

Name
Address
City State ZIP+4
Phone # () Fax # ()
EMAIL
Company (optional)

Free Contractor Training Day Edmonds

Registration Form
Friday, September 5, 2014

Email, fax or mail a copy of registration form to:
 Dept. of Labor & Industries
 Attn: Rebecca Llewellyn
 PO Box 44400
 Olympia WA 98504-4400
 FAX: 360-902-5292
 Email: LniTraining@Lni.wa.gov
 OR Call: 360-902-6366 or 360-902-5217

Select one class in each time frame by checking the box.

Time	Room	Course Title	
7:00 AM		Check-in and networking	
8:00 AM			
<input type="checkbox"/>	SQL 212	Bidding, Estimating and the Bottom Line	1 Hour 50 Minutes
<input type="checkbox"/>	SQL 213	Preparing Your Contracts and Warranties	
<input type="checkbox"/>	SQL 214	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	SQL 201	Plumbing Code Training – Part 1**	
<input type="checkbox"/>	SQL 202	Everything You Want to Know About Your L&I Account	
<input type="checkbox"/>	SQL 205	Government Contracting 101	
10:00 AM			
<input type="checkbox"/>	SQL 212	Top 10 Thing that Sink a Small Business	2 Hours
<input type="checkbox"/>	SQL 213	Surviving as a Subcontractor	
<input type="checkbox"/>	SQL 214	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	SQL 201	Plumbing Code Training – Part 2***	
<input type="checkbox"/>	SQL 202	Managing Claims to Control Your Workers Compensation Costs	
<input type="checkbox"/>	SQL 205	Government Contracting – Advanced	
12:00PM		Lunch – on your own	
1:00pm			
<input type="checkbox"/>	SQL 212	New Contractor Overview	50 Minutes
<input type="checkbox"/>	SQL 213	Protecting Your Business and Your Customer	
<input type="checkbox"/>	SQL 214	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	SQL 201	Electrical Licensing 101 *	
<input type="checkbox"/>	SQL 202	Get a Refund on Workers Comp Premiums (Retro)	
<input type="checkbox"/>	SQL 205	Insurance Coverage and Bonds – What you should Know!	
2:00PM			
<input type="checkbox"/>	SQL 212	Hiring an Independent Contractor / Prime Contractor Liability	1 Hour 20 minutes
<input type="checkbox"/>	SQL 213	Managing a Difficult Customer	
<input type="checkbox"/>	SQL 214	Defect Claims in Washington	
<input type="checkbox"/>	SQL 202	Fall Protection	
<input type="checkbox"/>	SQL 203	Prevailing Wage	
<input type="checkbox"/>	SQL 205	Hazardous Communications (HCS)-Globally Harmonized System (GHS) 	
3:30 PM			
<input type="checkbox"/>	SQL 212	Effective Marketing for Contractors	1 Hour 25 minutes
<input type="checkbox"/>	SQL 213	Common Legal Issues	
<input type="checkbox"/>	SQL 214	OMWBE Certification Requirements - Overview	
<input type="checkbox"/>	SQL 201	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	SQL 203	Advanced Prevailing Wage	

Please bring a copy of this schedule to the training

Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail of training events)

I learned of this workshop via: Mailing Newsletter Bldg. Assoc. Website Gov. Office Other_____

**Training will take place at:
Edmonds Community College
Snoqualmie Hall
20000 68th Ave West
Lynnwood, WA 98036**

- **Yes, I will to attend the Code Training Part 1 and 2 for 4 hours of Plumbing Code Continuing Education Credit for a fee of \$48.00.
- *Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (*)classes plus1 other. Fee is \$48.00. (Last 3 time slots)
- Yes – I would like to obtain Department of Ecology Continuing Education Credits
- Yes, I would like to obtain Manufactured/Mobile Home Installer CEU's Fee \$52

When: Friday, September 5, 2014

Check-in and networking begins at 7:30 AM

Don't miss out on this great training event! Email fax or mail in your registration today!

