

# AREA

**2026  
Education  
Catalog**



The Alabama Rural Electric Association of Cooperatives Education Program is provided for the benefit of all directors and employees of the member cooperatives of AREA. The courses and conferences offered through this program are designed specifically for the employees and directors of rural electric cooperatives. AREA has a commitment to provide its member systems with high quality, low cost educational and training opportunities.

There are three categories of education programs available:

- AREA Core Package Plan offers AREA conferences and updates for cooperative employees. Enrollment in the AREA Core Package Plan would allow a cooperative to send unlimited attendees to each of the conferences and updates under this program. Cooperatives can elect to pay a one-time package price to allow unlimited participants from their cooperative to attend selected AREA courses and conferences.
- NRECA Package Plan Program offers NRECA courses toward director, manager and supervisor certification as well as all-employee courses. Enrollment in the NRECA Package Plan would allow a cooperative to send unlimited attendees to each course under this program. Cooperatives can elect to pay a one-time package price to allow unlimited participants from their cooperative to attend selected NRECA courses sponsored by AREA.
- Pay-As-You-Go Training has a fee based on the cost of the training event, divided by the number of participants. These programs will be offered by AREA, and the cost will be determined by the expenses and level of participation. These courses will be strictly optional.

This guide will provide you with a schedule of education programs, registration costs associated with each program, and the target group for each training program.

## **Enrollment and Cancellation Policy**

Cooperatives will be notified of all course offerings well in advance of course dates and cooperatives are requested to register in a timely manner for planning and pricing purposes. Courses will be priced according to projected student enrollment and actual cost to provide the training. AREA reserves the right to modify charges due to resources and enrollment. AREA's goal is to provide quality education at a reasonable price.

Each training session will have a minimum enrollment requirement, and AREA reserves the right to cancel any course if enrollment does not meet the minimum required to justify holding the course. Each course will have an established deadline for cancellations – 15 business days prior to the event. Cooperatives will be charged for cancellations made after the established deadline. Registered attendees who do not attend sessions (no shows) may be charged the full cost of the course.

For more information about AREA sponsored events, please look for additional material emailed to each cooperative manager and training coordinator before each event, posted on [areapower.coop](http://areapower.coop). You may also call the AREA office (1-800-410-2732) for more specific information regarding the AREA Education Program.

2026 CLASS LIST (PRICING)			
		Current Year Pricing	
		Member	Non-Member
Core Training Certificate	Business Administration Conference	\$1,325	\$1,525
	Communications Conference	\$975	\$1,125
	E&O Conference	\$975	\$1,125
	Procurement Conference	\$975	\$1,125
	IT Conference	\$975	\$1,125
	Administrative Assistants Conference	\$1,325	\$1,525
	Orientation	\$0	\$0
	IT/Cybersecurity Update	\$525	\$625
	HR Update	\$525	\$625
	Accounting Update	\$525	\$625
	Regulatory Update	\$525	\$625
Pay-As-You-Go	Summer Conference	TBA	TBA
NRECA Package Plan	2630.1	\$800	\$990
NRECA Package Plan	2640.1	\$800	\$900
NRECA Package Plan	984.1	\$800	\$900
NRECA Package Plan	913.1	\$800	\$900
NRECA Package Plan	990.1	\$800	\$900
NRECA Package Plan	950.1	\$900	\$1000
NRECA Package Plan	711.1	\$800	\$900
NRECA Package Plan	713.1	\$800	\$900
NRECA Package Plan	714.1	\$800	\$900
NRECA Package Plan	720.1	\$800	\$900
Certificate Pay-As-You-Go	Member124	\$500	\$600
Certificate Pay-As-You-Go	Member125	\$500	\$600
Certificate Pay-As-You-Go	Util120	\$670	\$770
Certificate Pay-As-You-Go	Util121	\$670	\$770
Certificate Pay-As-You-Go	Resource122	\$670	\$770
Certificate Pay-As-You-Go	Resource123	\$670	\$770
TVPPA Technical	Advanced Lineworker (1, 3, 4, 5)	\$1,000	\$1,200
TVPPA Technical	Advanced Lineworker (2)-Regulator	\$1,050	\$1,300

TVPPA Technical	Foreman Academy (1, 2, 3)	\$1,250	\$1,500
TVPPA Apprentice Lineman	Books (1, 2, 3, 4)	\$900	\$1,150
TVPPA Apprentice Lineman	Pre-Assessment Lab	\$2,075	\$2,325
TVPPA Apprentice Lineman	Digger Derrick	\$1,015	\$1,215
TVPPA Apprentice Lineman	Flagger Training	\$160	\$185
TVPPA Apprentice Lineman	Labs (1, 2, 3, 4, 5)	\$1,100	\$1,400
TVPPA Apprentice Lineman	Top-Out Exam	\$1,040	\$1,290
Hi-Line Pay-As-You-Go	Staking (Phase 2)	\$1,750	\$2,000
Hi-Line Pay-As-You-Go	Staking (Phase 3)	\$1,750	\$2,000
Hi-Line Pay-As-You-Go	Basic Electricity	\$960	\$1,110
Forest Applications	Forest Application Training	\$642	\$842
Forest Applications	Advanced Chainsaw	\$433	\$583

## Table of Contents

### Package Plans/Pay-As-You-Go

#### AREA Core Package Plan

Engineering & Operations (E&O) Conference	8
Warehousing & Procurement Conference	9
Information Technology (IT) Conference	10
Business Administration Conference	11
Administrative Assistants Conference	12
Communications Conference	13
Accounting Update	14
Human Resources (HR) Update	15
IT/Cybersecurity Update	16
Regulatory Compliance Update	17

#### Conferences

AREA Summer Conference	18
AREA Spring CEO/GM Meeting	19
AREA Fall CEO/GM Meeting	20
NRECA CEO Close-Up	21
NRECA Director's Conference	21
NRECA Annual Meeting	21
AREA Annual Meeting	21
NRECA Legislative Conference	21
NRECA Region II-III Meeting	21

#### NRECA Package Plan

CCD	2630.1	Strategic Planning	23
CCD	2640.1	Financial Decision Making	24
Board	984.1	The Road to Resilience: A Board's Responsibility	25
Board	913.1	Cooperative Fundamentals, Legacy & Economic Impact	26
Board	990.1	CCD Refresher	27
Board	950.1	Practical Communication Strategies for Directors	28

#### Supervisor and Manager Development Program

SMDP	711.1	Everyone Communicates; Few Connect	29
SMDP	713.1	Engaging & Developing High Performing Employees	30
SMDP	714.1	Change is Hard: Guiding Your Team Through Complex Times	31
SMDP	720.1	Transforming Your Team from Dysfunction to Cohesion	32

<b>Professional Programs</b>	
Member Service Program	33
Utility Accounting Program	34
Human Resource Program	35
<b>Pay-As-You-Go</b>	
Advanced Lineworker Training (TVPPA)	36
Foreman's Academy (TVPPA)	38
Apprentice Lineworker Training (TVPPA)	40
Staking Technician Training & Certification	46
Basic Electric Distribution Systems Explained	50
Forest Applications Training	51
On The Line Training-Advanced Chain Saw Training	52
<b>AREA Safety and Compliance</b>	
<b>Hotels</b>	53
	55

## **AREA Core Package Plan Training and Development Programs**

AREA's Core Package Plan consist of specific employee training for several categories of employees. This core training may be purchased as an AREA employee training package or can be purchased on a pay-as-you-go basis. The recommendation is the following schedule of core training for 2026:

### Conferences

- Business Administration
- Engineering & Operations
- Procurement & Warehousing
- Information Technology/Cybersecurity
- Communications
- Administrative Assistants

### Updates

- Information Technology/Cybersecurity
- Regulatory Compliance
- Human Resources
- Accounting

### Managers Meetings

This package plan price will allow unlimited attendees from each participating cooperative to attend each training session. Non-participating AREA cooperatives and non-members will be charged a fee per attendee per event. These costs are listed in the descriptions.

