

Name
Phone # ()
Email address
Company (optional)

**Free Contractor Training Day
Lynnwood
Edmonds Community College
Registration Form
Friday, September 8, 2023**

Register Online at:



Interpreter needed? Email LniTraining@Lni.wa.gov or call 360-628-4142 with your language preference, please give 10 business days advance notice.

Select only 1 class in each time section by checking 1 box

Or you can email a copy of the registration to: LniTraining@Lni.wa.gov
OR Call: 360-628-4142 or 360-485-7708

Time	Course Title	
7:30 a.m.	Check-in and networking	
8:00 a.m.		
<input type="checkbox"/>	#Certified Manufactured Housing Installer (plus 1 class at 10 a.m.) Qualifies for CEUs	
<input type="checkbox"/>	Creating Your Own Construction Contract	1 Hour
<input type="checkbox"/>	Employment Standards for Contractors	50 Minutes
<input type="checkbox"/>	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	State Taxes – Sales, Use, and B&O	
10:00 a.m.		
<input type="checkbox"/>	Accident Prevention Plan / Safety Program	
<input type="checkbox"/>	Everything You Want to Know About Your L&I Account	2 Hours
<input type="checkbox"/>	Handling the Difficult Customer and Getting Paid for Your Work	
<input type="checkbox"/>	State Taxes – Sales, Use, and B&O (repeat from 8am)	
<input type="checkbox"/>	Understanding Bids and Contracts on Government Jobs	
12:00 p.m.	Lunch – on your own	
12:30 p.m. to 5:00 p.m. (selecting this option voids all other options below)		
<input type="checkbox"/>	Fall Protection and Ladder Safety	
1:00 p.m.		
<input type="checkbox"/>	Electrical 101	
<input type="checkbox"/>	Hiring “Independent Contractors” and Avoid Prime Contractor Liability	50 Minutes
<input type="checkbox"/>	How to Become a Successful Subcontractor	
<input type="checkbox"/>	Insurance Coverage and Bonds – What YOU Should Know	
<input type="checkbox"/>	WA Cares Fund – Employer Information	
2:00 p.m. to 5:00 p.m. (selecting this option voids all other options below)		
<input type="checkbox"/>	*Prevailing Wage on Public Works	3 Hours
2:00 p.m.		
<input type="checkbox"/>	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	New Contractor Overview	1 Hour
<input type="checkbox"/>	Paid Family and Medical Leave Overview	20 minutes
<input type="checkbox"/>	Return to Work Incentive Programs	
<input type="checkbox"/>	Safety and Health Leadership	
3:30 p.m.		
<input type="checkbox"/>	How to Find Bids and Market to Government Agencies	
<input type="checkbox"/>	OMWBE Certification Review Workshop	1 Hour
<input type="checkbox"/>	Paid Sick Leave Law Overview	30 minutes
<input type="checkbox"/>	Prepare for the Unexpected: How to Develop a Return to Work Culture	
<input type="checkbox"/>	Trenching and Excavating	

Please make a copy and 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 Email Newsletter Bldg. Assoc. Website Gov. Office Other _____

Classes will be located at:
Edmonds Community College
Snoqualmie Hall
20000 68th Ave West
Lynnwood, WA 989036

Yes, I would like to obtain Manufactured/Mobile Home Installer CEU's, (8 a.m. Manufactured Housing Installer, plus 1 class at 10 a.m.).

* Yes, I want to obtain Public Works Responsible Bidder Training Credit (*class at 2 p.m. to 5 p.m.)

When: Friday, September 8, 2023

Check-in and networking begins at 7:30 a.m.

Don't miss out on this great training event, register today!!

Course Descriptions and Presenters

Accident Prevention Plan / Safety Programs (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program saves you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a “Safety Culture” in your workplace. Presented by Christopher Glidden, Safety Consultant, Dept. of Labor and Industries.

