

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

Free Contractor Training YAKIMA

Registration Form Friday July 25, 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: 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 a.m.	Check-in and networking		
8:00 a.m.	<input type="checkbox"/>	Room SB 100	State Taxes – Sales, Use and B&O
	<input type="checkbox"/>	Room SB 200	Preparing Your Contracts and Warranties
	<input type="checkbox"/>	Room SB 300	Everything You Want to Know About Your L&I Account
	<input type="checkbox"/>	Room SB 400	Government Contracting 101
	<input type="checkbox"/>	Room SB 500	Manufactured/Mobile Home Installer CEU (Installer Class at 8am plus any class at 10 am)
	<input type="checkbox"/>	Conference Room	Plumbing Code Training – Part 1**
10:00 a.m.	<input type="checkbox"/>	Room SB 100	State Taxes – Sales, Use and B&O
	<input type="checkbox"/>	Room SB 200	Surviving as a Subcontractor
	<input type="checkbox"/>	Room SB 300	Managing Claims to Control Workers' Comp Premiums
	<input type="checkbox"/>	Room SB 400	Government Contracting – Advanced
	<input type="checkbox"/>	Room SB 500	Small Business Planning
	<input type="checkbox"/>	Conference Room	Plumbing Code Training – Part 2**
12:00PM	Lunch – on your own		
1:00 p.m.	<input type="checkbox"/>	Room SB 100	New Contractor Overview
	<input type="checkbox"/>	Room SB 200	Protecting Your Business and Your Customer
	<input type="checkbox"/>	Room SB 300	Saving Money on Workers Comp Premiums (Retro)
	<input type="checkbox"/>	Room SB 400	Insurance Coverage and Bonds – What you should know
	<input type="checkbox"/>	Room SB 500	Accident Prevention Plans in Construction
	<input type="checkbox"/>	Conference Room	Electrical Licensing 101**
2:00 p.m.	<input type="checkbox"/>	Room SB 100	Hiring an Independent Contractor / Prime Contractor Liability
	<input type="checkbox"/>	Room SB 200	Managing the Difficult Customer
	<input type="checkbox"/>	Room SB 300	Prevailing Wage
	<input type="checkbox"/>	Room SB 500	Fall Protection Basics
	<input type="checkbox"/>	Conference Room	Cash Flow Management
3:30 p.m.	<input type="checkbox"/>	Room SB 100	Effective Marketing for Contractors
	<input type="checkbox"/>	Room SB 300	Advanced Prevailing Wage
	<input type="checkbox"/>	Room SB 400	Small Business Administration (SBA) Certification Program Overview
	<input type="checkbox"/>	Conference 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: US Mail Email Bldg. Assoc. Website Gov. Office Other_____

**Classes will be located at
 Yakima Convention Center
 10 North 8th St
 Yakima, WA 98901-2515**

- **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



Free Training for Construction Contractors

Training will take place at:
Yakima Convention Center
10 North 8th St
Yakima, WA 98901-2515

When: Friday, July 25, 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 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 and Chris Alcatraz, 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 Workers' Comp Premiums (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 Ellen Swihart, Claims, Dept. of Labor & Industries.

Get a Refund on Workers Comp Premiums (Retro) (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 Jessica Nau, 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, Detection, 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, Dept. of Revenue.

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.

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 Ashley Coronado of the Washington Procurement Technical Assistance Center (PTAC).

Government Contracting Advanced (Experienced Contractors) This seminar will go into the details 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

Prevailing Wage (All Contractor) Intents and affidavits online, 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.

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.

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.

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.

Small Business Administration (SBA) Certification Overview (All contractors) This workshop will go over the various SBA Certification Programs, requirements and benefits, and walk you through how to get certified in each program. We will also explore some of the ways to find and qualify for opportunities and in the federal government contracting market. Presented by John Dicus, Federal Small Business Administration.

Small Business Planning (All contractors) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Ted Schinzel of the Federal Small Business Administration.

Cash Flow Management - Understand Your Business Financials: (All Contractors) Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by Ted Schinzel, Federal Small Business Administration.

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.

Accident Prevention Plans in Construction (Contractors with employees) – Learn about requirements of APP Core Rules and get some of the tools for establishing an AP that is tailored to your specific hazards and work environments. 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 Bob Tugwell, DOSH Consultation Dept. Labor and Industries.

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 Bob Tugwell, DOSH Consultation Dept. 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, Dept. of Labor and Industries.

****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, 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, 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.

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

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

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**Free Training for Construction Contractors
Yakima Convention Center July 25, 2014**

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Do you need to update your **Fall Protection** and **Accident Prevention Plans?**
- 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.