

Business Skills Live Seminar

Provider Information

Provider

Mike Holt Enterprises

Email

ceuonline@mikeholt.com

Phone

888-632-2633

General Information

Instructors

Mike Holt, Brian House, Charles Douglas, Mario Valdes

Course Description

This course covers strategic Business skills and important laws regulating contractors, inspectors, engineers, and tradesmen.

Expectations and Goals

At the end of this course the student will understand all the factors to run an electrical business safely and successfully. Important regulations and enforcement of Workers Compensation including claims, audits, regulations, and situations for business. They will review NFPA70e Safety to ensure they and team are following standards provided for safe electrical workplaces. Understand and review important State Rules, laws, and relevant codes that will impact their license and electrical business. Students will learn skills to successfully run an electrical business in today's market, stay ahead of the industry changes, and improve their everyday decisions with business goals in mind. They will leave prepared to manage the business or themselves in the times that have caused many others to fail.

Class Attendance Verification and Evaluation

Students' attendance is monitored with sign-in and sign-out sheets that verify actual time spent in the course. Students will also complete a course evaluation form for the course content and the instructor.

- a. The students' sign in form will be stamped by our check-in staff.
- b. At the end of the class, the sign in forms are picked up by our staff. The students are handing them to us before they exit the class.
- c. In order to receive credit for the course, the sign in form must have signed in and out and must be stamped and must match the identification verified on the order.

Students will be provided an instructor and course evaluation during the class. We will collect and review each evaluation. Evaluation sheet attached following syllabus.

Course Materials

Students will receive the entire PowerPoint Presentation as a booklet at the beginning of class. The handout will include references and space to add their own notes. Cost to students is \$265. Please see the included packet for a sample of the handout

Contact Us:

www.mikeholt.com/ceu | 888-632-2633 | ceuonline@mikeholt.com

Course Topics

Module	Topics
8:00am - 8:10am	Introduction and Goals
8:10am - 9:00am	Building Code
	Introduction Residential Energy Efficiency Electrical Power and Lighting Systems
	Special Detailed Requirements Based on Occupancy and Use Fire Protection & Alarm Systems Means of Egress
9:00am - 9:50am	Electrical Rules and Laws
	Define ECLB and purpose Chapter 489, Part II, Florida Statutes & Chapter 61G6, Florida Administrative Code Review all license categories, registered/certified, and descriptions Recent changes in licensing law
	Chapter 489, Part II, Florida Statutes & Chapter 61G6, Florida Administrative Code Qualifying a business Insurance and workers' comp Requirements License renewal for active and inactive licenses Continuing education- recent changes Emergency registration Penalties
9:50am - 10:10am	Break
10:10am - 11:00am	Workers' Compensation
	Workers' Comp Law Definitions Requirements for companies and employers Penalties Medical Treatment
	Claims Legislation, Laws, and Bills Case Review Reality of costs for businesses Legislature Lawsuits Personal, Business, Succession, Plans, wills, trusts
	System to reduce operating and work comp costs • P-4 ○ Pre-hire & Post-offer strategies ○ Pre-claim & Post-Claim strategies • Training considerations (the need for analytics) Lawsuits Planning and Protecting your business
11:00am - 12:00pm	Electrical Safety
	NFPA 70e introduction 105.3 Responsibility Eliminating Hazard 480 Volts and all Three-Phase Systems

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	Single-Phase 120/240 Volt Safety in the workplace
	PPE Determining PPE Required Testing for Voltage Lockout and Tagout OSHA standards and practices
12:00pm - 1:00pm	Lunch
1:00pm - 2:30pm	Business Practice
	Assuming Responsibility: Recognizing leaders in your team and delegating responsibility to scale your business. Take action to prove you are ready to step up to leadership by taking ownership
	Attitude: its impact on your bottom line, customer satisfaction, and company culture. Recognizing and addressing for team longevity. Is it you?
	Balance: Everyone needs you but who gets you? Why strategic long-term goals and discipline will prevent burnout. Decision making under stress to maintain control.
	Character: Integrity and ethical behavior in your team starts with you. The benefits and risks team character can have on the credibility of your business
	Continuous Improvement: Developing yourself and your team. Using feedback to improve team and customer satisfaction.
	Gratitude: Applying appreciation strategies for customer and employee retention.
	Greed: The difference of profit and greed. Using calculated methods for financial success and preserving integrity
2:20pm – 2:40pm	Break
2:40pm – 3:20pm	Business Practice
	Image & Reputation: How it impacts your clientele and job opportunities. Establishing a standard for your business, staff, marketing, and equipment for brand recognition
	Innovation: Current trends, competitors, industry changes, plus other benchmarks to use to ensure forward progress.
	Mistakes & Weaknesses: Identify opportunities for constructive feedback and training. Evaluations and a plan of action. Strengthen leadership through mistakes and weaknesses
3:40pm - 4:00pm	Break
4:00pm - 5:00pm	Business Practice
	Motivation: Using clear, achievable goals to motivate your team and drive production.
	Procrastination: Understanding procrastination and strategies to avoid it.
	Sacrifice & Relationships: Get involved in industry organizations, network events, and local community relationships. Determining what sacrifice will produce value or goodwill. Creating beneficial relationships.
	Risk Taking: Calculated risk-taking to gain a competitive advantage.
	Teamwork: Collaboration leverages diverse strengths to achieve shared goals.
5:00pm - 5:10pm	Closing Comments