#Certified Manufactured Housing Installer (*Continuing Education Credit*) – If you are a certified installer, join us to learn the latest statute, code and rule changes and the most common installation problems. Presented by Charles Parton, Factory Assembled Structure Program, Dept. of Labor & Industries. (**Please Note** - You must select one course at 10 am to obtain the 4 hours of required training to complete the needed CEU's)

Creating Your Own Construction Contract (*All contractors*) – Get good advice and practical instruction on writing your own contract. Make your contract all about how you do your work and what you expect from your customer. Bring a copy of whatever contract you are currently using so that you can mark it up during the class. The course's 30-page handout is thorough, comprehensive, written for practical application and fully covers the “what” and the “why” of terms of your construction contract. The handout includes the Notice to Customer, which Washington Law requires you provide to your customer before you commence work. Presented by the Linville Law Firm.

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 Darin Lyon and Lucas Steele, Electrical Program, Dept. of Labor and Industries.

Employment Standards for Contractors: Recent changes taking effect 1/1/2023 pertaining to worker and job applicant protections (*Contractors with employees*) - This is an educational presentation to inform construction contractors about recent changes that took effect 1/1/2023 including new minimum wage, overtime exemption threshold, and new job posting requirements.

And Youth Employment Rules for Workbased Learning (*Contractors with employees*) - Interested in establishing a work-based learning program for minors? Coordinators and businesses both play a role in creating safe environments for minors to work and learn. At this presentation, the Dept. of Labor and Industries will review the specific rules businesses need to follow when hiring minors. The presentation will also cover the unique exemptions and opportunities for minors enrolled in work-based learning programs. Presented by Brenda Fay, Employment Standards, Dept. of Labor & Industries.

Everything You want 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 Employer Services staff, Dept. of Labor & Industries.

Fall Prevention and Ladder Safety Competent Person (*All Contractors – Competent Person certificate is only provided with completion of hands-on and written test after the classroom session*) This is a 4.5-hour session for Fall Protection and Ladder safety. Falls are a leading cause of death. Some falls might not kill you, but they can prevent you from having a quality of life. This class will cover the WAC standards and requirements to be a competent person and the Employers responsibility per; WAC 296-880 and WAC 296-876. How to work safely, prevent injury while working at heights and inspect Fall protection equipment. Presented by Dale Yerabek, Northwest independent Contractors Association.

Handling the Difficult Customer and Getting Paid for Your Work (*Subcontractors*) – You may have less of a problem doing your work than dealing with some of your customers – so be prepared. This course will teach you, how and why, to carry on your business as an entity that is separate from you and your spouse; what to watch for when meeting potential customers; how to avoid stumbles and fumbles when complying with Washington State's regulations and rules; negotiating a contract with your customer that matches your and your customer's expectations, with regard to your work and your customer paying for that work; how to manage and control the customer as the work progresses toward completion; warranties; non-disparagement clauses; and how to prepare and record a lien in order to ensure you get paid for your work. This course includes a 37-page handout of practical instruction together with all the relevant forms. Presented by the Linville Law Firm.

Hiring an “Independent Contractor” and Avoid 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 Holly Smith, Dept. of Labor & Industries.

How to Become a Successful Subcontractor (*Subcontractors*) – This class focuses on: (1) bidding to general contractors; (2) how to respond to one-sided subcontracts that general contractors ask you to sign; and (3) pre-lien notices and liens. This class will teach you what pitfalls and traps to watch out for in the one-sided subcontracts that you receive from general contractors. We will discuss modifying subcontracted clauses like pay-when-paid, acceptance of prior work, scheduling, flow down clauses, insurance, change order directive, warranties, pass through claims, notices, venue and dispute resolution. Learn the importance of liens and learn the laws of Washington State with regard to pre-lien notices and the recording of liens on private projects and the filing of claims against payment bonds and retainages. This course includes a 23-page handout of current and accurate instruction together with all necessary forms. Presented by the Linville Law Firm.

How to Find Bids and Market to Government Agencies (*All Contractors*) – For contractors and suppliers of goods and services who want to succeed in government contracting. Learn where to find bid opportunities in Washington State as well as best practices for marketing to government agencies. WA PTAC - An APEX Accelerator helps businesses prepare for, find, and pursue bid opportunities. Presented by Cara Buckingham, Economic Alliance of Snohomish County.

Course Descriptions and Presenters, continued

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

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 Randy Guzman, Assistance Safety Director, Associated General Contractors.

Managing Claims to Control Your Industrial Insurance 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 Roseann Collins, Dept. of Labor & 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 & Industries.

