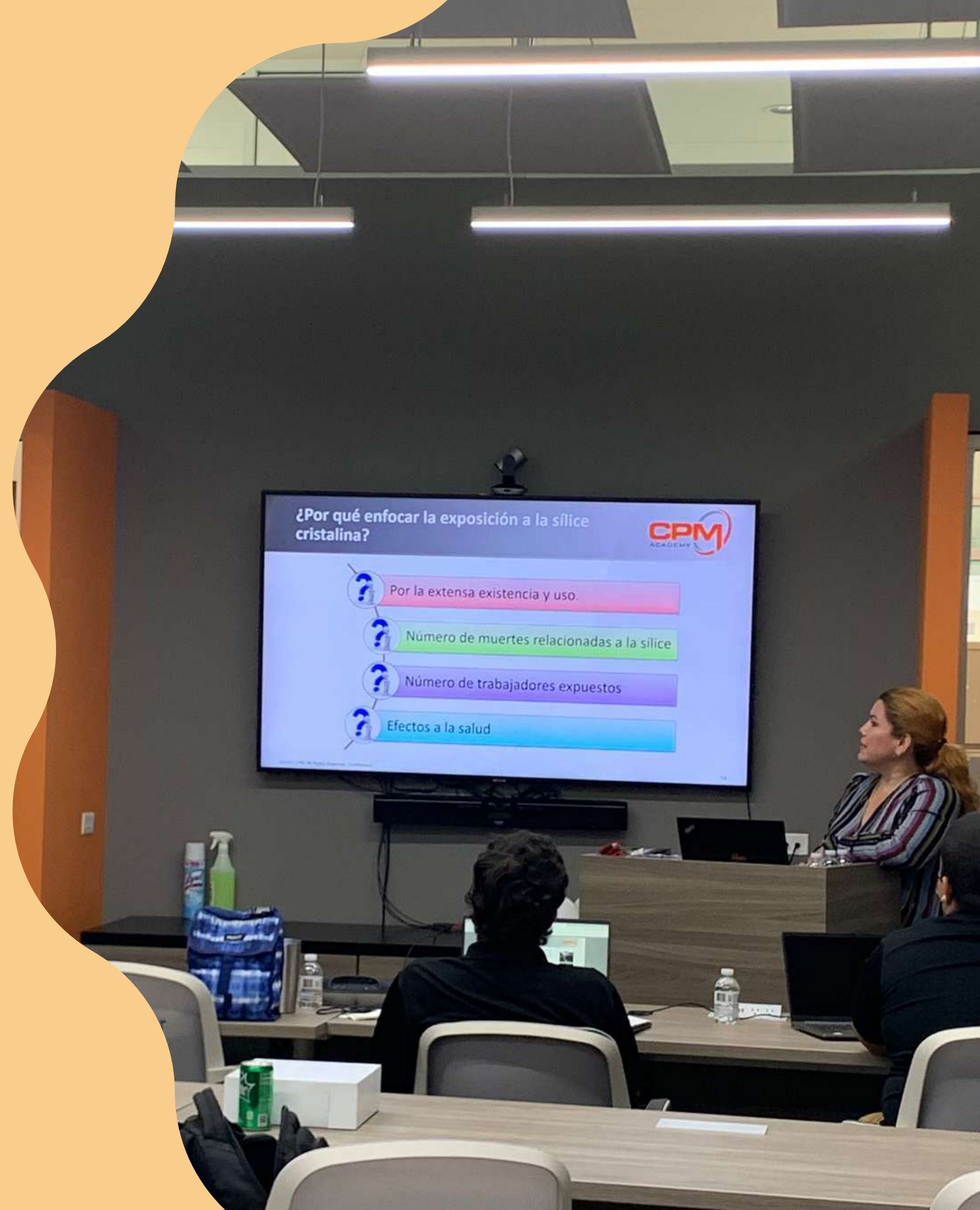




# Course Catalog



# About CPM Academy

CPM Academy is a professional development and specialized education provider organized as a division of CPM. CPM is a project management and technical consulting firm ranked among the Top 100 Professional Services firms in the U.S.