## NRECA Package Plan

AREA also sponsors a series of seminars and training events through the "NRECA Package Plan" which are not included in the previously listed core employee programs. The NRECA Package Plan seminars are coordinated through NRECA's Management Services which offers a certificate in several areas including Management, Director, and All-Employee.

The Supervisor and Management Development Program is a flexible, co-op specific education program focused on strengthening the leadership skills, knowledge and abilities needed to hire, develop, and lead others, manage performance, communicate effectively, and make decisions. The goal of this program is to equip co-op supervisors and managers with tools and resources to successfully lead and engage high-performing teams in support of the four mission-critical areas of safety, member satisfaction, reliability, and cost control.

Employees have the freedom to build their own program by selecting the courses that best support their professional goals and development needs. For every five credits they complete, they will earn an electronic certificate of accomplishment acknowledging the total number of credits they have completed. When they achieve the "20 Credit SMDP Certificate," a hard copy certificate and release (which can be used to publicly recognize your accomplishment in local media) will be mailed to the CEO.

The NRECA Package Plan seminars are sponsored by the cooperatives voluntarily participating in a fee-based program. The NRECA Package Plan fee is established each year by the Education Committee to cover the cost of scheduled programs and any related costs for the coming year, which will allow a participating cooperative to send an unlimited amount of attendees to each NRECA Package Plan course at no additional charge. Non-participating AREA cooperatives will be charged \$790 per attendee per training day. Non-participating cooperatives and out-of-state cooperatives may send employees or directors to NRECA Package Plan courses for \$890 per attendee per training day.

In 2026, the NRECA Package Plan will sponsor 10 courses: four Board Leadership, four Supervisor and Management Development Program courses and two Credentialed Cooperative Director (CCD).

## Engineering & Operations Conference

The E&O Conference is offered by AREA for electric cooperative E&O personnel.

---

Dates: April 8-9, 2026

Location: Montgomery Renaissance & Convention Center  
201 Tallapoosa Street, Montgomery, AL 36104

Suggested Participants: Staff engineers, engineering managers and supervisors, line superintendents, operations superintendents, warehouse, purchasing staff and right-of-way personnel.

Registration Fee: AREA Core Package Plan Participating Cooperative  
(Unlimited attendees)

Non-participating AREA cooperatives will be charged \$975 per attendee. Non-AREA members will be charged \$1,125 per attendee.

## Warehousing & Procurement Conference

The Warehousing & Procurement Conference is offered by AREA for electric cooperative Warehouse and Procurement personnel.

---

Dates: April 8-9, 2026

Location: Montgomery Renaissance & Convention Center  
201 Tallapoosa Street, Montgomery, AL 36104

Suggested Participants: Staff engineers, engineering managers and supervisors, line superintendents, operations superintendents, warehouse purchasing staff and right-of-way personnel.

Registration Fee: AREA Core Package Plan Participating Cooperative  
(Unlimited attendees)

Non-participating AREA cooperatives will be charged \$975 per attendee. Non-AREA members will be charged \$1,125 per attendee.

## Information Technology/Cybersecurity Conference

AREA is offering the Information Technology/Cybersecurity Conference designed for cooperative IT/Cybersecurity personnel.

---

Dates: April 8-9, 2026

Location: Montgomery Renaissance & Convention Center  
201 Tallapoosa Street, Montgomery, AL 36104

Suggested Participants: Information Technology/Cybersecurity personnel

Registration Fee: AREA Core Package Plan Participating Cooperative  
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$975 per attendee. Non-AREA members will be charged \$1,125 per attendee.

## Business Administration Conference

This conference covers current topics of interest regarding administration and management of a rural electric cooperative. The Conference will begin at 1:00 p.m. on Tuesday afternoon and will conclude at noon on Thursday.

---

Date: September 15-17, 2026

Location: Perdido Beach Resort  
Orange Beach, AL

Suggested Participants: Office managers, district managers, staff, department heads, human resource personnel, financial staff

Hotel Accommodations: Perdido Beach Resort  
27200 Perdido Beach Blvd.  
Orange Beach, AL 36561

Registration Fee: AREA Core Package Plan Participating Cooperative  
(Unlimited attendees)

Non-participating AREA cooperatives will be charged \$1,325 per attendee. Non-AREA members will be charged \$1,525 per attendee.

## AREA Administrative Assistant Conference

This annual conference covers current topics of interest to administrative personnel of the rural electric cooperatives. This comprehensive conference focuses on all aspects of the responsibilities of administrative personnel as well as lifestyle topics for the working employee. The Conference will begin at 1:00 p.m. on Tuesday afternoon and will conclude at noon on Thursday.

---

Date: October 27-29, 2026

Location: Island House Hotel  
Orange Beach, AL

Suggested Participants: Administrative staff, such as secretaries, administrative assistants, general administrative staff

Hotel Accommodations: Island House Hotel  
26650 Perdido Beach Blvd.  
Orange Beach, AL 36561

Registration Fee: AREA Core Package Plan Participating Cooperative  
(Unlimited attendees)

Non-participating AREA cooperatives will be charged \$1,325 per attendee. Non-AREA members will be charged \$1,525 per attendee.

## Communications Conference

The 2026 AREA Communications Conference is designed to empower cooperative communicators with the skills and knowledge necessary to excel in sharing their Co-op's message with their members.

Suggested participants: Communications personnel

---

Date: TBD

Location: TBD

Registration Fee: AREA Core Package Plan Participating Cooperatives  
(Unlimited attendees)

Non-participating AREA cooperatives will be charged \$975 per attendee. Non-AREA members will be charged \$1,125 per attendee.

## Accounting Update

AREA will conduct an Accounting Update. This is an annual update which offers a unique opportunity to hear accounting professionals explain some of today's latest accounting and financial topics. Speakers from financial institutions and legal organizations will interpret current laws affecting the electric power industry.

---

Dates: February 19, 2026

Location: AREA

Registration Fee: AREA Core Package Plan Participating Cooperative  
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$525 per attendee. Non-AREA members charged \$625 per attendee.

## Human Resources Update

AREA will conduct a HR Update. This is an annual discussion forum which provides an opportunity for cooperative personnel to discuss trends and challenges in the field of cooperative HR.

---

Dates: April 20, 2026

Location: AREA

Registration Fee: AREA Core Package Plan Participating Cooperative  
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$525 per attendee. Non-AREA members charged \$625 per attendee.

## Information Technology/Cybersecurity Update

AREA will conduct an IT/Cybersecurity Update. This is an annual update which offers a unique opportunity to hear technology and computer experts present the latest information affecting the electric power industry.

---

Dates: November 10, 2026

Location: AREA

Registration Fee: AREA Core Package Plan Participating Cooperative  
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$525 per attendee. Non-AREA members will be charged \$625 per attendee.

## Regulatory Compliance Update

AREA will conduct Regulatory Compliance Update. This is an annual update and discussion forum which offers a unique opportunity to hear safety and regulatory agency personnel explain some of today's most complex electric power utility industry safety regulations. Speakers from state/federal regulatory and industry experts will interpret current laws affecting the electric power industry.

---

Dates: TBA

Location: AREA

Registration Fee: AREA Core Package Plan Participating Cooperative  
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$525 per attendee. Non-AREA members will be charged \$625 per attendee.

## AREA Summer Conference

This annual three-day conference is held for the directors, trustees and managers of Alabama's rural electric cooperatives. The varied program covers areas of interest to cooperative's boards of directors and the conference is open to cooperative directors and managers.

---

Date: July 12-15, 2026

Location: The Grand Hotel  
Point Clear, AL

Suggested Participants: Cooperative directors, trustees, and managers

Hotel Accommodations: The Grand Hotel  
One Grand Blvd.  
Point Clear, AL 36564

Registration Fee: TBA

## **CEO/GM Meeting – Spring**

Bi-annual conference for all cooperative managers. Various topics of current interest to the leaders of Alabama's rural electric cooperatives are covered in two days of meetings.

