



The  
**Electrical  
Board** of Missouri  
and Illinois



# EBMI COURSE CATALOG

PROVIDING COURSES SINCE 1977

2025/2026

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## MISSION

Our Mission is to provide services which develop, improve, and preserve business opportunities for our members in the electrical industry.

# Welcome Message



The Electrical Board of Missouri and Illinois (EBMI) is entering its 48th year of providing educational courses on various electrical topics to the industry.

We offer courses that provide useful and practical information. These courses give the participants the knowledge enhancement process, which is vital to the continued success of the individual, and increase their contribution to their firm.

Our emphasis is on the operation and applications of the various electrical components used in the industry. These courses are not intended as “manual skills training” for individuals but rather emphasize the theory, principles, and applications associated with the various electrical components and systems discussed. The introduction of new and changing technologies will also be presented whenever possible.

Once again this year, we are offering an array of professional development programs designed to support your journey towards growth and excellence in your career.

Whether you are aiming to enhance your skills, expand your knowledge, or advance in your profession, these programs offer valuable opportunities to achieve your goals.

We look forward to supporting you and your organization on the path to success. If you have any questions concerning the courses, please email [info@ElectricalBoard.org](mailto:info@ElectricalBoard.org) or call the Electrical Board office at 636/305-6434.



**Bob Mirbaha**  
*Chairman of the Board*



**Phil Wentz**  
*Education Chairperson*



**Ted Zemper**  
*Education Co-Chair*

# REGISTRATION PROCESS AND CLASS INFORMATION



To register for a class, please follow these steps:

1. Online Registration: Complete the registration form by clicking on the link provided on each course page.
2. Phone Registration: You can also register by calling us direct at 636.305.6434
3. Email Registration: If you prefer, you can print the registration form and email it to [events@ElectricalBoard.org](mailto:events@ElectricalBoard.org).

We strive to make the registration process as convenient as possible. Please choose the method that works best for you.

## Advanced Registration Rate:

To qualify for the advanced registration rate, your registration form must be received at least two weeks prior to the start date of the class. If your registration form is received less than two weeks before the class begins, a late registration fee will apply.

## Course Cancellation Policy:

Courses will be canceled 10 days prior to the start date if there is insufficient enrollment. If a course is canceled, a 100% refund will be provided. Each course requires a minimum number of students to proceed, so please ensure your registration form is submitted early to help us determine if a class will be held.



## Payment Information:

Payment must be received before the first night of class. We offer flexible payment options and are willing to work with you and your company to accommodate your needs. Accepted methods of payment include check or credit card. An invoice will be issued after receiving registration. A 3% fee is added on credit card transactions.

## Class Scheduling:

Classes may be canceled or rescheduled due to unforeseen circumstances. Occasionally, classes may extend one or two weeks beyond the dates shown in this course catalog. There may be instances when weather-related or other situations may arise. We appreciate your understanding in these situations.

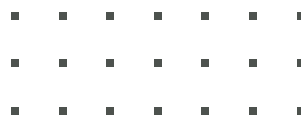
## Refund Policy:

- We will refund your enrollment fee minus the registration fee, if you withdraw before the class starts.
- You will receive a 50% refund of the enrollment fee after the first night of class.
- A 25% refund will be provided, after the second night.
- No refunds will be made after the third night of a class.

Substitutions can be made if you are unable to attend.

Please contact us for more information or to discuss any concerns you may have.

# Practical Applications of Electrical Equipment & Devices



This course provides a working knowledge of all segments of the electrical industry and how these segments interact in the construction and MRO markets. It gives a hands-on overview of electrical products and applications for industrial, commercial, and residential applications. It includes terminology and definitions put into layman's terms for a basic industry understanding.

It is ideal for warehouse, administrative, purchasing and entry-level personnel.