CPM Academy was created to partner with organizations to provide specialized courses in the fields of **Project/Construction Management, Safety, OSHA, Public-Private Partnerships, and Project Controls, among others**. CPM Academy's courses are offered by seasoned practitioners in the fields of **Engineering, Construction, and Infrastructure Projects in general**. The Academy offers its courses and training all year long to any individual who needs continuous education credits, to improve their knowledge and professional portfolio, among others.



CPM Academy's Courses are offered in Classroom settings, Online and by Virtual Instructor-Led Sessions. The Online and Virtual Courses are taught through a Learning Management Platform where students or clients can access all the material, presentations, tests, exercises, communicate with teachers and other students, among other features.

This Platform also has a feature called Branches which creates customized Platforms. These Branches are specific for a particular group or client, with the courses or catalog of courses adjusted to each group's needs.

CPM Academy is a certified Continued Education Provider by the College of Engineers and Land Surveyors of Puerto Rico (CIAPR).



# CPM Academy Team



**Janice Adorno, LEED AP**  
**VP EHS & Educational Services**

Mrs. Adorno has been leading CPM Academy for 6 years. She is also an OSHA authorized trainer for the General and Construction Industry and Overhead and Gantry Crane Trainer, among other courses, as Time Management.



**Naomi Ortiz Vargas, M.Ed.**  
**Educational Services Specialist**

Mrs. Ortiz has been working at CPM Academy for 5 years coordinating all aspects of the academy and its courses, as well as, instructional design, moderating and support. She also gives training to the academy's Instructors on how to improve their teaching techniques.



# Environmental, Health and Safety Courses and Training





# Our EHS / Safety Instructors



JANICE ADORNO, LEED AP



GRISEL ORTIZ MELÉNDEZ



DAVID BAERGA DORTAS



LIZAIDA MORALES

# Our EHS / Safety Instructors



GUILLERMO TORRES



JOHANNA SANTOS



KARLA MARTÍNEZ



EMERSON DE JESÚS



CÉSAR RESTO



JOSÉ MORALES



BRIAN RACICOT



RACHELL MORALES



# Our EHS / Safety Instructors



CID M. GARCÍA



IRMA LÓPEZ SANTOS



MIGUEL ALICEA



DENNIS MORALES

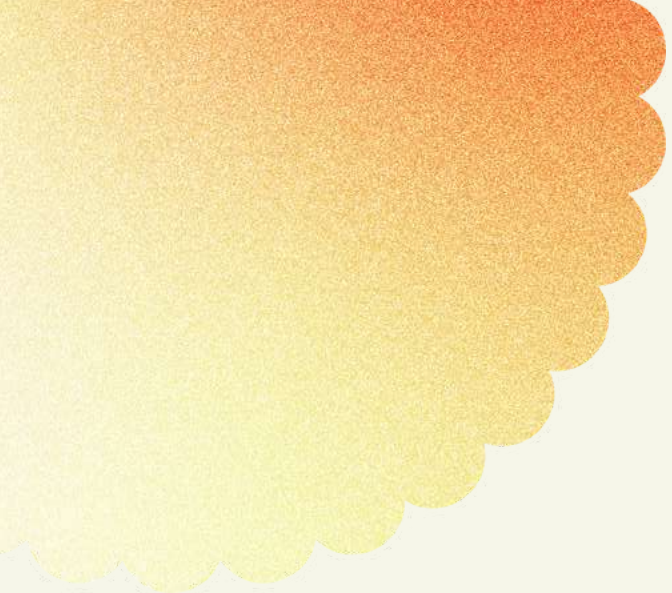


RAMÓN ROSARIO



# Environmental, Health and Safety Course Descriptions





## **10-HOUR GENERAL INDUSTRY OUTREACH TRAINING**



This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site.

The training covers a variety of general industry safety and health hazards which a worker may encounter. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards.



## **30-HOUR GENERAL INDUSTRY OUTREACH TRAINING**

The 30-hour General Industry Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility.


Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards







## 10-HOUR CONSTRUCTION INDUSTRY OUTREACH TRAINING



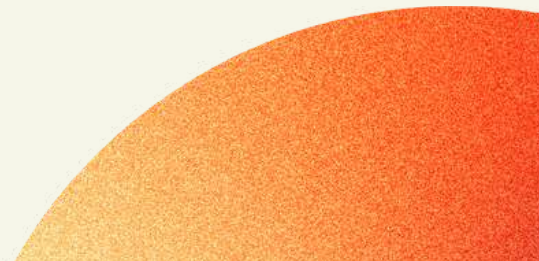

This training program is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job related hazards on a construction site.

The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Training should emphasize hazard identification, avoidance, control, and prevention, not OSHA standards.



## 30-HOUR CONSTRUCTION INDUSTRY OUTREACH TRAINING

The 30-hour Construction Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards.







## HAZARD COMMUNICATION (HACOM)

Designed to help employers provide effective training to employees who are exposed to hazardous chemical, as required by the OSHA New Hazard Communication Standard 2012.

The goal is to explain and reinforce the information presented to employees through the written mediums of labels and safety data sheets, pictograms, and to apply this information in their workplace.



## MANAGING SAFETY

This training is designed to help employers in the development of Safety Programs. Effective Safety and Health Management Systems (SHMS) have proven to be a decisive factor in reducing the extent and severity of work-related injuries and illnesses.



## CONFINED SPACE (GENERAL/ CONSTRUCTION INDUSTRY)

Designed to learn about what is a Confined Space and a Permit Required Confined Space. Identify the different hazards that may be found in a PRCS and different control methods. They will know what the tools, safety equipment and personal protective equipment are needed to make a safe entrance to a PRCS. They will also learn the duties and responsibilities of PRCS entry team members.



## ACCIDENT INVESTIGATION

This training is to assist employers and workers in conducting effective incident investigations and to develop corrective action plans. Investigating a worksite incident provides employers and workers the opportunity to identify hazards in their operations and implement the corrective actions necessary to prevent future incidents.





## RESPIRATORY PROTECTION

This training is for any employee or manager in a workplace where respirators are used on a mandatory or voluntary basis and they need to learn how to protect themselves from airborne contaminants in the workplace. Employees will learn Respiratory Protection Program (RPP) components.



## RESPIRABLE CRYSTALLINE SILICA

This training is to assist employers and employees in understanding silica hazards, risk factors and how to work safely with construction materials containing silica. Also, the participants will know the new regulation of respirable crystalline silica.



## TEMPORARY TRAFFIC CONTROL SAFETY TRAINING

The purpose of this course is to provide the minimum training required to safely work on roadways. The topics that will be discussed are:

- Need for Work Zone Traffic Control
- Importance of Work Zone Traffic Control
- Worker's Responsibilities
- Worker Safety
- Parts of Work Zone Traffic Control Zone
- Temporary Traffic Control Devices
- Temporary Traffic Control - Design and Layout
- Typical Field Layout - Installation and Removal



## ERGONOMICS FOR ENGINEERS

Training directed to engineers with the purpose of knowing what ergonomics is, understanding the design criteria and the application of these according to the models. In addition, the participants will learn to develop the ergonomics program and its implementation.



## 40 HAZWOPER TRAINING

Intended to those employees who will be performing any hazardous waste operation and emergency response. Participants will learn about the risk of hazardous materials. They will obtain the knowledge of all safety measures to avoid contact with hazardous materials include the use of personal protective equipment for emergencies. They will learn about the work practices to minimize employee risk from site hazards and the procedure of decontamination.



## HAZWOPER REFRESHER

Intended to those employees who will be performing any hazardous waste operation and emergency response and need annual refresher. Participants will review the risk of hazardous materials and safety measures to avoid contact with hazardous materials. Includes the use of personal protective equipment for emergencies situations. They will review the work practices to minimize employee risk from site hazards and the procedure of decontamination.