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Mike Holt Enterprises, Inc.

888.NEC.CODE (632.2633) www.MikeHolt.com

Course Materials

1. Course References

- ♦ ***Business Development: Mike Holt's PowerPoint Presentation for Business Skills***
 - *I have included the Syllabus and Sample pages of the PowerPoints for your review*

2. All attendees will receive:

- ♦ **Booklet with Presentation slides and notes**
 - *Included in cost of seminar*

3. All attendees are required to sign in at start of seminar and sign out at completion of seminar. The attendees are required to turn the form in to the staff to receive continuing education credit

4. Course Fees: \$250

Schedule of Course Dates and Locations

Date	Times	Location
May 1, 2026	8:00am – 5:00pm	Marriott Hotel, Coral Springs, Florida <i>11775 Heron Bay Blvd, Coral Springs, FL 33076</i>
June 26, 2026	8:00am – 5:00pm	Rosen Plaza Hotel, Orlando, Florida <i>9700 International Drive, Orlando, FL, 32819</i>

Charles (Mike) Michael Holt

3604 Parkway Blvd, Suite 3, Leesburg, FL, 34748
888-632-2633 – Mike@MikeHolt.com

SUMMARY OF QUALIFICATIONS

Mike has taught over 1,000 classes on over 40 different electrical related subjects to over 20,000 students. He is committed to the electrical industry and is recognized as one of America's most knowledgeable electrical educators. He has worked his way up the trade from Apprentice Electrician, Journeyman Electrician, Master Electrician, Electrical Inspector, Electrical Contractor, Electrical Designer and developer of training programs for the electrical industry.

- More than 40 years' experience as a technical instructor. Skills include:

Curriculum Development	Individual and Large Group Training
Technical Expertise	Continuing Education
Publishing	Business Management & Growth

EXPERIENCE

President and CEO of Mike Holt Enterprises of Leesburg, Inc. 1975 - Present

Instructor

- Approved instructor in over 30 state electrical and construction boards in the U.S.
 - *Covering NEC® Changes, Electrical Theory, Grounding vs. Bonding, Solar Photovoltaic Systems, Limited Energy/Low Voltage, Understanding the NEC®, Train the Trainer, and Business Skills*
- Key Instructor for EC&M multiple annual seminars since 2000
- Created and taught an Electrical Train the Trainer program at the IEC National convention
- Taught an Electrical Train the Trainer workshop from 2000 - 2008
- Taught Exam Preparation at the local and state level since 1975.
- Instructed multiple seminars for the following Industry Organizations
 - NECA
 - GENERAC
 - IAEI
 - IBEW
 - ICBO
 - IBM
 - Boeing
 - Motorola
 - AT&T

Author

- Developed and authored multiple editions of the following titles that are sold to individuals and to electrical apprenticeship programs nationally.
 - *Understanding the National Electrical Code Volume 1 & 2*
 - *Basic Electrical Theory*
 - *Electrical Exam Preparation*
 - *Changes to the NEC®*
 - *Essential Rules of the NEC®*
 - *Power Quality*
 - *Limited Energy & Communication Systems*
 - *NEC Requirements for Grounding vs. Bonding*
 - *NEC Requirements for Solar Photovoltaic Skills*
 - *Business Management Skills*
 - *Electrical Estimating*
- Created Homestudy Training Programs for Exam Preparation, Code Training, Theory, and more.
- Current Code Writer for Electrical Construction & Maintenance Magazine, EC&M
- Wrote articles for top industry magazines and organizations
 - Electrical Design and Installation Magazine, EDI
 - Solar Pro Magazine
 - IEC Magazine
 - Electrical Contractor
 - CEE News
 - Electrical Contractor, EC
 - International Association of Electrical Inspectors, IAEI
 - The Electrical Distributor, TED
 - Power Quality Magazine, PQ
 - Electrical Construction & Maintenance Magazine, EC&M
- Designed Electrical Estimating Software that was sold nationally

