

Name
Address
City State ZIP+4
Phone # () Fax # ()
E-mail address
Company (optional)

Free Contractor Training Day

TUMWATER

Registration Form

Friday February 7, 2014

Email, Mail or Fax 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: LLER235@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			
8:00 AM			
<input type="checkbox"/>	Auditorium	Bidding, Estimating and the Bottom Line	1 Hour
<input type="checkbox"/>	Room S117	*OSHA 10 - Requires All (*) Classes and Attendance Both Days - See Description *	55 Minutes
<input type="checkbox"/>	Room S118	Everything You Want To Know About Your L&I Account	
<input type="checkbox"/>	Room S119	Preparing Contracts and Warranties	
<input type="checkbox"/>	Room S126	State Taxes – Sales, Use and B&O	
<input type="checkbox"/>	Room S129	Plumbing Code Training Part 1	
<input type="checkbox"/>	Room S130	Manufactured/Mobile Home Installers CEU's Plus one class at 10am for 4 hours credit	
10:00 AM			
<input type="checkbox"/>	Auditorium	Effective Marketing For Contractors	2 Hour
<input type="checkbox"/>	Room S117	OSHA 10 Continued* (Fall Protection and Personal Protective Equipment)	
<input type="checkbox"/>	Room S118	Managing Claims to Control Workers Comp Costs	
<input type="checkbox"/>	Room S119	Surviving as a Subcontractor	
<input type="checkbox"/>	Room S126	State Taxes – Sales, Use and B&O	
<input type="checkbox"/>	Room S129	Plumbing Code Training Part 2	
<input type="checkbox"/>	Room S130	Contracting on Publicly Funded Projects	
12:00PM Lunch – on your own			
1:00pm			
<input type="checkbox"/>	Auditorium	New Contractor Overview	
<input type="checkbox"/>	Room S117	OSHA 10 Continued* (Motor Vehicle and Equipment Safety)	55 Minutes
<input type="checkbox"/>	Room S118	Get a Refund on Workers Compensation Premiums - RETRO	
<input type="checkbox"/>	Room S119	Protecting Your Business and Your Customers	
<input type="checkbox"/>	Room S126	Hazard Communication Part 1 of 3 (4 hour class)	
<input type="checkbox"/>	Room S129	Electrical Licensing 101 (Required for Plumbing Industry CEU's)	
<input type="checkbox"/>	Room S130	Insurance Coverage and Bonds	
2:00PM			
<input type="checkbox"/>	Auditorium	Hiring an Independent Contractor / Prime Contractor Liability	1 Hour
<input type="checkbox"/>	Room S117	OSHA 10 Continued* (Ladders, Scaffolds and Stairways)	25 minutes
<input type="checkbox"/>	Room S118	Prevailing Wage	
<input type="checkbox"/>	Room S119	Managing the Difficult Customer	
<input type="checkbox"/>	Room S126	Hazard Communication Part 2 of 3 (4 hour class)	
<input type="checkbox"/>	Room S129	Jobsite Safety Set Up and Your Weeklies	
<input type="checkbox"/>	Room S130	Contracts for General Contractors	
3:30 PM			
<input type="checkbox"/>	Auditorium	Common Legal Issues for Contractors	1 Hour
<input type="checkbox"/>	Room S117	OSHA 10 Continued* (Excavation and Trenching Awareness)	25 minutes
<input type="checkbox"/>	Room S118	Advanced Prevailing Wage	
<input type="checkbox"/>	Room S119	OMWB Certification Overview (\$ application fees may apply)	
<input type="checkbox"/>	Room S126	Hazard Communication Part 3 of 3 (4 hour class)	
<input type="checkbox"/>	Room S129	Plumbing Contractors – Cert Requirements* (Required for Plumbing Industry CEU's)	
DAY 2			
8:00 AM			
<input type="checkbox"/>	Room S117	OSHA 10 Continues* Day 2 - Saturday February 8th at 8:00am and will cover: Residential Construction Accident Prevention, Heat Stress, Fire Extinguisher Safety, Respiratory Protection, Hazard Communication – OSHA 10 Certification Requires Attending Both Days	4 Hours

