

ADVANCED CONTRACT ADMINISTRATION: UNDERSTANDING MATERIALS & CLOSEOUT COMPLIANCE

Designed for experienced consultants and government employees.

Topics covered include:

- Purpose and structure of IM 101 forms
- Class objectives and audit preparation steps
- Submitting IM 101s and final quantities
- Pre-audit checklist and final forms packet
- Field work completion and punchlist process
- Statement of Completion (Form 830435) procedures
- Materials and regional audit preparation
- Required documentation for contract administration
- Change orders and justification of costs
- Weekly working day reports and suspension notices
- ADA compliance and slope documentation
- Final pay estimate, reimbursement, and interest payment procedures
- Record retention and audit follow-up

Prerequisite: None

Course Length: 2 days (in person)

Cost: \$240.00

Exam: There is no exam for this course.

To enroll: [Click here](#)

Date/Time	Location	Max #
12/17/25 thru 12/18/25 9:00 am - 4:00 pm each day	DMACC - Boone	40
3/19/26 thru 3/20/26 9:00 am - 4:00 pm each day	DMACC - Boone	40