Course Descriptions and Presenters

Everything You wanted to know about your L&I Account (Contractors with Employees) Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Roseanne Collins, Dept. of Labor and Industries.

Hiring "Independent Contractors" in Washington State / Prime Contractor Liability (All Contractors) Learn the distinction between an "independent contractor" and a covered worker. In some cases, someone you consider an "independent contractor" is actually a worker who has legal protections that cannot be waived. If so, you may be an employer with "covered workers" under Washington workers' compensation law and not realize it. This overview will help you understand the necessary requirements for independent contractors about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Allen Thurston, Dept. of Labor and Industries.

Managing Claims to Control Your Workers Compensation Costs (All Contractors) Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by Amy Early and Scott Busz, Dept. of Labor and Industries.

Get a Refund on Workers Comp Premiums! (Contractors with Employees) Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Diana Finch, Dept. of Labor and Industries.

New Contractor Overview (New Contractors) Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Jesse Jameson, Dept. of Labor and Industries.

State Taxes – Sales, Use and B&O (All Contractors) Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin from the Washington State Department of Revenue.

Prevailing Wage (Experienced Contractor) Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Laura Herman, Dept. of Labor and Industries.

Advanced Prevailing Wage (Experienced Contractors) Advanced discussion of state prevailing wage law requirements. This workshop is intended for contractors that already have a solid foundation of knowledge of prevailing wage on public works requirements. The workshop focus will be on advanced topics with an open discussion of problems, issues and correct resolutions. We will have certain key topics prepared but will focus primarily on your questions and issues. Please bring your public works and prevailing wage questions and issues! Presented by Laura Herman, Dept. of Labor and Industries.

Government Contracting 101 (All Contractors) Government Contracting 101 (all contractors) Growing your business through government contracts can be a bit daunting at first. Discover tools and information that can help you determine who in state and local government buys what you sell, how they buy it, and how you can prepare your firm to succeed in the public marketplace. You'll also be introduced to certifications and resources that may help you gain an edge on the competition. Presented by Tiffany Scroggs, Thurston Economic Development Center.

Advanced Government Contracting (All Contractors) This seminar will provide an overview of what you need to know when contracting on a publicly owned project, including bidding, contract drafting and legal issues specific to public projects. Presented by Brett Hill, Attorney, Ahlers & Cressman PLLC

Insurance Coverage and Bonds – What YOU Should Know (All Contractors) Learn some of the differences in insurance policies and bond coverage. What's covered & what is NOT, common exclusions, contract obligations and other legal issues related to contractors insurance. Presented by Brett Hill, Attorney, Ahlers & Cressman PLLC

Bidding, Estimating and the Bottom line (New Contractors) The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

Top 10 Thing that Sink a Small Business (New Contractors) Small companies often wonder what laws, regulations, rulings, and safety programs apply to them. And when they find out, they are often overwhelmed. Even companies that have no employees or just one are often required to provide a safe jobsite and written programs. Find out how to find out what safety programs you are required to have and how you can use the tools available to you to comply, it is easier than you think! Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

 **Hazardous Communications (HCS) - Globally Harmonized System (GHS)** (Contractors with employees) Labor and Industries updated the current Hazard Communication Standard (HCS) in the United States to the internationally standardized United Nations' Globally Harmonized System (GHS). This class will cover the new Standard, basic HAZ COM programs for companies, the new approach to classifying chemical hazards, reading warning labels, and organizing information on safety data sheets. Employers are required to train all workers by June 1, 2014 on the new label elements and safety data sheet format. Companies not in compliance will be fined. Don't miss this opportunity to get free tools on the new required program and training for companies. Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

Preparing Your Contracts (*All contractors*) Learn how to create a contract that limits the potential for disputes with your customer. Learn what to write in your contract to protect yourself on payment, change orders, unforeseen circumstances, project delays, punch lists and correction of work, termination, and lawsuits. Bring a copy of your contract to the seminar. The instructor will review it for you. Presented by Linville Law Firm.

