

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

## Free Contractor Training Day Seattle – Wood Construction Center

### Registration Form Friday, February 16, 2018

Mail, fax or email a copy of registration form to:  
**Dept. of Labor & Industries**  
**Attn: Julie Perales or Mandi Mackey**  
**PO Box 44274**  
**Olympia WA 98504-4274**  
**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 a.m. – 8:00 a.m. Check-in and networking			
<b>8:00 a.m.</b>			
<input type="checkbox"/>	Room 105	State Taxes – Sales, Use and B&O	
<input type="checkbox"/>	Room 126A	Construction Contracts	1 Hour
<input type="checkbox"/>	Room 202	Bidding, Estimating and the Bottom Line	55 Minutes
<input type="checkbox"/>	Room 209A	Effective Marketing for Contractors	
<input type="checkbox"/>	Room 218A	Everything You Wanted to Know About Your L&I Account	
<b>10:00 a.m.</b>			
<input type="checkbox"/>	Room 105	State Taxes – Sales, Use and B&O	
<input type="checkbox"/>	Room 116A	New Paid Sick Leave Law Requirements Overview	2 Hour
<input type="checkbox"/>	Room 126A	Successful Subcontracting	
<input type="checkbox"/>	Room 202	What Washington Contractors Don't Know	
<input type="checkbox"/>	Room 209A	Government Contracting Essentials	
<input type="checkbox"/>	Room 218A	Drywall Industry Workers' Compensation Reporting	
<b>12:00 p.m.</b>	Lunch – on your own		
<b>1:00 p.m.</b>			
<input type="checkbox"/>	Room 105	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	Room 126A	Insurance Coverage and Bonds – What YOU Should Know	55 Minutes
<input type="checkbox"/>	Room 202	New Contractor Overview	
<input type="checkbox"/>	Room 209A	Electrical Licensing 101	
<input type="checkbox"/>	Room 218A	OMWBE Certification Review Workshop	
<b>2:00 p.m.</b>			
<input type="checkbox"/>	Room 105	Common Legal Issues for Contractors	
<input type="checkbox"/>	Room 114	Prevailing Wage	1 Hour
<input type="checkbox"/>	Room 116A	Return to Work Incentive Programs	25 minutes
<input type="checkbox"/>	Room 126A	Avoiding Claims, Disparaging Media Postings, and Actually Getting Paid	
<input type="checkbox"/>	Room 202	Hiring "Independent Contractors" and Avoid Prime Contractor Liability	
<input type="checkbox"/>	Room 209A	New Paid Sick Leave Law Requirements Overview	
<input type="checkbox"/>	Room 218A	Fall Prevention in Construction	
<b>3:30 p.m.</b>			
<input type="checkbox"/>	Room 105	Construction Contract Review Workshop	
<input type="checkbox"/>	Room 114	Advanced Prevailing Wage	1 Hour
<input type="checkbox"/>	Room 116A	Lead-Based Paint Guidelines for Contractors	30 minutes
<input type="checkbox"/>	Room 126A	The Difficult Customer: How to Handle	
<input type="checkbox"/>	Room 209A	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	Room 218A	Accident Prevention Program	

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**  
 Seattle Central College  
 Wood Construction Center  
 2310 S. Lane  
 Seattle, WA 98144

Yes, I would like to obtain Credit for my Dept. of Ecology Well Driller Certification (Free)



Washington State Department of  
**Labor & Industries**

## **Free Training for Construction Contractors**

Seattle Central College - Wood Construction Center  
2310 S. Lane  
Seattle, Washington 98144

**When: Friday, February 16, 2018**  
**Check-in and networking begins at 7:30 a.m.**

**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 Chuck Ziegert, 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 Chuck Ziegert, 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 Roseann Collins, 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 Cami Jones, Dept. of Labor and 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 Joyce Allen, 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 John Wack and Ray Hall, 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 Darin Lyon, Dept. of Labor and Industries.

**Paid Sick Leave Requirements Overview** (*Contractors with employees*) Learn about the new Paid Sick Leave Law requiring employers to provide paid sick leave to most employees beginning 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 Tuyen Manikhoth, Dept. of Labor and Industries.

**Fall Prevention** (*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 Gary Sadowski, Safety and Health Consultants, Dept. of Labor and Industries.

**Accident Prevention Plans / Safety** (*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 Gary Sadowski, Safety Consultant, Dept. of Labor and Industries.

**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 Tessa Carpenter, Associated General Contractors.

## Course Descriptions and Presenters, continued

**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](http://www.omwbe.wa.gov), or call a "Certification Trainer" 1-866-208-1064.

**Construction Contracts** (*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.

**Subcontractor Workshop** (*Subcontractors*) – This class will cover bidding to general contractors and modifying the subcontract handed to you by the general contractor. Learn about the bidding process, the rules of mistaken bids, bid exclusions, bid conditions and information at bidding. 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 basics of Washington Law with regard to pre-lien notices and the recording of liens on private projects and the filing of claims against payment bonds and retainages. Presented by Linville Law Firm.

**Avoiding Claims, Disparaging Media Postings, and Actually Getting Paid** (*All contractors*) – Your entire profit for the year can be wiped out with one bad claim or lawsuit. This class will focus on identifying and avoiding claims and lawsuits affecting construction contractors today. Topics covered include what type of business structure to have, avoiding personal liability, using the paid-in-full rule to avoid lawsuits, joint checks, small claims court, low-cost mediation, workers' compensation liability, insurance claims, employee non-compete and non-solicitation agreements and terminating an employee, and construction liens. Presented by Linville Law Firm.

**The Difficult Customer: How to Handle** (*All contractors*) – This class helps you identify and recognize a difficult customer early on in a project, ideally before the contract is signed. Sometimes you are better off walking away from a job rather than proceeding with a "lemon" customer. Once the contract is signed, however, you may not be able to terminate your work and you may be stuck with that customer. This class will help you manage the difficult customer and your work during the project, and protecting yourself after the project. The information in this course is the product of decades of projects gone bad by our clients and the painful but important lessons learned. Save yourself headaches, and money, and attend this course. Presented by Linville Law Firm.

**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 Darrell Sundell, Washington Procurement Technical Assistance Center, and 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's NOT, common exclusions, contract obligations and other legal issues related to contractors insurance. Presented by Brett Hill, Attorney, Ahlers & Cressman 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 Sage Linn, Attorney with Impact Law Group PLLC.

**Construction Contract Review Workshop** (*All Contractors*) Bring your contract and or bid documents and we will review them in class to determine what works, what doesn't and why. Presented by Seth Millstein, 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 Karen Hall, Building Industry Association of Washington.

**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, Director of the NW Independent Contractors Association (NICA).

**What Washington State Contractors Don't Know** (*All contractors*) – Do you know all the agencies that have rules for Contractors in Washington? Wonder how many forms you are supposed to be filling out a year? Sure you know what the 7 points of an Independent Contractor certification is? Are you a Certified Renovator, should you be? Can your brother collect unemployment from your company? Do you know all the safety regulations you are required to have annual training for? This class covers in checklist style, rules and requirements for Washington Contractors... It's not designed to be in-depth training, but rather give your company a heads up on training and research they need to be doing to not be acquiring massive liabilities to the State. Presented by Kris Alberti, Executive Director, NICA.

**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.

Department of Labor and Industries  
DTO – 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 Seattle on Friday, February 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.