---

Date: TBA

Location: TBA

Suggested Participants: Cooperative managers

Hotel Accommodations: TBA

## **CEO/GM Meeting – Fall**

Bi-annual conference for all cooperative managers. Various topics of current interest to the leaders of Alabama's rural electric cooperatives are covered.

---

Date: TBA

Location: TBA

Suggested Participants: Cooperative managers

Hotel Accommodations: TBA

NRECA CEO Close-Up: January 11-13, 2026  
Palm Desert, CA

---

NRECA DIRECTOR'S CONFERENCE: January 25-28, 2026  
Palm Springs, CA

---

NRECA PowerXchange: March 6-11, 2026  
Nashville, TN

---

AREA ANNUAL MEETING: April 8-9, 2026  
Montgomery Convention Center  
Montgomery, Alabama

Annual Meeting and Trade Show activities will begin on Wednesday morning, April 8<sup>th</sup>, and will conclude with the Closing Session on Thursday, April 9<sup>th</sup>.

---

NRECA LEGISLATIVE CONFERENCE: April 26-28, 2026  
Washington, D.C.

---

NRECA REGION II-III MEETING: October 14-16, 2026  
Orlando, FL

---

## **NRECA PACKAGE PLAN COURSES FOR 2026**

---

### **Credentialed Cooperative Director (CCD)**

2630.1      Strategic Planning  
April 7, 2026  
(Renaissance Hotel and Conference Center- AREA Annual Meeting)

2640.1      Financial Decision Making  
July 12, 2026  
(Point Clear, AL- AREA Summer Conference)

### **Board Leadership Courses**

984.1      The Road to Resilience: The Board's Responsibility  
April 7, 2026  
(Renaissance Hotel and Conference Center- AREA Annual Meeting)

913.1      Cooperative Fundamentals, Legacy & Economic Impact  
July 12, 2026  
(Point Clear, AL - AREA Summer Conference)

990.1      CCD Refresher  
TBD

950.1      Practical Communication Strategies for Directors  
TBD

### **Supervisor and Manager Development Program**

711.1      Everyone Communicates; Few Connect: Tools for Bridging the Gap  
TBD

713.1      Engaging & Developing High Performing Employees: Bringing Out Their Best  
TBD

714.1      Change is Hard: Guiding Your Team Through Complex Times  
TBD

720.1      Transforming Your Team from Dysfunction to Cohesion  
TBD

## **2630.1** **Strategic Planning**

Boards have ultimate responsibility for ensuring and evaluating the long-term health of the organization. They help fulfill this duty through strategic thinking, identifying goals through strategic planning and authorizing the appropriate allocation of resources through the adoption of financial policies, budget review and approval and monitoring management's progress toward strategic goals.

### KEY TOPICS:

- Understanding the difference between strategic thinking and strategic planning.
- Analyzing your cooperative's strengths, weaknesses, opportunities and threats.
- Recognizing the board's oversight responsibility.
- Using the strategic plan in the annual evaluation of the cooperative's accomplishment and as the foundation of the CEO's performance appraisal.

---

Date: April 7, 2026

Location: AREA Annual Meeting  
Renaissance Hotel and Conference Center

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$800 per attendee. Non-AREA members will be charged \$900 per attendee.

Minimum Attendees: 8

## **2640.1**

### **Financial Decision Making**

This course is designed to help directors assess their cooperative's financial position via financial statements used in financial reporting and planning, as well as key ratios developed from these financial statements. Participants will also recognize how board decisions impact their co-ops financial position.

#### **KEY TOPICS**

- Identifying the key financial decisions boards make.
- Recognizing the uniqueness of the cooperative business model and a typical cooperative's financial attributes.
- Explaining how board decisions impact the financial position and financial statements
- Understanding the difference between reporting a cooperative's financial results and understanding a cooperative's financial position.
- Describing the audit function.

---

Date: July 12, 2026

Location: AREA Summer Conference  
The Grand Hotel

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$800 per attendee. Non-AREA members will be charged \$900 per attendee.

Minimum Attendees: 8

## 984.1

### The Road to Resilience: The Board's Responsibility

Succeeding in today's electric industry requires more than the safe delivery of reliable and affordable energy. It requires resilience. This highly interactive course will define resilience, how building it is vital for cooperatives now and discuss the role of the board in creating it. Participants will discuss the oversight role in board resilience in such areas as power supply, cybersecurity, supply chain, workforce (winning the war for talent), and grid hardening. The course closes with a focus on personal resilience and how it can be built on a personal level as well as in the boardroom.

#### KEY TOPICS:

- Recognize key elements of a resilient leader during times of transition and uncertainty.
- Foster an organizational culture that effectively brings individual talents and resources together to work towards a common goal.
- Put the principles of resiliency into action when facing challenges stemming from supply chain disruptions, fuel and generation diversity, cybersecurity, new technologies and workforce acquisition.
- Assess your own obstacles to personal resiliency.
- Identify ways to improve resiliency of the cooperative board.

---

Date: April 7, 2026

Location: AREA Annual Meeting  
Montgomery, Alabama

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$800 per attendee. Non-AREA members will be charged \$900 per attendee.

Minimum Attendees: 8

## 913.1

# Cooperative Fundamentals, Legacy and Economic Impact

Understanding the unique aspects of the cooperative business model better prepares directors to lead organizations with purpose, not profit, at their core. Course participants will explore the cooperative principles and define how they provide a competitive advantage for today's co-op organizations.

## KEY TOPICS

- Describe the role cooperative business enterprises play in the world's economy.
- Distinguish the cooperative business model from other business models.
- Articulate the seven cooperative principles and how those are applied in today's electric cooperatives.
- Understand the history of electric cooperatives – how and why they were created; the challenges they have overcome through the years.
- Be able to identify future challenges facing electric co-ops and the cooperative business model.

---

Date: July 12, 2026

Location: AREA Summer Conference  
The Grand Hotel

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$800 per attendee. Non-AREA members will be charged \$900 per attendee.

Minimum Attendees: 8

# 990.1

## CCD Refresher

The five CCD courses provide a solid foundation for all directors, but over time directors may want to refresh themselves on key concepts discussed in the curriculum. This BLC course uses co-op specific case studies that reflect the challenges electric co-op boards face today to draw upon a director's knowledge of CCD concepts, combined with the knowledge and experience directors have gained throughout their service on the board. Whether you completed your CCD two years ago or twenty, this course is designed for you.

## KEY TOPICS:

- The evolution of fiduciary duties in the eyes of the courts over the last five years.
- How safety has evolved toward zero incidents and zero contacts.
- The changing preferences and expectations of today's co-op members.
- How increased access to data impacts decision-making at the cooperative.
- The expanding role of risk oversight with the proliferation of risk and opportunities faced by electric co-ops.

Date: TBD

Location: **AREA**

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$800 per attendee. Non-AREA members will be charged \$900 per attendee.

Minimum Attendees: 8

## 950.1

### Practical Communication Strategies for Directors

This course discusses the necessary communication skills for effectively participating in boardroom dynamics, focusing on face-to-face communication, the importance of preparation and how to be an impactful “active listener”. The course will utilize real world examples to teach effective ways to apply communication and other soft skills such as empathy.

#### KEY TOPICS

- Understand and apply the elements of effective, face-to-face communication in the boardroom.
- Recognize the soft skills critical for effective and positive boardroom discussions.
- Practice implementing soft skills (listening, empathy, awareness, etc.) through boardroom scenarios.

---

Date: TBD

Location: AREA

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$900 per attendee. Non-AREA members will be charged \$1,000 per attendee.

Minimum Attendees: 8

## 711.1

### **Everyone Communicates; Few Connect: Tools for Bridging the Gap**

Clear, consistent communication is the foundation of teams working well together to get the job done in support of the co-op's mission. According to a survey by the communication consulting and training group Interact, the majority (69%) of supervisors are often uncomfortable communicating with employees. Understanding what makes people tick and adjusting your personal style improves communication and avoids a lot of headaches and heartburn. Take this opportunity to assess your communication strengths and weaknesses, recognize your assumptions and practice techniques for improving communication skills in both business and personal communications.