## HAZWOPER TRAINING FOR SUPERVISORS

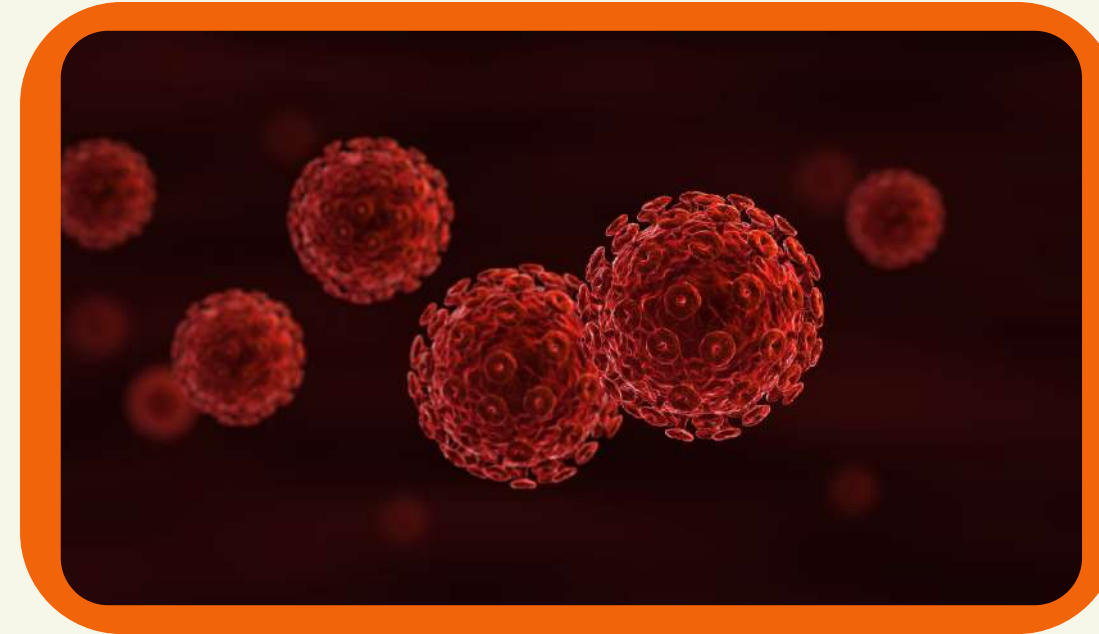
Intended to those supervisors who inspections any hazardous waste operation and emergency response. Participants will review the risk of hazardous materials and safety measure to avoid contact with hazardous materials. Includes the use of personal protective equipment for emergencies situations. They will review the work practices to minimize employee risk from site hazards and the procedure of decontamination.





## SCAFFOLDS

Training is directed to learn to identify different types of hazards in scaffolds. The participants can fortify their know-how of this equipment and enhance safety awareness. This course covers the basics of scaffolds safety, including scaffolds recognition, types of scaffolding dangers, proper scaffolding use and accident prevention.



## BLOOD PATHOGENS

In compliance with OSHA 29 CFR 1910.1030 regulations, this training is required for individuals who have a role with bloodborne pathogens. This training must be taken for professionals engaged in working with items or materials that come in contact with blood.

The purpose of this training is to identify the appropriate kinds of facilities where bloodborne pathogens may be encountered, discuss work practices for reducing exposures, and the proper management of bloodborne pathogen agents.





## RCRA & DOT

### **DOT**

In compliance with the U.S. Department of Transportation (DOT) regulation 49 CFR 172.704, this training is for individuals who handle, manage, transport, or ship hazardous materials/waste. This includes employees who load, unload, and handle hazardous materials; select, mark, label, or modify containers or packaging; prepare materials for shipping; prepare shipping papers; are responsible for the safety of hazardous materials during shipment; and vehicle operators.

### **RCRA**

In compliance with U.S. EPA regulations, this RCRA training is for individuals who deal with or manage hazardous waste. This training must be provided for these employees at the start of their job and on an annual basis.



## FORKLIFT / AERIAL LIFT

This training program is intended to those employees who will be performing activities to operate aerial and scissor lifts. The majority of aerial lift accidents are the result of operator error, which means that operators were not prepared or properly trained to recognize and avoid hazards. Untrained workers are a serious liability and are much more likely to cause accidents that lead to injuries and fatalities. Only trained workers should be allowed to operate aerial lifts and scissor lifts.





