

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

**Free Contractor Training  
VANCOUVER  
Registration Form  
Friday November 8, 2013**

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: 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	
<b>7:30 AM</b>		Check-in and networking	1 Hour
<b>8:00 AM</b>			
<input type="checkbox"/>	Rainier	Hazard Communication Standard (HCS) Part 1 of 2 	1 Hour
<input type="checkbox"/>	Baker	Preparing Your Contracts and Warranties	55 Minutes
<input type="checkbox"/>	St. Helens	Manufactured/Mobile Home Installer CEU (Installer Class at 8am plus any class at 10 am)	
<input type="checkbox"/>	Olympus	Prevailing Wage	
<input type="checkbox"/>	Board Room	Plumbing Code Training – Part 1**	
<b>10:00 AM</b>			
<input type="checkbox"/>	Rainier	Hazard Communication Standard (HCS) Part 2 of 2 	2 Hour
<input type="checkbox"/>	Baker	Surviving as a Subcontractor	
<input type="checkbox"/>	St. Helens	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Olympus	Advanced Prevailing Wage	
<input type="checkbox"/>	Board Room	Plumbing Code Training – Part 2**	
<b>12:00PM</b>		Lunch – on your own	
<b>1:00pm</b>			
<input type="checkbox"/>	Rainier	New Contractor Overview	
<input type="checkbox"/>	Baker	Managing the Difficult Customer	55 Minutes
<input type="checkbox"/>	St. Helens	Saving Money on Workers Comp Premiums (Retro)	
<input type="checkbox"/>	Olympus	Insurance Coverage and Bonds – What you should Know	
<input type="checkbox"/>	Board Room	Electrical Licensing 101**	
<b>2:00 PM</b>			
<input type="checkbox"/>	Rainier	Bidding Estimating and the Bottom Line	1 Hour
<input type="checkbox"/>	Baker	Protecting Your Business and Your Customer	25 minutes
<input type="checkbox"/>	St. Helens	Everything You Want to Know About Your L&I Account	
<input type="checkbox"/>	Olympus	Contracting on Publicly Funded Projects	
<input type="checkbox"/>	Board Room	Jobsite Safety Set Up and Your Weeklies	
<b>3:30 PM</b>			
<input type="checkbox"/>	Rainier	Effective Marketing for Contractors	1 Hour
<input type="checkbox"/>	Baker	Managing Claims to Control Your Workers Compensation Costs	25 minutes
<input type="checkbox"/>	St. Helens	Hiring “Independent Contractors” in WA / Prime Contractor Liability	
<input type="checkbox"/>	Olympus	Contracts for General Contractors	
<input type="checkbox"/>	Board Room	Plumbing Contractors – Certification Requirements**	

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\_\_\_\_\_

**Classes will be located at:  
Northwest Regional  
Training Center  
11606 NE 66<sup>th</sup> St #103  
Vancouver, WA 98662**

- \*\*Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (\*)classes plus 1 other. Fee is \$48.00. (Last 3 time slots)
- \*\*Yes, I will to attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.
- \*\*Yes, I will to attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00. +
- I want to obtain **4 hours** Manufactured Installer CEU – Fee \$52.00 (Installer Class at 8am plus any class at 10 am)
- I would like to obtain Department of Ecology Continuing Education Credits



Washington State Department of  
**Labor & Industries**

## **Free Training for Construction Contractors**

**Training will take place at:**  
**Northwest Regional Training Center**  
**11606 NE 66<sup>th</sup> St #103**  
**Vancouver, WA 98662**

**When: Friday, November 8, 2013**

**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!**

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### Course Descriptions and Presenters

**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 the processes for filing your quarterly premium reports. Presented by Roseann Collins, Employer Services Outreach, L&I.

**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, Detection Tracking and Outreach, Dept. of Labor and Industries.

**Managing Claims to Control Your Workers Comp Costs** (*Contractors With Covered Workers*) 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, Claims, Dept. of Labor & Industries.

**Saving Money on Workers Comp Premiums!** (*Experienced Contractors With Covered Workers*) 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, Retrospective Rating, 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 Rebecca Llewellyn, Detection Tracking and Outreach, 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, 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, Prevailing Wage, 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, Prevailing Wage, 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 President, Northwest Independent Contractors Association.



**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.

**Preparing Your Contracts and Warranties** (*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.

@ **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.

**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.

**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.

**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

**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

**Contracts for General Contractors** (all contractors): This class will cover everything you need to include (and exclude!) in your construction contracts. Brett Hill will review the key contract clauses for general contracts and subcontracts, provide sample agreements, and review good documentation practices on construction projects. Presented by Brett Hill, Attorney, Ahlers & Cressman PLLC

**\*\*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, Plumbing Technical Specialist, Dept. Labor and Industries.

**\*\*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. 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. 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 Bob Olson, Electrical Program (Plumber Industry Related CEU Course).

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Olympia WA 98504-5400

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Washington State Department of  
**Labor & Industries**

**Free Training for Construction Contractors  
Vancouver Washington November 8, 2013**

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Do you need updates on the new requirement for employers to train ALL workers on the current **Hazard Communication Standard (HCS)?**
- Do you want to know more about **Independent Contractors/Covered Workers?**

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.