#### **KEY TOPICS**

- The role of supervisor as a communication pipeline.
- "Above the surface" versus "below the surface" components of communication.
- Impact of body language, tone of voice and word choice on your message
- Active listening skills
- Personality styles
- Learning styles
- Impact of personal filters, assumptions and values on your interpretation of what others are saying.

---

Date: TBD

Location: AREA

Suggested Participants: Supervisors and middle managers

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$800 per attendee. Non-AREA members will be charged \$900 per attendee.

Minimum Attendees: 8

## 713.1

### Engaging and Developing High-Performing Employees: Bringing Out Their Best

According to Gallup, two-thirds of employees are either “phoning it in” or actively undermining the work of the organization because they aren’t engaged. From the time a co-op hires an employee until the employee leaves, supervisors are responsible for maximizing employee performance. Learn how supervisors can motivate employees to feel empowered and contribute an honest day’s work.

#### KEY TOPICS

- Importance of employee engagement
- Four-step process for setting, monitoring and supporting expectations of team members
- Goal setting
- Supervisors’ role as a coach and mentor
- Delegation
- Process for giving effective feedback to team members
- Supervisors’ responsibilities in recruiting, selecting, and retaining team members

---

Date: TBD

Location: AREA

Suggested Participants: Supervisors and middle managers

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$800 per attendee. Non-AREA members will be charged \$900 per attendee.

Minimum Attendees: 8

## 714.1

### Change is Hard: Guiding Your Team through Complex Times

With waves of technical, social, economic and regulatory changes, electric cooperatives now find themselves operating in what the U.S. military calls a VUCA environment (volatile, uncertain, complex, ambiguous). In this environment, supervisors, must adapt to – and lead – continuous change at their co-ops. The types of changes differ, yet the change process itself is predictable, and so are the ways people respond to change. Supervisors who understand the most effective techniques, and develop solid plans, for navigating their teams through complexity, chaos and confusion are better equipped to thrive in a VUCA world.

#### KEY TOPICS

- Recognizing typical causes and types of change.
- Supervisors' responsibility in implementing change.
- Techniques for managing team member reactions to change.
- Planning process for implementing a change.
- Future change agents impacting co-ops.
- The "4 Ps" Change communications.
- Modeling expected attitudes and behaviors.

---

Date: TBD

Location: AREA

Suggested Participants: Supervisors and middle managers

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$800 per attendee per training day. Non-AREA members will be charged \$900 per attendee per training day.

Minimum Attendees: 8

720.1

## Transforming Your Team From Dysfunction to Cohesion

There is no fun in dysfunction. Petty conflicts, backstabbing behavior, gossip and mistrust make it hard to go to work. Counter to conventional wisdom, however, the causes of these dysfunctional behaviors are both identifiable and curable. With the right tools, supervisors and managers can transform their work environment to one of cohesion and collaboration. *The Five Dysfunctions of a Team* approach, developed by best-selling author and consultant Patrick Lencioni, identifies the root causes of dysfunction on teams and provides the keys to overcoming them. Using this approach, this course empowers supervisors and managers to establish trust, gain commitment to team goals, clarify roles and expectations, effectively communicate and constructively debate issues, making better decisions and creating a team environment to optimize performance.

## KEY TOPICS

- Communicate openly and honestly with your team members and colleagues.
- Recognize that-as the team's leader- you must go first in establishing cohesive behaviors on the team and practice techniques for taking this first step.
- Leverage peer to peer accountability.
- Lead teams in moving beyond artificial harmony and learn how to generate healthy conflict.
- Recognize the power of vulnerability-based trust verses predictive trust, and practice the behaviors needed to build trust.
- Measure the current level of dysfunction in your team or co-op and create a Gap Analysis Strategy to build the bridge.

Date: TBD

Location: **AREA**

Suggested Participants: Supervisors and middle managers

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$800 per attendee per training day. Non-AREA members will be charged \$900 per attendee per training day.

Minimum Attendees: 8

## AREA Member Service Representative Program

The program consists of a carefully selected core of courses, which address the foundation skills and knowledge needed by Member Service Representatives in accordance with the needs of their specific work environments and responsibilities. Dates and course descriptions follow.

---

The following courses are being offered this year in the MSR curriculum.

Dates:

- March 24, 2026 – When I was Your Age: Understanding Different Generations in the Workplace (Member124) – 1 day/1 credit
- September 3, 2026 – Dialogue Dynamics: What Drives Others to Listen to Me (Member125) – 1 day/1 credit

Registration Fee Per Attendee:

- When I was Your Age: Understanding Different Generations in the Workplace (Member124)  
Member-\$500, Non-Member-\$600
- Dialogue Dynamics: What Drives Others to Listen to Me (Member125)  
Member-\$500, Non-Member-\$600

March 24, 2026 – When I was Your Age: Understanding Different Generations in the Workplace (Member124) – 1 day/1 credit

Our workforce is much more diverse today than ever before in history, with the age range of employees spanning as much as 50 years. While we have many similarities, each generational background can bring differing views about communication techniques, work/life balance and approach to work. This session helps participants understand how to effectively interact with co-workers of every age. (Minimum attendance: 10)

September 3, 2026 – Dialogue Dynamics: What Drives Others to Listen to Me (Member125) -- 1 day/1 credit

Let's face it, regardless of the role, communication is one of the most critical skills needed for success with both internal and external customers. Effective communication is key to workplace success, but how do we ensure that others truly want to listen to us? This session explores the essential elements that make our voices resonate with colleagues and leaders. You will uncover strategies to build trust, convey confidence and deliver messages that engage and inspire. (Minimum attendance: 10)

## Utility Accounting Program

Utility Accounting programs consist of a carefully selected core of courses, which address the foundation skills and knowledge needed by accounting professionals in accordance with the needs of their specific work environments and responsibilities.

NOTE: TVPPA's Certified Utility Accountant (CUA) program is designed to provide accounting personnel with the knowledge and resources necessary to effectively and efficiently perform their jobs in the unique utility industry. The CUA program consists of a core curriculum of accounting which range from basic to advanced level classes. Course descriptions will follow.

---

Dates:

TBD - Legal Review for the Accounting Professional (Util120) - 1 day/1 credit

TBD - Introduction to Pricing and Rate Design (Util121) - 2 days/2 credits

Registration Fee per Attendee:

-Legal Review for the Accounting Professional (Util120)

    Member-\$670, Non-Member-\$770

-Introduction to Pricing and Rate Design (Util121)

    Member-\$870, Non-Member-\$1020

TBD - Legal Review for the Accounting Professional (Util120) - 1 day/1 credit

This class provides a detailed look at legal issues that electric utility accounting professionals face. The class covers the latest changes in the law, updates on wage and hour litigation, the preservation of documents and other evidence in liability lawsuits and more. (Minimum attendance: 10)

TBD - Introduction to Pricing & Rate Design (Util121) - 2 days/2 credits

Energy technology continues to change metering, efficiency and customer expectations for innovation. Understanding pricing and rate design at the distributor level and how it must flex to keep up with new technology is more critical than ever.

(Minimum attendance: 10)

## Human Resource Certificate

To enhance the stature of your company and the competence of its workforce, AREA will be offering these professional based programs for Human Resource personnel. These individual courses consist of a carefully selected core of courses, which address the foundation skills and knowledge needed by HR professionals in accordance with the needs of their specific work environments and responsibilities

NOTE: TVPPA's Utility Human Resource Certificate (UHR) is made up of nine core classes. Participants are given 4 years to complete all the requirements for the TVPPA certificate program. Course descriptions will follow.

Dates:

TBD - Organizational Liability: Risk Management (Resource121) - 2 days/2 credits

TBD - Conflict Mediation (Resource122) - 1 day/1 credit

Registration Fee per Attendee:

-Organizational Liability: Risk Management (Resource121)

Member-\$870, Non-Member-\$1,020

-Conflict Mediation (Resource122)

Member-\$670, Non-Member-\$770

TBD - Organizational Liability: Risk Management (Resource121) - 2 days/2 credits

One of the areas in which human resources staff must be prepared is risk management.