Independent author for Leviton – 2000 – 2008

- Code Training book

Independent author for Delmar Publishers – 1999 – 2002

- Understanding the National Electrical Code
- Basic Electrical Theory
- Electrical Estimating

President and Founder of Electrical Contracting firm – Mike & Co., 1974 - 1980

- *Residential and Commercial Work*

Educational Background

- Studied Business Administration, M.B.A., University of Miami

State Licenses

- Electrical Contractor, State of North Carolina, L.25602 1999 - Present
- Electrical Administrator, State of Washington, HOLT*M*870RS 2013 - Present

Daniel Brian House

8850 SW 134th Ave, Dunnellon, Florida – (352)445-1805– Brian.house@mikeholt.com

Highly motivated exceptionally skilled manager with extensive experience in all facets of electrical installation, construction, maintenance, teaching and training.

Commended for innovation and integrity by multiple organizations with respect to project management, job execution, electrical and safety training, and knowledge of the NEC.

Demonstrates qualities of effective leadership and goal execution.

Effectively execute projects on many different scales in electrical, fire alarm, BMS control, Data, Video, industrial controls, security, access control, CCTV, and lighting control.

Dynamically presents training one on one and in the classroom on all NEC related topics.

Professional Experience

Technical Director | Mike Holt Enterprises – Leesburg, Florida 2010-Present

- Work on technical panels as an industry representative during video shoots
- Create and edit content for technical and training products
- Teach seminars on the National Electric Code, Electrical Safety, and Building code
- Manage development of apprenticeship training program and update course offerings
- Train outside instructors on proper presentation methods
- Coordinated AV setup and teardown at CEU seminars

President CEO | Dan House Electric Inc – Naples/Ocala – Florida 1989–1993, 2000-2009

- Held various positions learning operational aspects in all areas of the company
- Currently oversee all aspects of financial management
- Manage the development of policy and procedure during growth strategy
- Direct managers in the development of sales strategy
- Bid and cost large projects

Store manager | City Electric Supply – Ocala, Florida 1998 - 2000

- Directed purchasing and managed inventory
- Assured accuracy in billing
- Resolved customer disputes
- Managed counter employees and deliveries
- Processed Cash/Credit Card Banking
- Managed local Inventory annually

Performance Crew Manager | Lee University – Cleveland, Tennessee 1993-1995

- Directly managed schedules of 20+ employees to assure all events were staffed
- Assigned tasks for events and assured quality of performance support
- Maintained all inventory and equipment to university specs
- Improved existing systems for inventory and deployment of event equipment

Credentials

State Certifications:

State of Florida Unlimited Master Electrical License – EC13001573 Active since: 10/01/2002

State of Washington Electrical Administrator - HOUSEDB822OP Active since: 10/17/2018

Other Certificates:

MHE Approved Electrical Instructor and recipient of 2010 Top Gun Presenter Award

2010 Graduate MHE Solar Energy Boot Camp

MHE Grounding and Bonding Class

Generac Factory Certified Three Phase Service Technician

NEC Telecom Factory Certified Installer

Certified P&S Legrand Data Products Installer

Siemens Factory certified electrical solutions provider

Approved Johnson Controls Installation Contractor

Approved Simplex Installation Contractor

Factory Authorized Ademco Security Dealer

Factory Trained Uni-Cam Fiber Optic Connectors

Code Electrical Classes Inc. – 2008 Code Requirements

Fire Lite Factory Certified Installer

Extensive training in Industrial process and control

BBI CEO Training

Private Business Coaching By Mike Holt Enterprises

Electronic Service Control corporate training

Electrical Bid Manager Software Trained

Quantum Estimating Software Trained

Completed Course Work in Undergraduate Studies at

Lee University, Cleveland, TN. (1993-1995)

Completed courses within school of: Computer Programming/Information Systems & Christian Theology.