1. Overview of Electrical Industry
2. Distribution Equipment & Motor Controls
3. Raceways, Boxes, Enclosures & Fittings
4. Wire, Cables & Accessories
5. Fastening & Supporting, Splicing & Terminating
6. Wiring Devices, Signaling Equipment, Lighting Controls
7. Lamps & Lighting Fixtures
8. Heating & Ventilating Equipment, Electricians' Tools

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**Times and Dates:** Begins: March 24, 2026  
Ends: May 12, 2026  
Tuesdays | 6 PM - 8:30 PM  
8 Sessions

**Location:** Frost Supply | 2429 Schuetz | Maryland Heights, MO 63043

**Instructor:** Dan Asaro | Frost Supply

**Includes:** Includes study manual and certificate of completion.

**Tuition and Fees:** Tuition due two weeks prior to course start date.

Employees of non-member firms	\$330
Employees of EBMI member firms	\$270
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50
Note: includes a \$75 non-refundable fee.	

**Scan to Register:**



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**Or visit:** <https://www.electricalboard.org/educational-opportunities>



# Business Finance Essentials

## Understanding Financial Statements in the Construction Industry

This course provides a practical understanding of key financial statement schedules and concepts essential for making informed business decisions in the construction industry. Participants will learn key components of the balance sheet, income statement, cash flow statement, and contract schedules to enhance their ability to interpret financial statements. Course is Ideal for managers, business owners, and professionals looking to further their understanding of business operations and financial management. Ideal for those with aspirations to become Branch Managers, Project Managers, Sales Management, Accounting Managers, and more.

### Course Objectives:

- Develop confidence in reading and understanding financial statements.
- Learn the fundamentals of the Balance Sheet, Income Statement, Cash Flows, and its role in decision-making.
- Understanding contracts in progress schedules and risk management
- Understanding of revenue recognition methods and different types of contracts.
- Review of industry benchmarks to assess a company's financial health
- Review of key ratios and metrics that lenders look at in reviewing financial statements
- Review of change orders and retainage and its impact to the financial statements.
- Build a foundation for strategic planning using financial data.

### Subject Matter Experts Include:



**Susan Orr** has over 25 years of experience in providing attest and consulting services to companies in a variety of sectors. She has served UHY in various client-facing management and leadership roles, including serving as leader in the St. Louis Construction Practice. Susan works closely with her clients as a true partner, consistently delivering timely and proactive advice.



**Matt Lynch** has over 40 years of experience in the banking industry. He is an accomplished and results-oriented finance executive with extensive experience in commercial banking, treasury management, portfolio management, revenue generation, relationship management, credit analysis and strategic planning. He is a focused producer with CommunityAmerica Credit Union, who combines industry expertise with practical experience in making sound financial decisions while ensuring high-quality client experiences. Matt is a trusted collaborative leader with a strong reputation as an analytical problem solver with cross-functional leadership skills dedicated to driving organizational success and growth.



**Dan Rolby** has 20 years of experience in the Audit and Assurance Practice. He specializes in the construction industry and has assisted clients with mergers and acquisitions, operational improvement, and other consulting services. Dan's technical strengths include financial statement audits, reviews and compilations, and employee benefit plan audits. Dan is a member of the UHY Retention and Development and Construction Practices.



Laura Mugge  
Corporate Sales Partner



### Times and Dates

September 10, 2025

8:30 - 11:00 AM

### Location:

EBMI Office or virtual  
900 S. Highway Suite 203  
Fenton, MO 63026

**Tuition and Fees:** Tuition due two weeks prior to course start date.

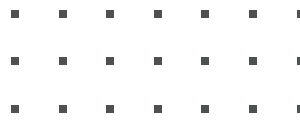
Employees of non-member firms	\$100
Employees of EBMI member firms	\$75
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50
Note: includes a \$75 non-refundable fee.	

**Scan to Register:**



Or visit: <https://www.electricalboard.org/educational-opportunities>

# Fundamentals of Electrical Theory



This course is designed and will be taught to provide a fundamental understanding of the principles, terms, physical laws and mathematical concepts used to explain electrical circuit behaviors. Areas covered will include an overview of D.C. and A.C. electrical theory and introduces the student to electrical components and magnetic concepts, Ohm's Law, Kirchhoff's current and voltage Laws, and the calculation of single-phase and three-phase power. There will be many experiments where meters are used to verify calculated results. This instruction will be done with a short lecture on subjects and the class labs done by the students working as teams to obtain, record, and analyze results. Electrical and job site safety will also be covered. Labs and example problems will be taken from the new textbook *"Mike Holt's Illustrated Guide to Basic Electrical Theory 3rd Edition"*.