During this course, you will examine real-world examples and strategies for risk management to gain insight on how others have handled various situations. You will also discuss how responsibilities of a human resources professional cross into many very important areas of the organization. Participants will learn about workplace safety, OSHA requirements, drug testing, workplace violence, and more.

(Minimum attendance: 10)

TBD - Conflict Mediation (Resource122) - 1 day/1 credit

Supervisors and managers spend a portion of their time addressing conflict issues in the workplace. Conflict can be positive or negative. However, unaddressed conflict frequently escalates, resulting in additional loss of productivity. Proper mediation of conflict can result in a 25% reduction in the time required to reach a resolution.

Participants learn and practice skills to proactively address conflict and use the appropriate mediation style to achieve resolution. (Minimum attendance: 10)

## **Advanced Lineworker Training (TVPPA)**

### **ADVANCED LINEMAN COURSE DESCRIPTIONS:**

AREA, in conjunction with TVPPA, offers Advanced Lineworker Training to experienced electric cooperative lineworkers. This program is taught through presentations, demonstrations, group problem-solving exercises and hands-on activities, to include understanding electrical fundamentals, transformer connections and learning electrical distribution symbols, abbreviations and technical terms. This Certificate course is divided into 5 phases. TVPPA's Advanced Lineworker Certificate training program provides advanced skill training for journey-level lineworkers. Upon completion of the program, a lineworker should be prepared to handle troubleshooting competently throughout a utility's distribution system.

Phase 1 -- Through presentations, group problem-solving exercise and hands-on activities, lineworkers gain increased knowledge and understanding in electricity fundamentals and transformer connections. Participants learn electrical distribution technical terms, symbols, abbreviations and device identification, and how to troubleshoot problems with transformers and transformer connections – using miniature transformers with actual voltages.

Phase 2 -- This course helps lineworkers troubleshoot problems throughout a utility's distribution system. Practical exercises using actual diagrams and drawings are conducted throughout the three days. Participants learn to identify problems that could occur in a substation on a trouble call and the characteristics of electrical substation equipment that interrupt or establish electrical circuits and change the voltage, frequency and other characteristics of the substation.

-Regulator Training (included in Advanced Lineworker-Phase 2):

1. What regulators are and why we use regulators
2. Voltage drop review & calculations
3. PSC overview of 5% voltage rule
4. Sizing regulators & how regulators work
5. Bandwidth & time for out of band
6. Setting regulator controls for band and time
7. Oil testing

3-D simulator for installing regulators and operating regulator using both microprocessor type controller and older mechanical controller

Phase 3 -- A session on advanced transformers covers three-phase connections, including trouble-shooting within transformer banks. Participants receive hands-on training in switching an electronic recloser; learn how a recloser operates in emergency

situations; and learn the characteristics/operation of fuses and sectionalizers. Participants gain an understanding of transformer bank construction, troubleshooting and emergency transformer bank problem solving and how voltage phasors can analyze transformer bank problems more effectively.

Phase 4 -- In Phase 4, a section on industrial transformer connections explains Delta and Wye connections. In the metering problem-solving section, attendees receive a working knowledge of meters, including installation, testing and problem troubleshooting. The remaining module deals with substation switching and the various types of bus configurations. Participants will learn to identify and understand the advantages and disadvantages of each.

Phase 5 -- This module discusses the features of 'live front' and 'dead front' pad-mounted underground transformers. Correct switching unit operation is stressed to ensure safety and service continuity, and a comprehensive review of underground system components emphasizes proper installation and operating methods. Lineworkers learn the proper manufacturer-recommended techniques to prepare high voltage insulated cable for splicing and terminating.

---

Dates: Advanced Lineworker Training (Phase 1) – May 12-14, 2026  
Advanced Lineworker Training (Phase 2) – June 8-11, 2026  
Advanced Lineworker Training (Phase 3) – August 11-13, 2026  
Advanced Lineworker Training (Phase 4) – October 16-15, 2026  
Advanced Lineworker Training (Phase 5) – November 3-5, 2026

Location: AREA

Registration Fee: PHASES 1, 3, 4, 5  
\$1,000 (member) per phase  
\$1,200 (non-member) per phase

PHASE 2 with regulator training  
\$1,050 (member)  
\$1,300 (non-member)

These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

## Foreman's Academy (TVPPA)

### FOREMAN'S ACADEMY (TVPPA) COURSE DESCRIPTION:

AREA, in conjunction with TVPPA, offers the Foreman Academy curriculum. Designed with input from a committee made up of member representatives, this course of study is intended to provide line crew foremen with knowledge and skills outside the scope of fundamental linework. This will allow them to be more effective leaders and supervisors as well as help them understand their role and responsibilities of their job within the utility. The Foreman Academy will consist of classes covering three categories: leadership skills, safety and technical skills and management skills. Participants will receive a certificate showing completion of each track. For overall completion of the Foreman Academy program, participants must complete three tracks or three years' worth of study. This multi-level program will allow for progression and continuing education.

### TRACK 1

#### Leadership Skills

- Attitude and Responsibility – Setting an Example for Your Crew
  - Attaining a safe work environment, Teaching measures, Team efforts, Increasing job knowledge, Total cooperation, Understanding each job, Development of safe work habits, Enjoying the job

#### Safety & Technical Skills (Leadership in Safety)

- Conducting Job Briefings – liability issues, OSHA 1910.269 – why safety is important, Safety Audits, Job Hazard Analysis, Accident Investigations

#### Management Skills

- Employment Law, Conquering Paperwork

---

### TRACK 2

#### Leadership and Management Skills

- Team Building, Understanding and Conducting Performance Appraisals, Generations at Work

#### Safety and Technical Skills (2 days)

- OSHA 10-Hour (General Industry), Dollars and Sense of Safety Management

## TRACK 3

## Safety and Technical Skills

## ■ Engineering Staking, Accident Investigation and Emergency Response

## Leadership and Management Skills

- Career Transitions and Challenges, Communication, Conflict Mediation, Time Management, Planning for the Future

Dates: Foreman's Academy (Track 1) - March 16-19, 2026  
Foreman's Academy (Track 2) - September 14-17, 2026  
Foreman's Academy (Track 3) - November 16-19, 2026

Location: **AREA**

Registration Fee: \$1,250 (member) per track  
\$1,500 (non-member) per track

These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

## Apprentice Lineworker Training

### APPRENTICE LINEWORKER TRAINING COURSE DESCRIPTION:

#### BOOK ONE - BASIC LINEMAN SKILLS

Topics Covered: Electricity: A Necessity for Modern Life, Basic Tools and Equipment for Line Work, Line Work Communications, Working Safely, Ropes, Knots, Splices and Gear, Basic Electricity, Simple Ways of Making Electricity, Mathematics Review, More Mathematics, Introduction to DC Fundamentals

#### BOOK TWO - MATHEMATICS & AC REVIEW

Topics Covered: Electricity: Generation and Transmission, Mathematics Formula Review, Trigonometry and Vectors, Alternating Current and Circuits with Resistance, Electric Current, Inductance in AC Circuits, Capacitors in AC Circuits, Series Circuits Resistance Inductive Reactance, Protective Grounding, The Use of Hot Line Tools

#### BOOK THREE - INTERMEDIATE LINEMAN SKILLS & AC FUNDAMENTALS

Topics Covered: Mathematics Formula Review, Safety Review, Electricity Distribution, AC Parallel Circuits, Three Phase Systems, AC Instruments and Meters, Measuring Electricity, Distribution and Transmission Poles, Stringing and Sagging Operations, Transformers

#### BOOK FOUR - ADVANCED LINEMAN SKILLS

Topics Covered: Safety Review, Line Conductors and Connections, Underground Distribution Systems, Maintenance of Transmission Lines, Transformer Connections and Special Applications, System Operations, System Protection, Work Procedures, Insulators, Substations and Operations

## PRE-APPRENTICE ASSESSMENT

The TVPPA Pre-Apprentice Assessment workshop is a 4.5-day class designed to help determine whether an employee or potential employee is suited for the demanding role of lineworker apprentice. Candidates are assessed on their ability to learn the various aspects of linework, especially climbing. Individual sessions focus on the hazards of electricity, grounding and rigging.