- Semester at Cambridge University, Cambridgeshire, England -SIE program - 1994

Professional Affiliations

National Fire Protection Agency - Member

Florida Association Of Electrical Contractors – Apprenticeship Sponsor

National Federation of Independent Businesses – Member

Mario Valdes

813 SW 143 AVE • Pembroke Pines, FL, 33027
Phone: (786) 285-2157 • E-Mail: Mario@mikeholt.com



Experience

Electrical Content Specialist

Mike Holt Enterprises Inc

01/04/ 2021 – current

- Edited and reviewed Understanding National Electrical Code volume 1 & 2 text, both 2017 and 2020 editions
- Edited and reviewed Electrical Exam Preparation 2017 & 2020 edition, assisted in development of practice questions.
- Edited and reviewed Solar & Energy systems 2017 & 2020 editions, assisted in development of graphics for PowerPoint.
- Edited and reviewed Grounding & Bonding 2017 & 2020 editions, assisted in development of video content.
- Edited and reviewed Basic Electrical Theory 2022 edition, assisted in development of video content.

Electrical Instructor

College of Business & Technology

01/15/2017 – 01/01/2021

- Provide NEC code classes to students in electrical associates science program to facilitate their knowledge
- Created entire curriculum including power points, quizzes, midterm, & final exams.
- Effectively educated students on electrical blueprint reading regarding estimating take offs & interpretations of riser diagrams, panel schedules, basic electrical theory of AC & DC fundamentals in wiring, motors, transformers, and generators
- Cover detailed standards in PLC programming, Photovoltaic systems, & Fire alarm systems
- Part of Mike Holt 2017 & 2020 exam preparations video team & certified instructors by his Curriculum.
- Voluntary member of UL standards technical panel for UL869A, UL67, UL1773, & UL98.

Chief Electrical inspector / plan examiner

Absolute Engineering

05/30/2016 - 01/01/2021

Private Provider

- Inspected all commercial, industrial, residential and public buildings, medical buildings, health care facilities, assisted living and elderly housing complexes.
- Reviewed and approved plans for electrical compliance with federal, state, & local codes. Monitored workmanship and recommended methods of improvements. Worked with engineers, consultants and lawyers to amend plans during the plan review process.
- Maintained detailed records and documentation of all site visits, inspections and violations.
- Calculate documents to improve operations and speed up turn-around times while working cooperatively to achieve excellent customer service.
- Administrative capabilities of leading an inspection team in efforts to cover construction deadlines.
- Attended meetings to discuss common grounds regarding electrical comments to engineering drawings

- Ability to interpret NEC codes & apply to practical applications out in the field
- Involved in different organizations such as IAEL, NFPA, BOAF, ICC in order to be informed on new standards
- Experience in large construction such as hi-rise buildings, multi-story residential, commercial build out improvements, schools, hospitals, and industrial motor – controls centers

Electrical plan examiner / Inspector

West Palm Beach – Municipal Support

04/20/2015- 5/23/2016

- Performed mathematical engineering computations to analyze electrical system.
- Reviewed and approved complex electrical plans and specs for compliance to NEC codes.
- Evaluate tests and data for suitability of electrical materials plus methods of construction installations.
- Respond to architects, engineers, contractors by scheduling conferences to interpret code issues and give recommendations for design professional problems
- Conduct field inspections using professional judgment and common sense for the intent of code enforcement.
- Inspected all commercial, industrial, residential and public buildings, medical buildings, health care facilities, assisted living and elderly housing complexes.
- Maintained detailed records and documentation of all site visits, inspections and violations & ensured compliance with appropriate federal, state and local codes.
- Investigated complaints, prepared and issued permits, certificates of occupancies, reports and maintained records of work performed. Issued violation notices and processed court appearances.
- Participated in inspector meetings relating to code changes and scheduled week hours in the absence of chief electrical inspector.

Project Manager / Estimator- MV Electrical Services

07/19/2012 - 03/11/2015

- Performed material takeoffs from blueprints, created material lists and contacted suppliers for pricing.
- Conducted pre-job walk-thru with customers and various subcontractors to discuss timelines and deadlines; attended weekly and monthly project meetings to update customer and various subcontractors on job progress.
- Supervised crews and handled manpower issues for multiple jobs being conducted simultaneously.
- Laid out day-to-day and/or week-to-week work duties for electricians.
- Produced quality engineering plans, ensuring compliance with department, project, company, utility, regional electrical entity and industry requirements and standards were met.
- Performed hands-on field work and troubleshooting of electrical systems in multifamily dwellings, commercial spaces and custom projects.
- Communicated with customers regarding change orders and how they affected the projects, and redistributed manpower accordingly keep projects within established deadlines.