Homework assignments do account for a portion of the grade.

1. Math/Algebra review | Basic Electrical Concepts
2. Basic Circuit Components
3. Circuits, Laws and Measurements
4. Multiple-load Circuits
5. Magnetism and Electromagnetism
6. Power in AC Circuits
7. Three Phase AC Circuits
8. Inductance
9. Capacitance
10. Transformers, Motors (AC, DC)

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## Times and Dates:

Begins: February 12, 2026  
Ends: April 30, 2026  
Thursday | 6 PM - 8 PM  
12 Sessions | Limited to 15 students

## Location:

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

## Instructor:

Milt Murry

## Includes:

Includes study manual and certificate of completion.

## Tuition and Fees:

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$360
Employees of EBMI member firms	\$300
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50
Note: includes a \$75 non-refundable fee.	

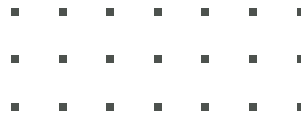
**Scan to  
Register:**



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**Or visit: <https://www.electricalboard.org/educational-opportunities>**

# Understanding Motor Controls



This course is designed to teach a fundamental understanding of standard Motor Control terminology and equipment design. The basic operation of various motors will be presented. The major emphasis of this course will be to understand how and why to correctly control a motor. Considerable emphasis will be placed on relating the physical motor control components to symbols on drawings and how they interrelate in the schematic or ladder diagrams. Components discussed in this course will include, but not be limited to, circuit breakers, disconnects, fuses, starters, relays, timers, limit switches, push buttons, starting transformers, and enclosures.

- 1.Introduction and Definitions
- 2.Control Schematics and Common Symbols
- 3.Magnetic Control Topics
- 4.Overload Protection Practices
- 5.Other Controls and Pilot devices
- 6.Motor Reversing Topics
- 7.Sequencing and Application notes
- 8.Review and Final Exam

PDH:  
16

## Times and Dates:

Begins: Sept 9, 2025  
Ends: October 28, 2025  
Tuesday | 6 PM -8 PM  
8 Sessions

## Location:

Frost Supply | 2429 Schuetz Rd. | Maryland Heights, MO 63043

## Instructor:

Dan Asaro | Frost Supply

## Tuition and Fees:

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$360
Employees of EBMI member firms	\$300
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



Or visit: <https://www.electricalboard.org/educational-opportunities>



# Grounding



This virtual course will provide an understanding on the subject of Grounding. The basic physics of grounding will be reviewed and compared to the National Electrical Code. This course is ideal for electricians, electrical contractors, consulting engineers, utility and industrial maintenance personnel.

1. Definitions, Purposes, Physics, and Electrical Systems
2. Grounding Electrical Systems, Main Bonding Jumpers; Clearing Ground Faults & Short Circuits
3. Grounding Electrode Systems, Equipment Grounding Systems
4. Separately Derived Systems
5. Grounding at more than one building, Ground Fault Protection, healthcare, and special locations.



PDH:  
10

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## Time and Date:

Begins: October 1, 2025  
Ends: October 29, 2025  
Thursdays | 6 PM - 8 PM  
5 Sessions

## Virtual:

Virtual - Microsoft Teams

## Instructor:

Phil Wentz | McClure Engineering

## Tuition and Fees:

Tuition due two weeks prior to course start date.

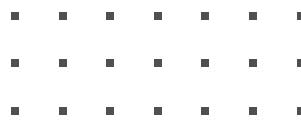
Employees of non-member firms	\$360
Employees of EBMI member firms	\$300
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit:** <https://www.electricalboard.org/educational-opportunities>

# Understanding the National Electrical Code (Based on 2023 N.E.C)



This course fills up quickly. Please register and pay as soon as possible if you are interested. Limited space available.