## CRANE AWARENESS

This course will provide an awareness of the different types of cranes available, the new regulation requirements for operators, riggers and flagman. Also, how to evaluate a lifting plan and the necessary information to prepare one. It covers a summary of the new regulation in the Construction Standard, the types of cranes, how to prepare a lifting plan, how to determine the crane capacity for a specific lifting and hazards awareness of cranes. This course also explains the requirements for operators, riggers and flagmen.



## FALL PROTECTION

Train employees in safe practices to avoid falls in construction or general industry. This training is to assist employers and workers in hazard recognition and the care and safe use of equipment such as ladders and scaffolds and fall protection systems. This program is emphasized for work at height, such as ceilings, unprotected edges, among others.





## **FIRE PROTECTION AND EMERGENCY PLAN**

This training is to prevent a fire from occurring in a workplace. It describes the fuel sources (hazardous or other materials) on site that could initiate or contribute both to the spread of a fire, as well as the building systems, such as fixed fire extinguishing systems and alarm systems, in place to control the ignition or spread of a fire. Also, employees will be trained in the safe and orderly emergency evacuation of employees. The training duration will be approximately 4 hours.





## CPR AND FIRST AID

This course will teach how to recognize cardiac arrest, ask for help, and provide first aid to a person until advanced medical care arrives at the scene. In addition, the course also covers the use of Automated External Defibrillator (AED) and how to perform Cardiopulmonary Resuscitation (CPR) in adult, child and infant choking victims. The course is designed to prepare participants to provide first aid techniques, CPR and learn to use an AED in a safe, timely and effective manner.





