

# ASCE Continuing Education

## Guided Online Courses

### Important Information:

Twelve six-week Guided Online Courses under the Construction Engineering technical area are available through the subscription to NRCS employees. Each course grants a total of one CEU or 10 PDHs upon completion. The six-week Guided Online Courses are –

- Developing Proposals
- Pricing and Bidding: Lump Sum Jobs
- Pricing and Bidding: Unit Price Jobs
- Principles of Construction Contracting
- Principles of Contract Negotiation
- Principles of Critical Path Scheduling
- Project Delivery Methods
- Project Planning and Control
- Quality Management
- Quantity Take-Off: Heavy Civil/Utilities
- Quantity Take-Off: Structures
- Safety Management

The ASCE website includes starting dates for the next offering for each course. If these dates are not convenient for you and you are interested in signing up for a Guided Online Course, check back periodically to learn when the course is next offered.

See the ASCE Guided Online Courses webpage for full information to learn what they are (<https://www.asce.org/continuing-education/guided-online-courses-and-certificate-programs/>) and how they work (<https://www.asce.org/continuing-education/guided-online-courses-and-certificate-programs---how-they-work/>).

Guided Online Courses last 6 weeks and require a minimum commitment of 2.5 hours per week. Each week there will be videos, exercises, webinars, knowledge checks, discussion forums, or live webinars. You must complete all videos and exercises to receive continuing education credit. You have two weeks after the end of the course to complete all videos and activities. You must also pass a final exam with a minimum score of 70% to earn continuing education credits.

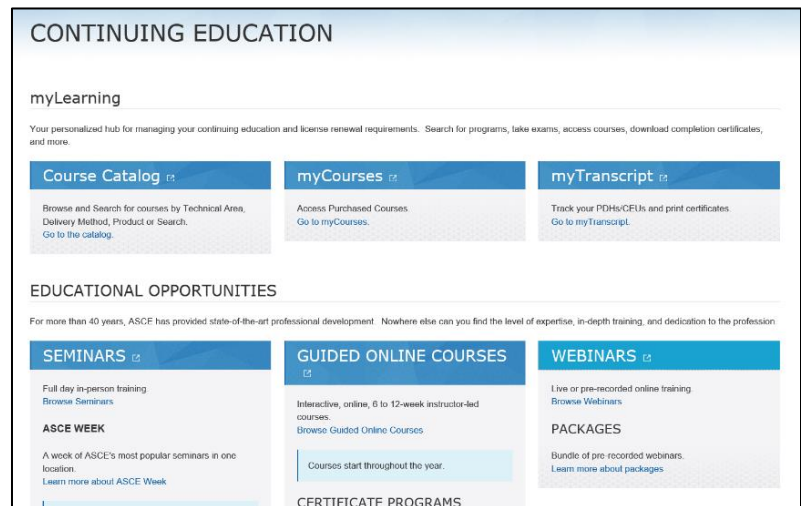
NRCS pre-paid access to 50 six-week courses. This means 50 employees could take one course each, 25 employees could take two courses each, 10 employees could take five courses each, or any combination totaling 50. ASCE offers 12-week Guided Online Courses, however, these are not covered by the NRCS subscription.

***Work with your supervisor to schedule Guided Online Courses and make sure you are committed to completing the course within the time constraints. Offering these courses under the pre-paid subscription represents a significant financial commitment by NRCS to provide this training. Employees should not enroll in a course without knowledge of their supervisor and without intent to complete. Enrolling and not completing the course prevents others who would complete the course from having access.***

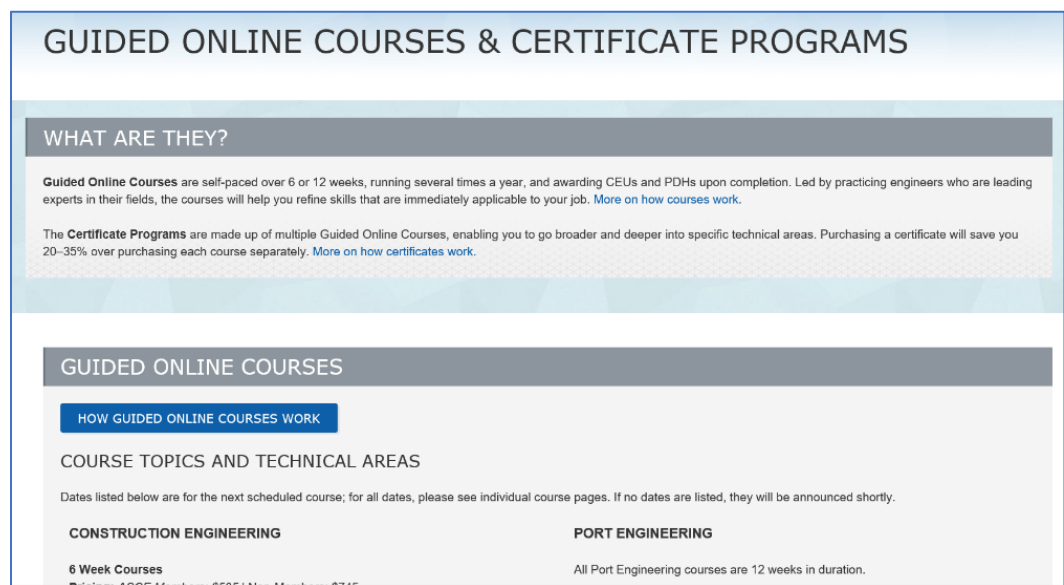
## Accessing and Enrolling in Guided online Courses:

1. Access the ASCE Continuing Education website at:  
<https://www.asce.org/continuing-education/>.

Under EDUCATIONAL OPPORTUNITIES click on GUIDED ONLINE COURSES.



