



## **SUPERVISORY TRAINING PROGRAM**

### **STP UNIT #4: “CONTRACT DOCUMENTS”**

- DATE:** Thursdays, January 16, 23, and 30, February 6, 13, 20 and 27, 2025  
*5 out of 7 nights are a requirement to pass this unit*
- TIME:** 6:00 - 8:00 p.m.
- PLACE:** Building Industry Center, 6 Airline Drive, Albany, NY
- COST:** \$145 per person for C.I.A.P. contributing employers  
\$210 per person for Members of ECA, AGC of NYS, or NESCA (non-CIAP contributing employers)  
\$260 per person for Non-Members (non-CIAP contributing employers)

**\* PAYABLE TO EASTERN CONTRACTORS ASSOCIATION, INC. \***  
***PAYMENT MUST BE RECEIVED PRIOR TO ATTENDING THE FIRST CLASS***

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Over the years, ECA has developed one of the most successful Supervisory Training Programs (STP) in the country...over 200 Superintendent Courses since the inception of the program some 30-plus years ago, training over 3,500 local supervisors, tradespeople, and office personnel.

**Unit #4, Contract Documents** will provide information about contract documents and construction law to help supervisors recognize the roles and responsibilities of all contracted parties, to develop an understanding of how contract documents can be helpful to solve problems and resolve conflicts, and to develop positive relationships between all parties in the construction process.

Topics will include:

- Introduction to contract documents and construction law
- Creating a positive environment through partnering
- Contractual relationships
- Contract forms and documents
- Managing general conditions
- Good documentation practices
- Changes
- Differing site conditions
- Time impacts
- Negotiation of resolutions

❖ Contract Documents is for Superintendents and foremen, people who aspire to become superintendents and foremen; people who work with superintendents and foremen; supervisors who work for subs; field secretaries; owners, architects, and engineers; anyone who communicates with the job site.

If you have any employees who may be interested or if you would like additional information on the STP, please call or e-mail Laura Regan at ECA (518-869-0961/laurar@ecainc.org). The Program has been developed by the Associated General Contractors of America. More than 200,000 individuals have participated in STP courses nationally. It was developed by contractors for contractors. Give it a look if you haven't already done so!

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6 Airline Drive ❖ Albany, New York 12205

ECA: 518-869-0961

NESCA: 518-869-9800

AGC of NYS: 518-456-1134

# REGISTRATION FORM

## STP UNIT #4: "CONTRACT DOCUMENTS"

Thursdays, January 16, 23, and 30, February 6, 13, 20 and 27, 2025  
Building Industry Center, 6 Airline Drive, Albany, NY 12205

Check ✓ one box	<input type="checkbox"/>	\$145 per person - C.I.A.P. contributing Employers / Union Tradespeople
	<input type="checkbox"/>	\$210 per person - Members of ECA, AGC of NYS, or NESCA (non-CIAP contributing employers)
	<input type="checkbox"/>	\$260 per person - Non-members (non-CIAP contributing employers)

**PAYMENT MUST BE RECEIVED PRIOR TO ATTENDING THE FIRST CLASS**

**(REGISTRATION FORM SHOULD BE DUPLICATED FOR EACH INDIVIDUAL ATTENDEE)**  
**You must register in advance – no "walk-ins"**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

(City)

(State)

(Zip Code)

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

(City)

(State)

(Zip Code)

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Membership Affiliation (please circle all that apply)

ECA

AGC of NYS

NESCA

NON-MEMBER

UNION

If you are a member of a Union, please indicate which one: \_\_\_\_\_

**Enclose check payable to ECA and Mail to:**

Eastern Contractors Association, Inc.  
6 Airline Drive, Albany, New York 12205  
Fax No. 518-869-2378

**PAYMENT MUST BE RECEIVED PRIOR TO  
ATTENDING THE FIRST CLASS**

Registration also available online at [www.ecainc.org](http://www.ecainc.org)

**REGISTRATION MUST BE RECEIVED BY JANUARY 6, 2025.**

*Students who register after January 6 may not receive a textbook until the second night of class.*

**NO REFUNDS FOR CANCELLATIONS MADE AFTER THIS DATE.**