Participants stay physically and mentally challenged for the duration of the course. In addition to classroom discussion and hands-on exercises, students are assigned homework and tested extensively.

- Work site safety inspection
- Fitting, care, and inspection of climbing tools
- Gaff sharpening
- Inspection and testing of poles and worksite hazards
- All climbing requires the use of fall protection equipment
- Knots to be taught: bowline, clove hitch, half hitch, timber hitch, square and bowline on a bight.
- Pole top rescue at 10' and 40' level
- Safe and proper climbing techniques
- Proper handline use and make-up for storage
- Introduction to rigging
- Hanging cross arms at 10' level.
- Safety, the #1 priority
- PPE and tool inspections required daily
- Climbing done on 40' poles

## FUNDAMENTALS LAB 1

- Safety
- PPE and tool inspections
- Proper procedures for grounding overhead lines
- Equal-Potential Grounding, single and three phase
- Rigging
- Pole Top Rescue at 40' level
- Importance of climbing tools being readily available
- Installing and removing aluminum and cooper ties
- Pole framing
- OSHA 1910.269
- Work Area Protection
- Knot tying

## **CONSTRUCTION LAB 2**

- Safety
- Job briefings
- Overhead construction
- Rigging
- Proper installation and removal of double cross arms at 40' level
- Installing and removing aluminum and copper ties
- Bucket Truck Rescue methods
- Guys and anchors
- Minimum approach distances and one potential
- Overhead conductor sagging methods
- Installation and removal of protective cover up
- Equal Potential Grounding Review
- Pole Top Rescue at 40' level

## **OPERATIONS LAB 3**

- Safety
- Aerial lift inspection
- Arc flash hazards
- PPE inspections
- Bucket truck rescue
- Systems operations
- Three-phase transformer theory
- Insulation/isolation techniques

## **UNDERGROUND LAB 4**

- Safety
- Underground System Design. Radial, Loop and Dual Feeds
- Underground cable design, preparation/installation
- Locating/cable fault finding for underground cable
- Makeup and installation of terminations/connectors such as elbows, elbow lightning arrestors and terminators. Pot-heads and splices and bushing well insert
- Makeup and installation of URD equipment to include: Transformers, Live and Dead Front, Switching cabinets, junction boxes
- Grounding of underground cable and pad mounted transformers
- URD operations and construction
- Identification of Live and dead-front URD pad-mounted transformers
- URD troubleshooting
- URD tagging/switching
- Testing
- Installation
- Fusing

## **TROUBLESHOOTING LAB 5**

- Safety
- Compliance
- Personal Protective Equipment
- Hot Line Tools
- OSHA/NFPA Standards
- Testing Line Voltage
- Substation
- Breakers
- O.C.R's
- Fuses
- Regulators
- Capacitors
- Relays
- Single Line Drawings and Components
- Troubleshooting Techniques
- Sectionalizer
- Faults
- Line Coordination

## **FINAL EXAM**

The 4 day exam consists of a 110-question written test and a series of physical skills lab demonstrations. The written test includes questions covering objectives in Units 1-4 of the Lineman Apprenticeship Program. The skills lab demonstrations include objectives from Labs 1-5 and will vary for each final exam. Demonstration requirements will not be revealed for each exam until students are on the field. Scoring of the overall exam is weighted 40% for the written test and 60% for the skills lab demonstrations.

## **WORKZONE TRAFFIC**

This Flagger Course is certified by the ATSSA (American Traffic Safety Services Association), and this training is recognized by ALDOT, as ATSSA is a recognized provider in the state. This is a one-half day course. Topics covered in this training include introduction to traffic safety and the flagging profession, flagging standards and guidelines (MUTCD and State), flagger qualifications, high-visibility safety apparel, proper flagging procedures, special situations involving flaggers, communication between flaggers, emergency procedures, an exam and review of exam. Upon successful completion of the course and exam, participants will receive their ATSSA certification cards.

## **DIGGER DERRICK TRAINING**

The purpose of this training is to insure the safe and responsible operation of a Digger Derrick truck. With this training, the intended outcome is for all those that are using these devices to acquire the knowledge and skills to operate the equipment safely and productively. The course covers both digger derrick and material handling aerial device.

### **1<sup>ST</sup> YEAR**

Classroom Dates (1<sup>st</sup> Year – students beginning 2026):

Apprentice Lineman (Book 1 & Flagger) – June 1-4, 2026  
Apprentice Lineman (Book 1 & Flagger) – July 20-23, 2026  
Apprentice Lineman (Book 2) – July 6-9, 2026  
Apprentice Lineman (Book 2) – August 24-27, 2026

Lab Dates (1<sup>st</sup> Year – students beginning 2026):

Pre-Assessment Lab – March 8-12, 2026  
Pre-Assessment Lab – April 26-30, 2026  
Fundamentals Lab 1 – May 4-7, 2026  
Fundamentals Lab 1 – May 11-14, 2026

Digger Derrick Training (1<sup>st</sup> Year – students beginning 2026):

Digger Derrick Training – August 18-20, 2026  
Digger Derrick Training – November 17-19, 2026

### **2<sup>ND</sup> YEAR**

Classroom Dates (2<sup>nd</sup> year – students who began in 2025):

Apprentice Lineman (Book 3) – January 12-15, 2026  
Apprentice Lineman (Book 3) – February 9-12, 2026

Lab Dates (2<sup>nd</sup> year – students who began in 2025):

Construction Lab 2 – March 2-5, 2026  
Construction Lab 2 – April 13-16, 2026  
Operations Lab 3 – September 28-October 1, 2026  
Operations Lab 3 – October 5-8, 2026

### 3<sup>RD</sup> YEAR

Classroom Dates (3<sup>rd</sup> year – students who began in 2024):

Apprentice Lineman (Book 4) – February 23-26, 2026

Apprentice Lineman (Book 4) – March 30-April 2, 2026

Lab Dates: (3<sup>rd</sup> year – students who began in 2024):

Underground Lab 4 – August 3-6, 2026

Underground Lab 4 – September 14-17, 2026

Troubleshooting Lab 5 – October 19-22, 2026

Troubleshooting Lab 5 – October 26-29, 2026

Top-Out Exam – November 30-December 3, 2026

Top-Out Exam – December 7-12, 2026

Location: AREA

CLASSES:			
Book 1	\$900 (member)	←1 <sup>st</sup> Year→	\$1,150 (non-member)
Book 2	\$900 (member)	←1 <sup>st</sup> Year→	\$1,150 (non-member)
Book 3	\$900 (member)	←2 <sup>nd</sup> Year→	\$1,150 (non-member)
Book 4	\$900 (member)	←3 <sup>rd</sup> Year→	\$1,150 (non-member)
LABS:			
Pre-Assessment -- \$2,075 (member); \$2,325 (non-member) – 1 <sup>st</sup> Year			
Digger Derrick -- \$1,015 (member); \$1,215 (non-member) – 1 <sup>st</sup> Year			
Fundamentals Lab 1 -- \$1,100(member); \$1,400 (non-member) – 1 <sup>st</sup> Year			
Flagger Training (1/2 day) -- \$160 (member); \$185 (non-member) – 1 <sup>st</sup> Year			
Construction Lab 2 -- \$1,100 (member); \$1,400 (non-member) – 2 <sup>nd</sup> Year			
Operations Lab 3 -- \$1,100 (member); \$1,400 (non-member) – 2 <sup>nd</sup> Year			
Underground Lab 4 -- \$1,100 (member); \$1,400 (non-member) – 3 <sup>rd</sup> Year			
Troubleshooting Lab 5 -- \$1,100 (member); \$1,400 (non-member) – 3 <sup>rd</sup> Year			
Top-Out Exam -- \$1,040 (member); \$1,290 (non-member) – 3 <sup>rd</sup> Year			

NOTE: Prices may change due to classroom size.