Master Electrician- MV Electrical Services

05/02/2009 - 07/18/2012

- Connection of wires to transformers, circuit breakers, as well as other components.
- Fabrication and construction of parts, using hard tools and other specifics.
- Inspection of electrical equipment and systems to recognize defects, hazards and the requirement for repairs or modifications.
- Installation of ground leads and connection of power cables to various equipment.
- Replacement and repair of electrical wiring, fixtures, and equipment.
- Testing of circuit and electrical systems using devices including, voltmeters, ohmmeters, and oscilloscopes.
- Business management duties such as maintaining files and records.

Licenses

State Electrical Contractor

EC13005576

ICC and State of Florida License- BN6698

Standard Electrical Inspector

ICC and State of Florida License- PX3618

Electrical Plan Examiner

Education

CBT college

Associates Degree in Electrical Engineering.

In Progress

Mike Holt Electrical Apprenticeship Program

Master Exam Code preparation.

09/2012

Turner Tech community college

Electrical fundamentals and code.

01/2012

HML High School

High School Diploma.

06/2007

Charles T. Douglas, Jr.

(904)673-2118 * charlie@dhclawyers.com*1060 Oakvale Rd., St. Johns FL, 32259

Education

University of Florida Levin College of Law
Juris Doctor, 2016
Florida Law Review, *Editor-in-Chief*
Florida Blue Key
Graduated 2nd in class of 211 students

University of Florida Warrington College of Business
B.A., Business Administration, 2003
Student Government Cabinet Director

Professional Employment

Douglas & Hedstrom, P.A. (2013-Present)
Partner

St. Johns Asset Management, LLC (2013-Present)
Partner

Harrell & Harrell, P.A. (2006 -2013)
Associate

Community Involvement

Boy Scouts of America
The ARC
Putnam First Cancer Fund
Kiwanis

Interests

Flying, hunting, and fishing.

CERTIFICATE OF COMPLETION

Mike Holt Enterprises hereby certifies that

Sample Student

Student State & License Number

has successfully completed the

Title of Course

Date and Location

Additional Notes



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A handwritten signature in black ink, appearing to read "Mike Holt", written over a horizontal line.

Charles "Mike" Holt, Sr.
Certified Instructor

Course Hours:

Final Result:

Certificate ID:

State Approval Code:

Class Attendance Verification



1. **Method of student attendance.** Students' attendance is monitored with sign-in and sign-out sheets that verify actual time spent in the course.
 - a. *The students' sign in form will be stamped by our check-in staff.*
 - b. *At the end of the class, the sign in forms are picked up by our staff. The students are handing them to us before they exit the class.*
 - c. *In order to receive credit for the course, the sign in form must have signed in and out and must be stamped and must match the identification verified on the order*

ADMITTANCE PASS
Business Management & 2023 Bonding &
Grounding Live Seminar - 16 Hours
in Orlando, FL June 13-14, 2025



Holt, Mike
Customer: 203653

Check your name and licenses.
Make all changes or additions directly on the form

Kansas 2023-1245

MHE Seminar Check In

Sign on both lines: pass will be collected at 5:00 pm

Sign In:

Sign Out:

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ORLA25 83

2. **Student Evaluation.** All students give feedback on courses through surveys and we are able to continue to enhance the program based on this consistent feedback. The evaluation form is shown below

NEC—Mike Holt

Rate from 1-10 (10=highest)

Why?

Was this topic relevant for you? ☐Yes ☐No Why?

What was the most important thing you learned?

What disappointed you?

How could the presentation be improved?

What concept was most difficult to grasp?

What was especially good about today's session?

Additional comments:

Overall 2-Day Seminar Evaluation**Facilities**Did you attend the VIP Luncheon? ☐Yes ☐No

Lunch Day 1

Rate 1-10

Why?

Lunch Day 2

Rate 1-10

Why?

Did you stay at the hotel? ☐Yes ☐No

Rate the hotel 1-10

Comments:

Overall:

Rate this event from 1-10 (10=highest)

Why:

How can we improve?

Final Thoughts:Can we use your feedback in our marketing? ☐Yes ☐No

Name:

Company: