQs.
- Review bids with estimators and check for accuracy.
- Manage estimators and personnel.
- Review and prepare bids for management.

Pre-Requisite: The estimators taking this class should have 4+ years of experience, be completely proficient in all aspects of the Advanced Estimating class outline and technically sound in electrical installations and general code requirements. Completion of the Advanced Estimating class is recommended but not required.

If you or a member of your firm would like to enroll in this 4-session course of study, please complete the attached registration form and return it to the Chapter Office by February 6th. **ENROLLMENT IS LIMITED TO 22 STUDENTS ON A FIRST COME, FIRST SERVE BASIS.**

SENIOR/CHIEF ESTIMATING COURSE SCHEDULE

6:00-8:00 PM	Monday, February 13	Wednesday, February 22
	Wednesday, February 15	Monday, February 27

Instructor: William Rieth
 Location: NECA Chapter Office, 213 Summit Road (2nd floor), Mountainside, NJ
 Tuition: \$150.00 (NECA Members) \$180.00 (non-NECA Union Contractors)

Registration forms with payment must be received by February 6th. Reservations cannot be accepted by telephone or fax.

Registration Form Attached



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REGISTRATION FORM

Name of Applicant(s) _____

Present Position _____

How Long _____

Home Address (incl. Zip Code) _____

Cell _____
 (important in case of inclement weather or a last minute change in schedule)

Email _____

Employer _____

Address _____

Work Telephone _____

Approved by _____ (Accredited Rep's signature)

Tuition: \$150.00 (NECA Members) \$180.00 (non-NECA Union Contractors)

Firm Name _____ Tel _____

Billing Address _____

Email _____

Please make check payable to:
 Northern New Jersey Chapter, NECA
 213 Summit Road
 PO Box 1081
 Mountainside, NJ 07092

VISA MC AmEx Credit Card # _____

Name on Card _____ Signature _____

Exp Date ____/____ Security # _____ Total Amount to be Charged _____

Registration forms with payment must be received by February 6th. Thank you.