These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

## Staking Technician Training & Certification

Hi-Line Engineering's certified staking technician training program is designed to educate and equip the staking technician to design safe, reliable and efficient electrical distribution facilities. The comprehensive training program endeavors to explain the science and art of distribution line design. The apprentice can learn the basics and the experienced professional can add to his or her scope of knowledge. Many ideas will be presented that can be built upon by both engineers and designers to provide a customized set of staking parameters for a utility. The course of study leads to certification as a qualified staking technician. The certification will be awarded after the student successfully completes the outlined curriculum and written tests. This is a three-phase program, with the National Electrical Safety Code (NESC) Update included in Phase 2. NOTE: The NESC portion is covered on Day 1 and Day 2 of Staking School (Phase 2).

### Staking School Course Description:

#### 1. BASIC SURVEYING (Covered in Phase 1)

This course will teach the student the basic and advanced methods of line route surveying. He or she will learn how to make accurate distance measurements, turn and bisect line angles and measure changes in elevation. The student will be taught how to conduct a complete point survey using a total station. A basic overview of GPS and its application to line design and staking is included in the domain. To complete the study, the student will learn how to transfer both paper and electronic field data to hand drawings or computer aided drafting programs. The outline for this course of study is as follows:

- a. Fundamental principles
- b. Measurements
- c. Elevation profile and object height
- d. Plan and profile drawings
- e. Special techniques
- f. Total station
- g. Geographical positioning systems (GPS)

#### 2. POLE-LINE STRUCTURE DESIGN AND LAYOUT (Covered in Phase 1)

Here the student learns how to design overhead electrical distribution structures. The course is organized into a set of building blocks, each one building upon the other. The building blocks are conductors, poles, pole-top assemblies and guys/anchors. Tables and graphs are provided for the student to look up design values for immediate application in the field. He or she will also learn to make basic calculations to determine strength and maximum allowable spans for wind and ice loading, plus total guy load due to tension and wind. This course of study is outlined below.

- a. Conductors
- b. Poles
- c. Pole-top assemblies
- d. Guys and anchors

#### UNDERGROUND DESIGN AND SUBDIVISION LAYOUT (Covered in Phase 3)

In addition to designing overhead lines, the staking technician must also design underground facilities. This course will explain the components of underground distribution systems along with their application and limitations. The student will learn how to lay out subdivisions, specify pad-mounted equipment and design sectionalizing systems. This course will also cover conduit systems and the correct methods for calculating pulling tensions relative to conduit bends and cable runs.

- a. Underground cable
- b. Components
- c. Pad-mounted switchgear
- d. Over-voltage protection
- e. Cable pulling in conduit systems
- f. Designing underground systems

#### 3. STAKING SHEETS (Covered in Phase 1)

Clear and detailed staking sheets are the product of design and structure layout. The student will learn how to provide the necessary information to ensure that the material requisition, construction and accounting flows smoothly and accurately. He or she will also learn how to estimate construction costs based on book pricing. The course work is outlined below:

- a. Types of staking sheets
- b. Preparation of a clear and detailed staking sheet
- c. Basic work order procedure
- d. Computerized staking sheets
- e. Final staking sheets

#### 4. OBTAINING PERMITS (Covered in Phase 2)

Today, property owners are more reluctant to give right-of-way easements for overhead or underground power lines. Consequently, more use is being made of existing public rights-of-ways. To do this, permits must be obtained from the governing agency. They are usually detailed and onerous. This domain teaches the student what information is required in a permit, how to set up an efficient permitting process, how to establish good personnel contacts to ease the process and how to prepare permit documents and drawings. The governmental agencies discussed in the course are listed in the course outline.

- a. General
- b. Departments of Transportation (state, county and municipal)
- c. US Corps of Engineers

- d. Transmission lines
- e. Miscellaneous permits

5. CONSTRUCTION CONTRACT ADMINISTRATION (Covered in Phase 3)  
A well-written construction contract and properly drawn set of plans and specifications will go a long way toward getting the lowest bid prices and ease of administration. Accurate accounting of the materials and close monitoring of the contractor's progress are essential to completing a project on time and on budget. The student will learn how the construction contract affects every aspect of the project and how to administer the contract terms and conditions for a successful outcome.

- a. RUS construction contracts
- b. Plans and Specifications
- c. Staking for a construction contract
- d. Materials control
- e. Contractor observation
- f. Contract closeout

6. JOINT USE STAKING AND MAKE-READY SURVEYS (Covered in Phase 1)  
The communications industry is forever scrambling for pole rental space on distribution structures to attach telephone, CATV and fiber optic cables. With right-of-way becoming harder to obtain, electrical utilities, both distribution and transmission, are combining circuits on one pole line to maximize efficiency and reduce costs. This course will teach the student how to handle joint use attachments. He or she will learn how to perform make-ready surveys, measure clearances, determine strength requirements, prepare construction estimates, make final inspections and understand the requirements of joint use contracts.

- a. Types of joint use
- b. Determining strength requirements for joint use
- c. Aerial attachments
- d. NESC joint use requirements for separation of joint use utilities
- e. Joint use contracts
- f. Inspection of joint use attachments
- g. Performing make-ready surveys

7. SIZING TRANSFORMERS AND CONDUCTORS (Covered in Phase 3)  
This course will focus on basic electric theory and the methodology to correctly size transformers and service conductors for standard residential and small commercial loads. The student will learn how to perform basic calculations for current, voltage, power and voltage drop. He or she will also study basic circuit theory and its application in an electric distribution system. The course will discuss transformer connections and their application to specific electrical loads.

- a. Basic electric theory
- b. Transformers

- c. Transformer sizing
- d. Service voltage drop
- e. Computer programs

---

#### Staking Technician Training & Certification

Dates:                   Phase 2 – April 20-23, 2026  
                          Phase 3 – October 26-29, 2026

Location:            AREA

Registration Fee:    \$1,750 (members)  
                         \$2,000 (non-members)

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Minimum Attendance: 14

## Basic Electric Distribution Systems Explained

This course is perfect for anyone new to the utility industry or office employees who desire a broader knowledge of field operations of utility. Students will learn the basics of working with and around power lines including general safety rules and guidelines. The class introduces students to basic power line equipment with hands-on demonstrations of how the equipment functions. The course will also provide an overview of patrolling the power lines during outages and how to identify various types of outages such as equipment failure, animal interference, and tree/vegetation interference.

### Who Should Attend:

- Anyone New to the Utility Industry
- Accounting Personnel
- Member Services Personnel
- Engineering Personnel
- Dispatch

---

Date: September 22-23, 2026

Location: AREA

Registration Fee: \$960 for members  
\$1,110 for non-members

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Minimum Attendance: 14

**Forest Applications Training - Three Day - Felling, Limbing, Bucking, Storm Clean-up (Participants in this program should have a complete knowledge of the chainsaw operator's manual).**

Participants – 10-12 maximum

Class Time - 18 hours

## DAY 1

- Personal Protective Equipment, Chainsaw safety features, Reactive Forces and the Bore Cut, The Hinge, The Face Notch, The Cutter Tooth, Information before felling, Scoring to steer retention of topics

DAY 2

- RDT Maintenance, The Cutter Tooth, Run Check/Carburetor adjustment, Hands-on practice of round chain filing and or chisel bit, Introduction to Spring Poles, Height Measuring, Wedging and Binds, Introduction to Wedging, Side lean and target accuracy

DAY 3

- Discussion of Pressures and Binds, Spring Poles, Windthrown Trees/Hangers, Site Information/Assessment, Hazard Removals and Recognition, Wedging use for Pressures and Binds, Dellimbing, Topping and Bucking techniques, Review of Notching and Hinge, Debris removal and Ergonomics, Throw line and Rope Discussion

Date: March 9-11, 2026 (Location: TBA)  
October 19-21, 2026 (Location: TBA)

**Suggested Participants:** Participants in this program should have a complete knowledge of the chainsaw operator's manual.