This detailed course is designed to unlock the mystery, clarify the gray areas, and the how and where to apply the code. This class is based on the 2023 N.E.C. A study manual and workbook with questions are included in the class fee.

City:  
8 code  
PDH: 60

## Time and Date:

Begins: Sept 9, 2025  
Ends: Feb. 17, 2026  
Tuesdays | 6 PM - 9 PM  
20 Sessions  
Dates are subject to change if necessary.  
Class will not be held on:  
Sept. 16th | Oct. 28th | Nov. 4th | Dec. 23rd

## Location:

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

## Instructor:

Henry Anderson | St. Louis County

## Includes:

Study manual and workbook, certificate of completion or attendance, and registration fee of a non-refundable \$100 fee.

## Tuition and Fees:

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$670
Employees of EBMI member firms	\$610
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50
Required: A 2023 Code book. Add \$153 if you would like one to be provided. Select "Please order 2023 Code book" on registration form. Order must be placed by Aug 20th.	\$153
Tabs for books - (optional)	\$27

Scan to  
Register:



Or visit: <https://www.electricalboard.org/educational-opportunities>

# NATIONAL ELECTRICAL CODE CALCULATIONS

Course is based on the **2023 NEC**.

PDH:  
36

This detailed course is designed to unlock the mystery, clarify the gray areas in performing code calculations.

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## Time and Date:

Begins: May 3, 2026  
Ends: May 19, 2026  
Tuesday | 6 PM -9 PM  
12 Sessions  
Dates are subject to change if necessary.

## Pre-Requisite:

Completed code class in any of the last three code cycles (2017, 2020, 2023), please note that only classes with a minimum of 24 hours of instruction will be accepted.  
Submit a copy of your completion certificate along with your registration form.

## Location:

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

## Instructor:

Bill Layman | Crescent Electric Supply Company

## Includes:

Study manual with questions.

## Tuition and Fees:

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$485
Employees of EBMI member firms	\$425
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50
Required: A 2023 Code book. Add \$153 if you would like one to be provided. Select "Please order 2023 Code book" on registration form.	\$153

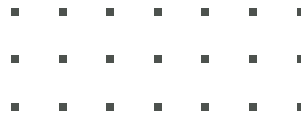
**Scan to  
Register:**



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**Or visit: <https://www.electricalboard.org/educational-opportunities>**

# Harsh and Hazardous Area Locations



This seminar will provide a basic understanding of Harsh and Hazardous Areas, how they are defined, proper product installation and maintenance, and protection methods in accordance with NEC 500-516.



PDH:  
2

**Time and Date:** Friday, October 17, 2025 | 8:00 - 10:00 AM

**Location:** EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

**Instructor:** Kurt Schulz | Hubbell Killark

**Tuition and Fees:** Tuition due two weeks prior to course start date.

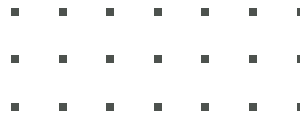
Employees of non-member firms	\$190
Employees of EBMI member firms	\$130
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit:** <https://www.electricalboard.org/educational-opportunities>

# Protection of Electrical Systems



## Conductors:

The installation of cables in wood and metal framing shallow grooves, behind panels that allow access and surface mounted.

Installation of cables or conductors in the earth.

Explain the effects of chemicals, water, direct sunlight and other conditions.

Explain overcurrent protection and short circuit protection.

Importance of clearances for feeders and service conductors.

Explain why fill ratio is important and affects ampacity of conductors.

## Equipment:

Sizing equipment for available fault current.

How to determine fault current and why it is important.

Selecting the correct overcurrent devices.

Important of signage- NFPA 70E commercial dwellings.

The separation of arcing parts from combustible material.

Explain working clearances.

Minimizing shock hazards for personnel.



## Time and Date:

Thursday April 23, 2026

7:30 AM - 4:30 PM

8-Hour Seminar | Lunch on your own

## Location:

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

## Instructor:

Michael Smith

## Tuition and Fees:

Tuition due two weeks prior to course start date.

