

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

## Free Contractor Training Day

### Bellingham Technical College

#### Registration Form

### Friday, December 16, 2016

**Mail, fax or email a copy of registration form to:**  
**Dept. of Labor & Industries**  
**Attn: Julie Perales or Mandi Mackey**  
**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	
7:30 – 8:00 AM Check-in and networking			
<b>8:00 AM</b>			
<input type="checkbox"/>	HC 103	Everything You Want to Know About Your L&I Account	
<input type="checkbox"/>	HC 108	State Taxes – Sales, Use, and B&O	1 Hour
<input type="checkbox"/>	HC 111	Plumbing Code Training Part 1*	55 Minutes
<input type="checkbox"/>	HC 204	Preparing Your Contract and Warranty	
<input type="checkbox"/>	HC 217	Fall Protection – Competent Person Card gained – Part 1*** (must attend part 1 & part 2)	
<b>10:00 AM</b>			
<input type="checkbox"/>	HC 103	Hiring “Independent Contractors” and Avoid Prime Contractor Liability	
<input type="checkbox"/>	HC 108	State Taxes – Sales, Use, and B&O	2 Hour
<input type="checkbox"/>	HC 111	Plumbing Code Training Part 2*	
<input type="checkbox"/>	HC 204	Subcontractor Workshop	
<input type="checkbox"/>	HC 217	Fall Protection – Competent Person Card gained – Part 2*** (must attend part 1 & part 2)	
<b>12:00PM</b> Lunch – on your own			
<b>1:00 PM</b>			
<input type="checkbox"/>	HC 103	New Contractor Overview	
<input type="checkbox"/>	HC 104	Stay at Work – Workers’ Compensation Insurance Program	55 Minutes
<input type="checkbox"/>	HC 108	Jobsite Safety Setup & Your Weeklies	
<input type="checkbox"/>	HC 111	Electrical Licensing 101**	
<b>2:00 PM</b>			
<input type="checkbox"/>	HC 103	Lead-Based Paint Guidelines for Contractors	
<input type="checkbox"/>	HC 104	Prevailing Wage	1 Hour
<input type="checkbox"/>	HC 108	Accident Prevention Program	25 minutes
<input type="checkbox"/>	HC 111	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	HC 204	Protecting Your Business and Your Customer	
<b>3:30 PM</b>			
<input type="checkbox"/>	HC 103	Effective Marketing for Contractors	
<input type="checkbox"/>	HC 104	Advanced Prevailing Wage	1 Hour
<input type="checkbox"/>	HC 108	Fall Protection in Construction	25 minutes
<input type="checkbox"/>	HC 111	Plumbing Contractors – Certification Requirements**	
<input type="checkbox"/>	HC 204	Managing the Difficult Customer	

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 with upcoming training events)

**I learned of this workshop via:**  Mailing  Email  Newsletter  Bldg. Assoc.  Website  Gov. Office  Other\_\_\_\_\_

**Classes will be located at**  
 Bellingham Technical College  
 Haskell Center (Bldg HC)  
 3028 Lindbergh Ave  
 Bellingham, WA 98225

- \*\*Yes, I want to obtain 4 hours of Plumbing Industry Related CEU Fee \$48 (1pm electrical class, 2pm – your choice and 3:3pm – Plumbing)
- \*Yes, I will to attend the Code Training Part 1&2 for 4 hrs Plumbing Code CEU \$48
- Yes, I would like to obtain Credit for my Dept. of Ecology Well Driller Certification (Free)



**When: Friday, December 16, 2016**

**Check-in and networking begins at 7:30 AM**

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

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### Course Descriptions and Presenters

**Prevailing Wage** (*Experienced contractors*) 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.

**Hiring “Independent Contractors” & 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 Steve Beaty, 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.

**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 they are 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 Chris Alcatraz, Dept. of Labor and Industries.

**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 Mark Goodwin, Dept. of Labor and Industries.

**Stay at Work – Workers Comp Insurance Program** (*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 Tuyen Manikhoth, Stay at Work Program Specialist, 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 Sandy Hall and John Rapp, Dept. of Revenue.

**\*\*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 Faith Jeffrey, Dept. of Labor and Industries. (Plumber Industry Related CEU Course.)

**\*\*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, Dept. of Labor and Industries. (Plumbing 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, Dept. of 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, Dept. of Labor and Industries.

**Accident Prevention Program** (*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 Troy Woodard, Safety Consultant, Dept. of Labor and Industries.

## Course Descriptions and Presenters, continued

**Fall Protection in Construction** (*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, Safety Consultant, Dept. of Labor and Industries.

**Preparing Your Contract and Warranty** (*All contractors*) Learn the most important terms and conditions to have in your contract, what they mean, and why they need to be there. This course will cover warranties, scope of work, change orders, correction of work, building code issues, payment issues, commencement and completion dates, delay issues, fixed price contracts vs. T&M contracts, allowances, liquidated damages and dispute resolution. It is recommended that each attendee bring a copy of his/her company contract to review and mark up during the course. Presented by Linville Law Firm.

**Surviving as a Subcontractor** (*All contractors*) Learn why and how to utilize conditional bidding and inclusions, exclusions and alternates in your bidding process in order to limit your liability and provide the general contractor with expectations which are reasonable. Learn the common subcontract terms and pitfalls to avoid. The class will review problematic clauses such as pay-when-paid, change directives, warranties, pass through claims, and termination for convenience, scheduling, notice, venue, and dispute resolution. Learn the basics of Washington law with the regard to the recording of liens and the filing of claims against payment bonds and retainages. Presented by Linville Law Firm.

**Protecting Your Business and Your Customer** (*All contractors*) WA laws afford certain protections to your customers and those laws also require that you provide certain notices to your customers. Learn how to protect your business through proper formation of the appropriate business entity such as a corporation or an LLC, learn who can and cannot file claims against your contractor's registration bond, and learn how to protect your customer against unwanted liens from your subcontractors and their employees. Learn the value of covenants not to compete, employee manuals, and restrictive employment agreements. 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.

**Fall Protection – Competent Person Card – 2 Part class** (*All contractors*) – 8:00 am and 10am Classes: 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. Participants must attend parts 1 and 2. A Competent Person Card will be gained. Presented by Kris Alberti, Executive Director, NW Independent Contractors Association.

**Government Contracting Essentials** (*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 Cate Taylor, Washington Procurement Technical Assistance Center.

**Effective Marketing for Contractors** (*Residential 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.

**Lead-Based Paint Guidelines for Contractors** (*All Contractors*) – Learn about the similarities and differences between the HUD Lead-based Paint Abatement Program and the EPA Renovation, Repair and Painting Program, including the types of projects that fall under the regulations of each program, and who is required to have certification and how to obtain individual certification or firm certification in either program. Presented by Dano Summers, Certification Specialist, Dept. of Commerce.

**Jobsite Safety Setup & 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, Association of General Contractors.

Department of Labor and Industries  
Specialty Compliance Services  
Attn: Julie Perales  
PO Box 44400  
Olympia WA 98504-4400

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## **Free Training for Construction Contractors Bellingham on Friday, December 16, 2016**

- Want to learn how to **save money** on Workers Compensation premiums?
- Do you need to update your Construction Contract?
- Would you like to get some tools to **create more accurate bids**?
- Do you want to know more about **Working on Public Works Projects**?

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 to customer service issues.

**The course has been approved for:**

- **Plumbing Continuing Education Credit** – see our website for details and CEU fee.  
<http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/> OR call 360 902-4666.