Registration Fee: \$642 per person, per class  
\$842 for non-members

This is a pay-as-you-go training offered through AREA.  
Please contact AREA for registration information.

# On The Line Training - Advanced Chain Saw Training

Participants – 12 per instructor

Class Time - 10-12 hours

This class is designed to help linemen and ROW employees understand how to recognize hazards, plan and apply techniques to remove trees from power lines following storms. They will also learn techniques to utilize ground tools and chain saw operations to mitigate line hang-ups.

Each class will be a day and a half. A **prerequisite for the class is to have completed the 3-day Forest Application training offered at AREA.**

Date: March 12-13, 2026 (Location: TBA)  
October 22-23, 2026 (Location: TBA)

**Suggested Participants:** Participants who have completed Forest Applications Training

Registration Fee: \$433 (members) per person  
\$583 (non-members) per person

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

## SAFETY AND COMPLIANCE

AREA provides quality training and safety programs for the employees of member cooperatives, as well as technical assistance. The Safety program is a primary benefit of Alabama Cooperatives, which can be obtained by being a member of AREA. Although the budgeting and participation in the AREA Safety program is separate from other AREA services, an Alabama cooperative must be a member or Affiliate Member of AREA to participate in this program.

### EMPHASIS ON SAFETY AWARENESS

AREA staff works to place emphasis on all safety programs, focusing cooperative efforts on reducing all accidents, as well as facilitating a discussion and analysis of near misses. As part of this emphasis, AREA staff encourages participation in the Rural Electric Safety Achievement Program (RESAP), which works to improve compliance with each cooperative's safety manual. RESAP and other initiatives are used to increase safety awareness for Alabama's electric cooperatives. The "100% Safe" logo and slogan is utilized and incorporated into programs statewide, as well as being used by Alabama cooperatives.

AREA continues to coordinate and staff regularly scheduled meetings at each participating cooperative targeted at ten (10) meetings annually. Length of meetings varies according to each individual meeting topic. AREA assists cooperatives with resources to supply additional training above the base program, if requested. Services provided by AREA above the agreed upon base program, are billed to the cooperative at the cost of the service. If cooperatives would like to schedule additional meetings or need specialized training, AREA staff will assist in the coordination. Special needs training needs to be scheduled at least two months (60 days) in advance to allow time to prepare meeting materials.

These loss control meetings are also available at separate locations for a participating cooperative if the cooperative determines the need for an additional loss control meeting at a district or branch office. Loss control meetings must be arranged through AREA prior to the beginning of the year to be included in the loss control meeting schedule.

AREA staff coordinates a statewide Safety & Regulatory Update/Forum each year to keep abreast of the issues and to assist in planning topics of interest to the cooperatives. In addition to these bi-annual discussions, a roundtable for safety coordinators is scheduled at the E&O Conference for the purpose of planning programs and/or discussing matters of statewide interest.

An OSHA, DOT, FMCSR and EPA training list is provided to all cooperatives in the fall. This will allow each system to schedule their training for the next year. The list includes, but is not limited to, topic name, regulatory standard and training source.

The committee recommends that the Safety programs be made available for out-of-state cooperative participation, but the primary focus is on providing services to our current members.

## SPEAK UP LISTEN UP

Speak Up Listen Up is a program that was developed by Caterpillar and adopted by NRECA to help cooperatives work together to create a true culture of safety. It will assist cooperatives to continually evaluate and improve safety performance to create a safer workplace.

AREA staff will offer this training to every cooperative at their location who request it. The training is designed to be a one-day event. AREA staff has been trained to administer this training at little or no cost to the cooperatives.

## COMMITMENT TO ZERO CONTACTS: PHASE 2

In 2018, the first phase of the Commitment to Zero Contacts initiative was introduced. It was designed to provide co-op CEOs, senior leaders and field personnel with ideas and resources to help reduce the chance of serious injuries and fatalities (SIFs) due to electrical contact and enhance co-op safety efforts.

SIFs trends have improved some, but they continue with regular persistence, requiring us to commit to taking a "hard look in the mirror" to understand the REAL state of our work practices and performance. A more hands-on approach to pursuing zero contacts has been developed to better understand actual work practices, create local ownership and to create a plan to minimize future risk as needed.

### How it Works

Operational department leaders and their teams work together to assess co-op operational and safety practices incorporating employee input, facilitation, and two-way discussion. The approach includes: 13-question survey, facilitated planning session, summary report, plan implementation, monitoring and follow-up.

### What's Next?

Commitment to Zero Contacts Phase 2 is currently being piloted at co-ops across the country. Interested co-ops can contact any AREA Statewide Safety Staff member for more information and to begin the process.

## Commit to Zero Contacts!

## HOTEL SUGGESTIONS

(Montgomery, Alabama and Surrounding Areas)

<p style="text-align: center;"><b>HOTELS LOCATED OFF EXIT 11 - EASTCHASE (near AREA offices)</b></p> <p style="text-align: center;">To receive special rates, please let highlighted yellow know you are with "areapower."</p>	
<b>Candlewood Suites</b> 9151 Boyd Cooper Parkway Montgomery, AL 36117 Phone - 334-277-0677	<b>Homewood Suites at EastChase</b> 7800 EastChase Parkway Montgomery, AL 36117 Phone - 334-277-9383
<b>Holiday Inn Express</b> 9250 Boyd-Cooper Parkway 334-271-5516	<b>Hampton Inn</b> 7651 EastChase Parkway 334-277-1818
<b>TownePlace Suites by Marriott</b> 2845 EastChase Lane 334-239-7110	<b>Fairfield Inn &amp; Suites</b> 8970 EastChase Parkway 334-260-8650
<p style="text-align: center;"><b>HOTELS LOCATED OFF EXIT 6</b></p> <p style="text-align: center;"><b>INTERSTATE 85 NORTH AND THE EASTERN BOULEVARD</b></p> <p style="text-align: center;">(approx. 5-10 minutes from AREA &amp; approx. 15 minutes from downtown Montgomery)</p>	
Drury Inn 1124 Eastern Boulevard 334-277-2400	Sonesta Suites 1200 Hilmar Court 334-270-3300
Hampton Inn 1401 Eastern Boulevard 334-277-2400	Comfort Suites 5924 Monticello Drive 334-272-1013
Courtyard 5555 Carmichael Road 800-321-2211 or 334-272-5533	Baymont Inn & Suites 5225 Carmichael Road 800-301-0200 or 334-277-6000
Fairfield Inn 5601 Carmichael Road 334-270-0007	Best Inns of America 5135 Carmichael Road 334-270-9199
Holiday Inn East 1185 Eastern Boulevard 800-465-4329 or 334-272-0370	LaQuinta Inn 1280 Eastern Boulevard 800-531-5900 or 334-271-1620
Holiday Inn East 1185 Eastern Boulevard 800-465-4329 or 334-272-0370	LaQuinta Inn 1280 Eastern Boulevard 800-531-5900 or 334-271-1620
Ramada Inn East 1355 Eastern Boulevard 800-228-2828 or 334-277-2200	Residence Inn by Marriott 1200 Hillmar Court 800-331-3131 or 334-270-3300

Studio Plus 5115 Carmichael Road 888-788-3346 or 334-273-0075	Springhill Suites 5041 Carmichael Road 334-409-9999
Towne Place Suites by Marriott 5047 Carmichael Road 334-396-5505	Wingate Inn 2060 Eastern Boulevard (behind Up the Creek) 334-277-7880
<b>MID-MONTGOMERY</b>	
Hilton Garden Inn 424 Interstate Park Drive 334-272-2225	Located at I-85 and Perry Hill Road (Exit 4)
<b>PRATTVILLE, ALABAMA</b> Off I-65 (North of Montgomery)	
Country Inns & Suites/Prattville 334-495-3000	Approx. 10 minutes to Civic Center
Hampton Inn/Prattville 2585 Cobbs Hill Place 334-285-6767	Approx. 10 minutes to Civic Center