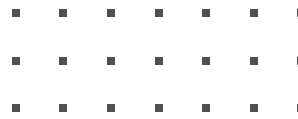
Employees of non-member firms	\$220
Employees of EBMI member firms	\$160
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit: <https://www.electricalboard.org/educational-opportunities>**

# Lighting Controls for Non-Residential Buildings



Co-sponsored with the Illuminating Engineering Society (IES)- St. Louis Section

Unlock the potential of your projects with this comprehensive seminar on lighting control strategies. This seminar is designed to help you identify the most effective lighting control methods based on specific application needs. You will learn how to design and commission lighting control solutions that not only meet, but exceed energy standards.

Key topics include:

Identifying application -specific lighting control strategies.

Designing and commissioning effective lighting control solutions.

Analyzing various control solutions to satisfy energy standards.

Choosing the appropriate lighting control equipment for your project.

Join us to gain the knowledge and skills necessary to implement cutting-edge lighting control systems, ensuring efficiency and compliance in your designs.

PDH:  
4

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## Time and Date:

Wednesday, November 12, 2025  
8 AM - NOON

## Location:

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

## Instructor:

Jeff Stoyanov | Retired - Vector Sales

## Tuition and Fees:

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$240
Employees of EBMI member firms	\$180
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit:** <https://www.electricalboard.org/educational-opportunities>



# IES Fundamentals of Lighting

Co-sponsored with the Illuminating Engineering Society (IES)- St. Louis Section  
Note: A link will be emailed to each student in advance as part of the course fee.  
Students can download materials and view during the seminar or print a copy.  
Material covered:

- Lighting overview.
- History.
- Professional Practice.
- Physics.
- Vision.
- Color.
- Light and Health.
- Electric light sources and auxiliary devices.
- Daylighting.
- Luminaires
- Controls
- Lighting Metrics
- Photometry

- Calculations and Rendering
- Codes and Standards
- Economics
- Lighting Design Process and Techniques
- Lighting for Interior and Exteriors.

PDH: 20  
IESNA CEU's: 2  
USGBC CE Hours: 20  
AIA LUs with Health,  
Safety and Welfare: 2

## Times and Dates:

3-Day Seminar  
Wednesday, April 8 & Thursday, April 9, 2026 | 8AM-5PM  
Friday, April 10, 2026 | 8AM-Noon

## Location:

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

## Coordinator:

Dave Meglio | Meglio and Associates

## Instructors:

Multiple lighting professionals

## Included:

Link to course manual. Students can access to view during seminar or print if they prefer.

## Tuition and Fees:

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$360
Employees of EBMI member firms	\$300
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit: <https://www.electricalboard.org/educational-opportunities>**

# ARC Flash & Electrical Safety

Arc flash and shock hazard and the most critical requirements of the 2024 edition of NFPA 70E, Standard for electrical safety in the workplace will be reviewed.

Topics include:

- Overview and explanation of Arc Flash and shock hazards.
- Real-world, practical examples that illustrate the need and effectiveness of NFPA 70E.
- Relationship and differences between NFPA 70E, NFPA70B, NFPA 70 & OSHA.
- OSHA and NFPA 70 E Justification for Energized work.
- Arc Flash labeling requirements; including explanation and proper interpretation.
- Shock hazard risk assessments.
- NEW- limited and restricted approach boundaries for shock
- Detailed instruction regarding the use and care of, rubber insulated, voltage rated gloves.
- Insulated tools and other voltage-rated materials.
- Arc Flash Hazards and Boundaries.
- Arc Flash Hazards with covers on and/or doors closed vs. covers off and /or doors open.
- PPE selection for when the incident energy analysis has been performed.
- Proper care and maintenance of Arc Flash PPE
- Job safety plan & job briefing requirements.
- Energized electrical work permits (EEWP)
- Host employer & contract employer responsibilities.