# Project Management Courses and Training



# Project Management Instructors



YAMIL CIRINO, PMP



JANICE ADORNO, LEED AP



JOSÉ A. SOTO, MEM



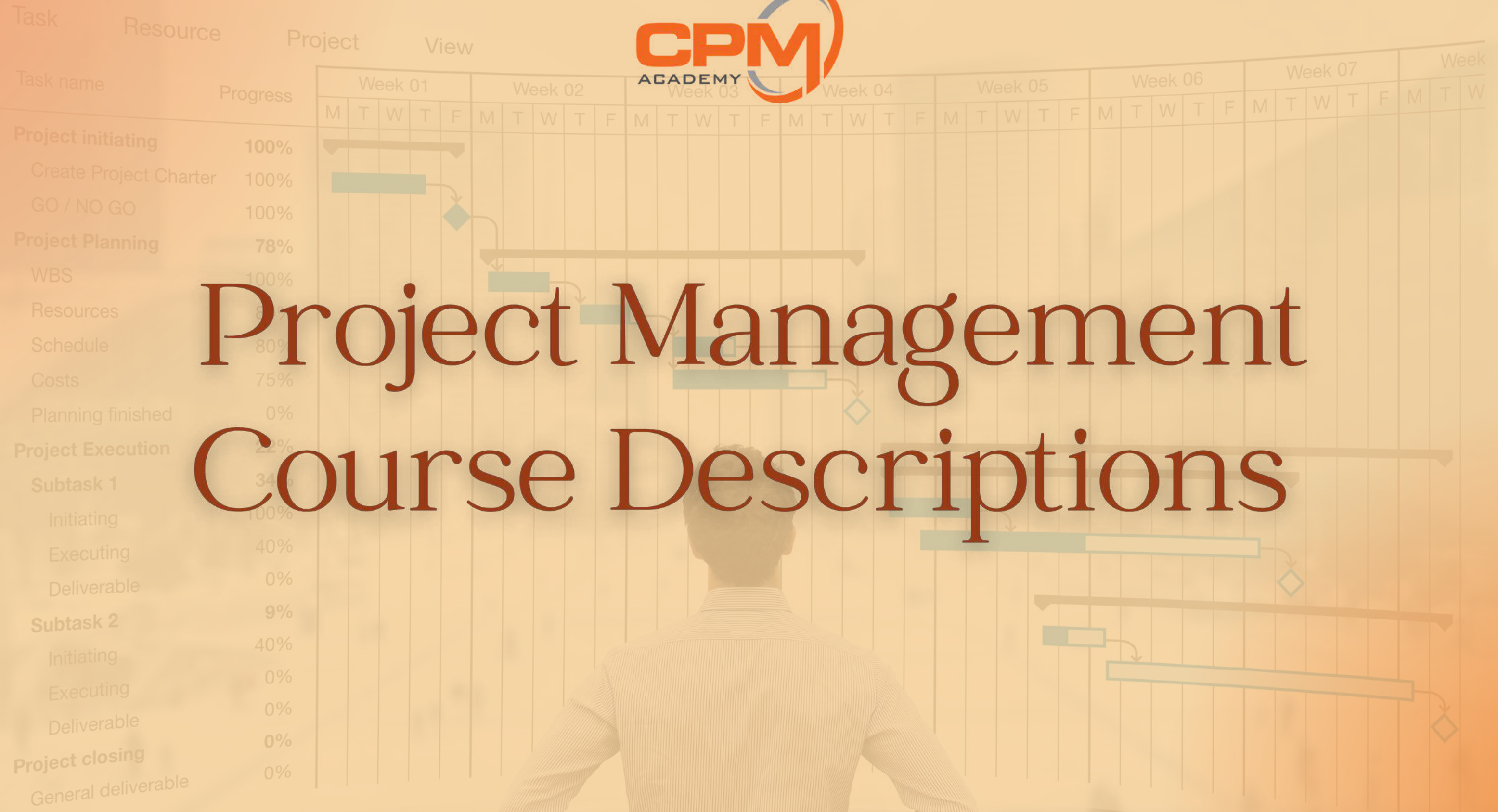
IRMA LÓPEZ SANTOS, PMP



ROLANDO CARO, EIT



Project ID: 01234



# Project Management Course Descriptions





## PMP® 35 Hours Preparatory Course

The Project Management position is always evolving and the PMP new test is an example of domains necessary to know to have success in the exam and this career. This preparatory course provides participants with theoretical and practical knowledge as well as competence in the use of tools that are essential to plan, organize, supervise, lead and motivate resources with the effectiveness required to achieve all the objectives in terms of quality and time, cost, performance, and ultimately overall efficiency.

This Course is based on the latest changes in the PMI Exam, including Agile contents, and based on three primary domains areas:

- People (42%)
- Process (50%)
- Business Environment (8%)







## KEY CONCEPTS OF PROJECT MANAGEMENT

This course provides participants with a theoretical and practical knowledge as well as proficiency in the use of tools that are essential to plan, organize, supervise, lead and motivate the resources with the effectiveness required to achieve all the objectives in terms of quality, time, cost, performance and ultimately overall efficiency.



## SCHEDULING AND COST MANAGEMENT

This course is intended to provide participants with a basic understanding of the importance of monitoring and controlling these constraints for the success of your projects. It explains concepts, tips, facts, tools and techniques for the effective management of the projects in terms of scheduling and costs.