2. From the Guided Online Courses & Certificate Programs page, scroll down to view the list of Guided Online Courses.



3. Select the Guided Online Course you wish to take from the Construction Engineering List.

## CONSTRUCTION ENGINEERING

### 6 Week Courses

Pricing: ASCE Members: \$595 | Non-Members: \$745

Credits: CEU: 1 | PDH: 10

- **Developing Proposals**  
April 20 – May 29, 2020
- **Pricing and Bidding: Lump Sum Jobs**  
April 20 – May 29, 2020
- **Pricing and Bidding: Unit Price Jobs**  
June 1 – July 10, 2020
- **Principles of Construction Contracting**  
January 27 – March 6, 2020
- **Principles of Contract Negotiation**  
June 1 – July 10, 2020
- **Principles of Critical Path Scheduling**  
September 7 – October 16, 2020
- **Project Delivery Methods**  
March 9 – April 17, 2020
- **Project Planning and Control**  
October 28 – December 6, 2019
- **Quality Management**  
September 7 – October 16, 2020
- **Quantity Take-Off: Heavy Civil/Utilities**  
March 9 – April 17, 2020
- **Quantity Take-Off: Structures**  
January 27 – March 6, 2020
- **Safety Management**  
October 28 – December 6, 2019

4. On the course page, click REGISTER NOW to register for the course.

## DEVELOPING PROPOSALS



Save over 20% when you purchase this course through the [Construction Engineering Certificate Program](#)

### NEXT COURSE

Course Dates: April 20 – May 29, 2020

[REGISTER NOW](#)

If you are not currently logged into ASCE, you will be asked to login or create an ASCE account.

### PURPOSE & BACKGROUND

This course teaches the fundamentals of proposal development for both design and construction services. It covers both negotiated and competitive sealed proposals. Focus is on analysis of the RFP.

5. This will take you to your shopping cart where you can then Checkout.

In Your Cart (1) [Continue Shopping](#)

Item	Total
<b>Developing Proposals</b> • April 20, 2020 - May 29, 2020	\$745.00

Edit Save for Later Remove

**Summary**

Items (1): \$745.00  
Tax: \$0.00  
Shipping: \$0.00  
Country: -  
Postal:  [Estimate](#)

Coupon and promo codes can be entered at checkout.

**TOTAL:** \$745.00

[Checkout](#)

6. When you are ready to complete your order, click on Checkout.

*NOTE: At this point, the cost shown is still the full cost for the Guided Online Course.*

7. At this point, you must either sign in with your existing account, or Create a New Account. To create an account, you must use your usda.gov email address to indicate to ASCE your eligibility to use the discount code.

Please login to continue

**Username:**

**Password:**  
 [Sign In](#)

[Update / Forgot User Name](#)  
[Forgot Password](#)  
[Create a New Account](#)

☐ Remember my login information for 90 days

8. Once you log-in, verify your Billing Information (tab 1) and click Next.

*Note: Account information shown for Claudia C. Hoeft is for illustrative purposes only. This should be your own account information.*

**Address Information** **Item Summary**

**Billing Address**

Please verify your billing information.

Claudia C. Hoeft, P.E., F.ASCE  
Nat'l Hydraulic Engr  
USDA - NRCS  
USDA - NRCS - CED, 14th & Independence Ave, SW  
Room 8136-S  
Washington, DC 20250

[Use a saved address](#) [Add new address](#)

[Next](#) [Cancel](#)

9. Verify your Item Summary (tab 2) and click Next.

Address Information    **Item Summary**    Payment

1    2    3

ASCE  
TRAINING

Developing Proposals  
• April 20, 2020 - May 29, 2020

	Total
	\$595.00

Summary

Items (1): \$595.00  
Tax: \$0.00  
Shipping: \$0.00

Add Coupon or Promo Code:  
 **Apply**

TOTAL: \$595.00

**Previous**    **Next**    Cancel

10. Enter the NRCS promo code **NRCS100** and click Apply. The TOTAL now displays as FREE. Click Next.

Payment

3

Summary

Items (1): \$595.00  
Tax: \$0.00  
Shipping: \$0.00

Add Coupon or Promo Code:  
NRCS100    Remove    \$595.00

**Apply**

TOTAL: Free

11. On the Payment tab (tab 3), click Complete Registration. You should see an order confirmation page, which you can print. You should also receive an email associated with the order.

Payment

3

Summary

Items (1): \$595.00  
Tax: \$0.00  
Shipping: \$0.00

Coupons/Promos Applied: (\$595.00)  
NRCS100

TOTAL: Free

**Complete Registration**

You are now ready to start the course on the scheduled start date.

**Additional Information:**

Through the Continuing Education portal (<https://www.asce.org/continuing-education/>) you can access a listing of courses you completed (under myCourses) and track your PDHs/CEUs and print certificates (under myTranscript).

If you have purchased courses, but not completed them, they will appear under myCourses. You can complete them at any time within one year of the purchase date using the NRCS subscription.

If you wish to record your training in AgLearn, see the attachment titled “Recording External Training in AgLearn.”

If you have additional questions, contact Claudia C. Hoeft, P.E., USDA-NRCS, National Hydraulic Engineer, at [claudia.hoeft@usda.gov](mailto:claudia.hoeft@usda.gov) or by telephone at (202) 720-0772.