PDH:  
4

## Times and Dates: 2 offerings

Tuesday November 18, 2025  
8AM-NOON  
*or*  
Tuesday February 24, 2026  
8AM-NOON

## Location: Instructor:

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026  
Dave Ritter | Ritter Safety & Facility Support

## Tuition and Fees:

Tuition due two weeks prior to start date of class.

Employees of non-member firms	\$200
Employees of EBMI member firms	\$140
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit: <https://www.electricalboard.org/educational-opportunities>**

# Reading Electrical Construction Drawings

This course is designed as an introductory level to understanding of electrical construction plans and drawings.

Who should attend – Manufacturers agents, utility personnel, plant maintenance, building design professionals, electrical estimators and anyone else using electrical drawings.

- Reading scales, floor plans, site plans, elevations, symbols.
- Electrical floor plans, wiring, one-line diagrams, schedules.
- Relaying, controls, details, auxiliary systems, specifications.

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**Time and Date:**  
***3 evenings***

Wednesdays  
February 18, 2026  
February 25, 2026  
March 4, 2026  
6PM - 8:30PM

**Location:**

Farnsworth Group

**Instructor:**

Warren Kohm | Farnsworth Group

**Includes:**

Study guide, certificate of completion and registration fee of \$50, which is non-refundable.

**Tuition and Fees:**

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$270
Employees of EBMI member firms	\$210
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit: <https://www.electricalboard.org/educational-opportunities>**

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# Transformers

This seminar will provide a basic understanding of transformer operation, calculations, installation, and NEC requirements.

- Transformer selection, application and basic calculations.
- Unit Substation and pad mount transformers.
- Energy efficient and harmonic mitigation transformers.
- Installation and application considerations for transformers.

PDH:  
4

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**Time and Date:** Friday, May 1, 2026  
8AM-NOON

**Location:** EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

**Tuition and Fees:** Tuition due two weeks prior to course start date.

Employees of non-member firms	\$190
Employees of EBMI member firms	\$130
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit:** <https://www.electricalboard.org/educational-opportunities>

# Professional Development Courses



Enhance your skills and advance your career with our comprehensive professional development courses. Designed for individuals at all levels within an organization, these courses provide valuable insights and practical tools to help you excel in your role. Whether you are looking to improve your leadership abilities, boost your communication skills, or expand your business acumen, our offerings cater to a diverse range of professional needs. Join us to invest in your personal growth and contribute to your organization's success.

## **Why Invest in Professional Development Courses for Your Associates**

In today's competitive market, investing in professional development courses for your associates is crucial for maintaining an edge. These courses not only enhance the skills and expertise of your team but also demonstrate your commitment to their growth and success. By providing continuous learning opportunities, you foster a motivated and highly skilled workforce, which can significantly improve productivity, and increase sales and innovation.

Investing in your associate's development helps in retaining top talent, reducing turnover, and building a loyal, dedicated team. This commitment to employee growth differentiates your organization from competitors, making it an attractive place for high-quality professionals. Elevate your organization by investing in professional development, and watch as your associates thrive, driving your business forward. Private sessions for groups of 10 or more can be provided. Group discounts will be applied. Contact us [info@ElectricalBoard.org](mailto:info@ElectricalBoard.org) to set up group sessions.



# Networking and Relationship Building

This course provides an overview on professional communication skills which will focus on:

- Why relationships matter
- The THREE PILLARS of a relationship
- Strategic Networking techniques
- Networking environments -  
*Using all of the tools available*
- Planting seeds for future growth



The course is interactive with participants and is ideal for all positions within an organization.

PDH:  
2

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**Time and Date:**

Thursday, October 23rd, 2025  
8.30 AM-10 AM  
Class Duration: 1.5 Hours

**Location:**

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

**Instructor:**

Mark Serafino | 314.713.0967 | Sincerely Speaking LLC.

**Tuition and Fees:**

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$195
Employees of EBMI member firms	\$175
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



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**Or visit:** <https://www.electricalboard.org/educational-opportunities>



# Business Communications 1

Focused on professional communication skills for internal use within an organization where inter-departmental interactions are an ongoing part of daily operations.