OMWBE Certification Review 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. Presented by Wilbert Pina and Lee Lim.

Paid Family and Medical Leave Overview (*Contractors with employees*) – Learn about Paid Family and Medical Leave and employer responsibilities related to premiums and wage reporting and employee use of the benefit. Presented by Elizabeth Boot, Service Delivery Manager, Employment Security Dept.

Paid Sick Leave Law Overview (*Contractors with employees*) – Learn about the new Paid Sick Leave Law requiring employers to provide paid sick leave to most employees effective January 1, 2018. This class will provide an overview of Initiative 1433, which changed state law regarding minimum wage, ensuring tips and service charges are given to the appropriate staff, requiring employers to provide paid sick leave, and protects employees from retaliation for lawful use of paid sick leave by the Minimum Wage and Labor Standards Act (chapter 49.46 RCW). Presented by Nick Burrow Employment Standards, Dept. of Labor & Industries.

Prepare for the Unexpected: How to Develop a Return to Work Culture – (*Contractors with employees*) – A work injury may cost your business \$10,000 or more. However, you can prepare for the unexpected and even get some money back in the process. Join our session to learn how to develop a return to work plan for your business. We will educate you on how to identify potential light duty tasks, draft formal job offers, prepare for stay at work reimbursements, and provide an overview of L&I programs and services. Let us help you create a return to work culture. Presented by Stephanie Cross, Dept. of Labor & Industries.

***Prevailing Wage on Public Works** (*Experienced contractors*) – 2 p.m. to 5 p.m. class: The who, what, why, when and where of state prevailing wage requirements. What you need to know when working on a public works project, responsible bidding requirements, Intent and Affidavit paperwork, certified payroll records, scope of work descriptions, retainage, contract bond, contract release, and more! Bring your questions! **Effective July 1, 2019 public works experience or training is required. This workshop satisfies the new training requirement for responsible bidders.** Participants must attend entire class to receive credit. Presented by Chuck Ziegert, Dept. of Labor & Industries.

Return to Work Incentive Programs (*Contractors with employees*) – Learn about L&I's new program to help employers keep injured workers on the job and the best part is L&I pays half the wages plus expenses to do it. Learn about how to qualify, how the program works and how this program can benefit your company and your worker. Presented by Tim Beery and Anandi Stork, Stay at Work Program Specialist, Dept. of Labor & Industries.

Safety and Health Leadership (*Contractors with employees*) – In this class we will break down and discuss five leadership skills that can greatly impact safety and health at any workplace or jobsite. Key topics include: Leading by Example, Engaging Workers, Coaching and Feedback, Active Listening and Recognition. This class is geared toward developing team leads, new supervisors and managers or anyone who would like to learn a different approach to leading others with safety at the forefront. Presented by Chris Glidden, DOSH Safety Consultant, Dept. of Labor & 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 Jose Rodriguez, Dept. of Revenue.

Trenching and Excavating Safety (*All contractors*) – Trenching & Excavation hazards and how to control them, soil classification, protective systems, common violations. Presented by David Conley, DOSH Consultation Manager, Dept. of Labor & Industries.

Understanding Bids and Contracts on Government Jobs (*All Contractors*) – Trying to get the winning bid and awarded the contract for a government job is difficult enough without having to navigate through all the laws involved in government contracting. Let the lawyers at ACS help you understand the legal issues and requirements for bidding on public works in Washington State and how to translate and navigate many of the common provisions in government contracts, including how to preserve and make claims for payment. Presented by Masaki Yamada, attorney, Ahlers & Cressman.

WA Cares Fund – Employer Information (*Contractors with employees*) – The WA Cares Fund will support family caregivers and ease the financial burden of long-term care for Washington workers as they age. Learn about what you need to know as an employer. Presented by Elizabeth Boot, Service Delivery Manager, Employment Security Dept.

Department of Labor & Industries
TOP – Outreach & Education
Attn: Julie Perales or Mandi Mackey
PO Box 44274
Olympia WA 98504-4274

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Washington State Department of
Labor & Industries

Free Training for Construction Contractors in Lynnwood on Friday, September 8, 2023

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Have you heard about **Employment Standards for Contractors: Changes as of January 2023?**
- 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.