Managing a Difficult Customer (*All contractors*) Learn how to recognize a difficult customer in advance and be prepared to deal with a difficult customer so at the end of the project the customer is happy with your work, and you receive full and final payment for your work. Learn how to manage your customer before and after you start work on the project. Learn the reasons why some builders are successful and are able to avoid legal problems with their customers, get the job done, and get paid for their work. Presented by Linville Law Firm.

Surviving as a Subcontractor (*Sub-contractors*) Learn why and how to utilize conditional bidding and information bidding in order to keep your options open to later withdraw your bid. Learn how to review and negotiate the subcontract which is given you by the general contractor for your signature. Learn what and how to negotiate in the subcontract: learn how to negotiate clauses dealing with pay-when-paid, terms of the main contract, termination, scheduling, notice, venue, pass-through claims, trade damage, indemnification, delays and acceleration of work. Finally, learn why, when, where, and how to record a labor and materialmen's lien in order to protect your right to payment for your work. Presented by Linville Law Firm.

Protecting Your Business and Your Customer (*All contractors*) Learn why and how to become a corporation or LLC so that your personal assets are not at risk. Learn why and how to keep your employees from competing with you, or taking your customer lists, software, or business secrets. Learn the essentials of building a contract that works for both you and your customer. Learn how to protect both you and your customer by thoroughly understanding and properly following the lien laws of Washington. Presented by Linville Law Firm.

Defect Claims in Washington (*All contractors*) Many builders are faced with construction defect claims during their career. There are critical areas to examine in deciding your next steps. In this workshop we will discuss Statute (RCW 64.50), your contract and your insurance as well as the when, where and why's. Presented by Seth Millstein, Attorney, Pillar Law PLLC.

Common Legal Issues for Contractors – (*All Contractors*) Learn about common legal issues and problems faced by contractors. This class will include a review of consumer notices required by law, typical construction contracting mistakes and how to avoid them, understanding personal liability issues and common pitfalls, etc. Presented by Sage Linn, Attorney, Impact Law PLLC.

OMWBE Certification Workshop (*All Contractors*) The Washington State Office of Minority and Women's Business Enterprises is presenting this workshop for all small businesses interested in contracting with state government. The certification you may receive is used by buyers for state agency, educational institutions and transportation related projects. Learn the benefits of certification ... and you can bring your prepared application if you wish! (Fees for submitting an application may apply.) For more information prior to this event visit us at www.omwbe.wa.gov, or call a "Certification Trainer" 1-866-208-1064.

Effective Marketing for Contractors (*All contractors*) Learn the differences between "marketing" and "advertising"; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

***Plumbing Contractors Certification Requirements**(*All contractors*) Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and more than 10 years with Labor and Industries

Job Site Safety Set-up and Your Weeklies? (*Contractors with employees*) – Toolbox talks and jobsite inspections – a "how-to" guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by a Randy Guzman, AGC.

Fall Protection (All Contractors) Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10', personal fall arrest or similar systems must be used. This class covers anchors and their requirements, personal fall arrest systems, written Fall Protection Plans (both on and off the jobsite). Presented by Troy Woodard of L&I DOSH Consultation.

*** Electrical Licensing 101 (All contractors)** This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Rand Jones, Electrical ECORE Inspector (Plumber Industry Related CEU Course.)

****Plumbing Code Training Part 1** - Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and more than 10 years with Labor and Industries

*****Plumbing Code Training Part 2** - Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and more than 10 years with Labor and Industries.

A huge **THANK YOU** to all of the volunteer speakers and state agencies who make this FREE Contractor Training Day Possible: Associated General Contractors (AGC), Building Industry Association of Washington (BIAW), Northwest Independent Contractors Association (NICA), Linville Law Firm, LLC, Pillar Law PLLC, Ahlers & Cressman PLLC and Impact Law Group PLLC, and Thurston Economic Development Center.

Department of Labor and Industries
Attn: Rebecca Llewellyn
PO Box 44400
Olympia WA 98504-5400

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Free Training for Construction Contractors

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Would you like to get new ideas for **Marketing Your Business?**
- Do you want to know more about **Employees or Independent Contractors?**

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. More than Twenty-Five different classes on everything from marketing to safety training and customer service issues.