- Establishing ground rules and defining expectations.
- Winning vs. Succeeding
- How to ask open ended questions, the importance of developing good listening skills
- How to disagree without an argument
- How to prepare for difficult conversations
- Reading the room
- Communicating with sincerity

Who should attend? Everyone!

The course is recommended for all levels, all job descriptions.

PDH:  
2

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**Time and Date:**

Thursday, February 26th, 2026

8.30 AM-10 AM

Class Duration: 1.5 Hours

**Location:**

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

**Instructor:**

Mark Serafino | 314.713.0967 | Sincerely Speaking LLC.

**Tuition and Fees:**

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$195
Employees of EBMI member firms	\$175
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit:** <https://www.electricalboard.org/educational-opportunities>

# Business Communications 2

Focused on professional communication skills for staff members who are customer or vendor - facing

- Going in with a plan
- Reading the room
- Protecting your reputation and company brand
- Maintaining a partnership with your customer / vendor
- Asking open ended questions, why listening skills matter
- How winning the discussion could lose the customer/vendor
- The benefit to difficult conversations



The course is recommended for all staff members who are customer or vendor-facing.

PDH:  
2

## Time and Date:

Tuesday, March 10th, 2026  
9.00AM to 11AM  
Class Duration: 2 hours

## Location:

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

## Instructor:

Mark Serafino | 314.713.0967 | Sincerely Speaking LLC.

## Tuition and Fees:

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$195
Employees of EBMI member firms	\$175
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**Scan to  
Register:**



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# Management 101- for NEW and Upcoming Managers

This course provides an overview on:

- Leader vs manager, what's the difference?
- Managing metrics
- Managing people
- Managing staff to the next level
- Evaluating and teaching
- Annual Reviews- What should you talk about?

The course is interactive with participants and is ideal for all who are new to a leadership role or who have aspirations to be in a management position.



PDH:  
2

**Time and Date:**

Thursday, April 9, 2026  
11 AM to 1pm (lunch provided)  
Class Duration: 2 Hours

**Location:**

EBMI Office Suite 203 | 900 S. Highway Dr. | Fenton MO 63026

**Instructor:**

Mark Serafino | 314.713.0967 | Sincerely Speaking LLC.

**What is provided:**

Lunch is provided

**Tuition and Fees:**

Tuition due two weeks prior to course start date.

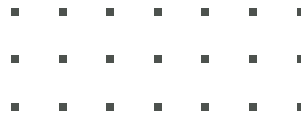
Employees of non-member firms	\$195
Employees of EBMI member firms	\$175
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit:** <https://www.electricalboard.org/educational-opportunities>

# Management 201- The Next Level



This course provides will include in depth discussion and analysis on these topics. Actual case studies will be used to facilitate interactive discussions among the group.

- Leadership and management, what is the difference?
- Listening like a leader.
- Aligning your department to company policy.
- Leading culture and managing change.
- How to prepare and conduct a difficult or disciplinary conversation.
- The value of Mentoring
- Giving back to the community.

The course is interactive with participants and is ideal for all emerging leaders and/or current management.

PDH:  
2

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**Time and Date:**

Thursday, April 23rd, 2026  
11 AM - 1 PM (lunch provided)  
Class Duration: 2 Hours

**Location:**

EBMI Office Suite 203 | 900 S. Highway Dr. | Fenton MO 63026

**Instructor:**

Mark Serafino | 314.713.0967 | Sincerely Speaking LLC.

**What is provided:**

Lunch is provided

**Tuition and Fees:**

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$215
Employees of EBMI member firms	\$195
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



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**Or visit:** <https://www.electricalboard.org/educational-opportunities>

# Sales Strategies

Course Outline – The instructor will present proven strategies and techniques for penetrating accounts by rating customers (Goats and Sheep) and building a matching strategy.

Developing questions intended to get the customer to share information more readily *How to Win* and maintain your customer's mindshare by listening for the customer. The three parts of a relationship and how to build all of them with your customer.

Who should attend – All salespersons, counter, customer service, inside, outside, product specialists and sales trainees.