## **PERMITTING, NEW PROCESSES & STRATEGIES**

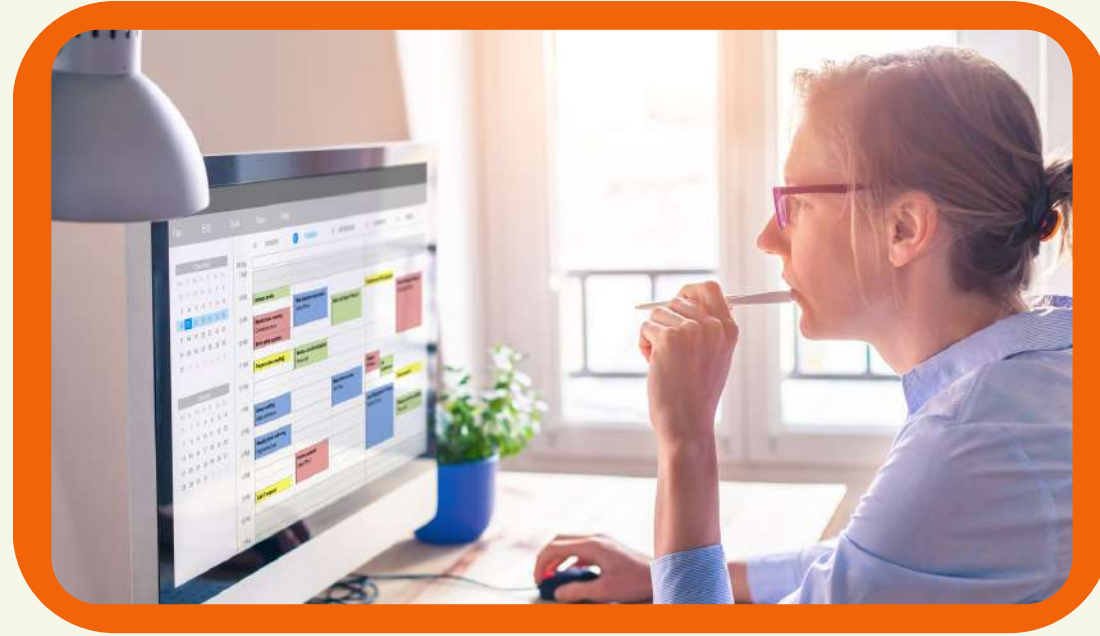
This course introduces the public to the general knowledge about the new permitting processes, their cybernetic tools, their applicable laws and regulations and the design of strategies to obtain them, among others. The objective of this course is to obtain general knowledge of the permits required in a construction project in accordance with the laws and regulations of Puerto Rico.



## **CONSTRUCTION GENERAL PERMIT NPDES - EPA STORMWATER PROGRAM**

This course is part one of a series of seminars that will provide a general understanding of the NPDES Stormwater Program administered by EPA, the Construction General Permit, and its applicability to construction projects in Puerto Rico.





## **TIME MANAGEMENT - CONCEPTS AND STRATEGIES**

The purpose of this course is to provide the participants with the fundamental concepts of Time Management including processes and best practices. Participants will learn techniques to effectively manage their time, set-up of meetings including the now more popular virtual meetings, and organize their work and daily activities in a productive manner maximizing the available time that we all have.



# Specialized Courses and Training





# Specialized Courses Instructors



EMERSON DE JESÚS



HÉCTOR MELÉNDEZ



IRMA LÓPEZ SANTOS



JIMMY AVILES



# Specialized Course Descriptions





## **DRONES FUNDAMENTALS AND PRACTICE**

During this course the participant will learn about the compliance requirements established by the FAA for the recreational or commercial operation of these equipment. Some of the topics to discuss are FAA regulations, classification of airspaces, flight restrictions, flight plans and risk analysis, meteorological conditions, among others.



## **COMMERCIAL REMOTE PILOT CERTIFICATION (PART 107) EXAM PREP**

This course focuses on the requirements of the United States Federal Aviation Administration (FAA) to operate unmanned aircraft commercially. This course also provides knowledge of regulations, safety, emergency procedures, and other key areas necessary to pass the commercial drone pilot certification exam.



## **EFFECTIVE TECHNICAL WRITING (IN SPANISH)**

This course aims to introduce the basic concepts related to technical reports: definition, uses and purposes, structure and elements. In addition, the writing process will be covered, as well as the basic rules of spelling and grammar most used in the technical field. The basic elements to write precise and clear emails will also be provided.



## **CORROSION: EFFECTS, MONITORING AND CONTROL**

This course covers a brief review of what causes corrosion, how corrosion can be identified, what methods can be used to monitor corrosion, and what method or materials you can use for corrosion control, among other topics.



# CPM Academy Annually

+500 Students /  
+40 Courses a year

CPM Academy gives annually more than 40 different courses to more than 500 students. These courses and training are scheduled, online, and by proposals.

✦ 100% Pass  
PMP Prep Course/ Exam

In CPM Academy 100% of students who decide to take the exam pass it successfully.

## CPM Academy Rates



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