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 with upcoming training events)

I learned of this workshop via: US Mail Email Bldg. Assoc. Website Gov. Office Other _____

**Classes will be located at
 Dept. of Labor and Industries
 7273 Linderson Way SW
 Tumwater WA 98501**

- Yes, I want to obtain 4 hours of Plumbing Industry Related CEU Fee \$48
- Yes, I will to attend the Code Training Part 1&2 for 4 hrs Plumbing Code CEU Fee \$48
- Yes, I want to obtain my FREE OSHA 10 Certification – **Must Attend Both Days**
- Yes, I would like to obtain Credit for my Dept. of Ecology Well Driller Certification
- Yes, I would like to obtain Manufactured/Mobile Home Installer CEU's Fee \$52



Washington State Department of
Labor & Industries

Free Training for Construction Contractors

Dept. of Labor and Industries
7273 Linderson Way SW
Tumwater WA 98501

When: Friday February 7, 2014 (& Saturday, February 8, if obtaining Free OSHA 10)

Check-in and networking begins at 7:30 AM

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

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” 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.

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.

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 Rebecca Llewellyn, 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 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 Roseann Collins, Dept. of Labor and Industries.

Get a Refund on Workers Compensation Premiums – RETRO (*Experienced contractors*) 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 Jessica Nau, 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: Gary Delozier Dept. of Labor and Industries.

Manufactured Housing Installer (*Continuing Education Credit*) Learn the latest statute, code and rule changes and the most common installation problems. Presented by John McMillan of the Factory Assembled Structure Program at Labor and Industries.

* **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 – What You Need to Know** (*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, 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, Dept. Labor and Industries.

*****Plumbing Code Training – Part 2** – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Dept. Labor and Industries.

Course Descriptions and Presenters, continued

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 Dept. of Revenue.

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.

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, Asst Safety Director for Associated General Contractors

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*) The laws of Washington 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.

Insurance Coverage and Bonds – What you should know! (*All contractors*) Learn what contractors need to know regarding insurance and registration bonds. What's covered & what's not, common exclusions, contract obligations and other legal issues related to contractors insurance and issues regarding contractor's registration bonds are covered. Presented by Brett Hill, Attorney, Ahlers & Cressman PLLC."

Contracting on Publicly Funded Projects (*Experienced 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

Contracts for General Contractors! (*All contractors*) If you've ever wondered what you should have in your construction contract, this is the course for you. Seth Millstein will review "must-have" clauses, discuss ways to effectively edit a general contractor's contract, and answer general questions about the contracting process. 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 Seth Millstein, Attorney, Pillar Law PLLC

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.

 **Hazardous Communications (HCS) - Globally Harmonized System (GHS). Part 1 and Part 2** (*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 December 1, 2013 on the new label elements and safety data sheet format. Don't miss this opportunity to get a head start on the new required program and training for companies. Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

Obtain your FREE OSHA 10 Residential Construction Safety Training Presented By Northwest Independent Contractors Association (NICA).

You must attend the BOTH days Friday February 7th AND Saturday February 8th sessions. All (*) courses required for certification!

****** Space Is Very Limited for OSHA 10 – Preregistration Is Required ******

Introduction to OSHA This class covers the basic elements of the Federal OSH act, how it applies in Washington State, general regulations, and jobsite inspections.

All Topics Covered in OSHA 10: Fall Protection and Personal Protective Equipment, Motor Vehicle and Equipment Safety (Four Focus), Ladders, Scaffolds and Stairways, Caught In Between Excavation and Trenching Awareness, Residential Construction Accident Prevention and Safety, Heat Related Rules and Fire Extinguisher Use, Respiratory Protection/Hazard Communication, and Tool Basics. Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

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

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Washington State Department of
Labor & Industries

Free Training for Construction Contractors In Tumwater on Friday February 17, 2014

- Want to learn how to save money on Workers Compensation premiums?
- Do you need to update your construction contract or prevailing wage contracts?
- Would you like learn more about state taxes, bonds and insurance?
- Do you want to know more your liabilities as a Contractor?

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.