PDH:  
2

**Time and Date:** Thursday, May 7, 2026  
8.30 AM-10 AM  
Class Duration: 1.5 Hours

**Location:** EBMI Office Suite 203 | 900 S. Highway Dr. | Fenton MO 63026

**Instructor:** Mark Serafino | 314.713.0967 | Sincerely Speaking LLC.

**Tuition and Fees:** Tuition due two weeks prior to course start date.

Employees of non-member firms	\$195
Employees of EBMI member firms	\$175
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

**Scan to  
Register:**



**Or visit:** <https://www.electricalboard.org/educational-opportunities>

# GRADING POLICY

Students who attend the required number of classes (80%) and perform coursework to pass the class, will receive a "CERTIFICATE OF COMPLETION" for the course. The majority of companies use this for reimbursement. Please select the "ATTENDANCE AND GRADE INFORMATION" on the registration form if you require a document with grade and attendance record, in addition the the "CERTIFICATE OF COMPLETION". This must be done in advance of the class. A contact name will be required.

A student will receive a certificate of attendance if they attended the class, but do not pass the course. A student will not receive a certificate if they are unable to attend the minimum required number of classes. The instructor will provide the required number of classes at the first session.

## TERMS, DISCLAIMERS, AND CONDITIONS

**Liability Disclaimer:** Neither EBMI, its staff, instructors, their companies, nor the EBMI Board of Directors assume any liability for individuals attending our classes, programs, or seminars.

**Virtual Classes:** For virtual classes, instructors will use Microsoft Teams. Participants must have a computer with the necessary technical capabilities to join and participate in these sessions.

**Professional Development Hours (PDH's):** The PDH hours are listed if available for a class.

As of 2024, Jefferson County no longer requires PEUs.

City of St. Louis license renewal: Change occurred beginning in 2023. Only an 8-hour code update class will satisfy the City's CEU requirements every 3 years.

EBMI offers a code update class at the annual EXPO, the last EXPO was held in August 2023. **Mark your calendars for August 26-27, 2026!** EBMI will once again present the 8-hour Code Update issued by the City of St. Louis. Details will be available on our website in February 2026. Your certificate can be used for license renewal if you attended this 8-hour code update seminar or you can complete the *Understanding National Electrical Code* class- 20-week course to fulfill the City of St. Louis requirement. Without an 8-hour code update class contractors are required to have 8 education hours each year for their license renewal.



# Printable EBMI Course Form

Name of course:

Name of course:	Registrant's Name	Registrant's Mobile #	Registrant's email	Course fee

**Contact name for  
person approving and  
processing payment:**

\_\_\_\_\_

**phone:**

\_\_\_\_\_

**email:**

\_\_\_\_\_

**Company Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**City | State | Zip:**

\_\_\_\_\_

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Payment will mailed to: 900 S. Highway Drive | Suite 203 | Fenton MO 63026

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Payment will be made by credit card.  
(It is understood that the 3% processing fee will be applied.)

☐

It is understood these courses do not address wiring skills and proficiencies, and that The Electrical Board, its officers and instructors are not responsible for any liability arising from any use or application of the knowledge gained from these courses.

# Contact Information




 636-305-6434

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 900 S. Highway Drive | Suite 203 | Fenton, MO 63026

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**Isaac Galliher**

 [isaac.galliher@ElectricalBoard.org](mailto:isaac.galliher@ElectricalBoard.org)

**Annie Regan**

 [annie@ElectricalBoard.org](mailto:annie@ElectricalBoard.org)

## Membership Information

Interested in maximizing your learning opportunities and enjoying discounts on the courses listed in this catalog? Become a member today! Membership grants you access to exclusive benefits, including reduced course fees, early registration, and networking opportunities with industry professionals.

To learn more about membership and how it can enhance your professional development, visit [www.ElectricalBoard.org](http://www.ElectricalBoard.org) or contact us directly. Don't miss out on the advantages of being part of our community- join us today!

**Visit [electricalboard.org](http://electricalboard.org) to join today!**