

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

Free Contractor Training Day Edmonds Registration Form Friday, September 7, 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			
8:00 a.m.			
<input type="checkbox"/>	SQL 202	Marketing Strategies for Today's Newer Contractor	
<input type="checkbox"/>	SQL 203	State Taxes – Sales, Use, and B&O	1 Hour
<input type="checkbox"/>	SQL 205	Plumbing Code – Part 1**	50 Minutes
<input type="checkbox"/>	SQL 213	Everything You Wanted to Know about Your L&I Account	
<input type="checkbox"/>	SQL 214	Creating Your Own Construction Contract	
10:00 a.m.			
<input type="checkbox"/>	SQL 202	Marketing Strategies for Today's Experienced Contractor	2 Hours
<input type="checkbox"/>	SQL 203	State Taxes – Sales, Use, and B&O	
<input type="checkbox"/>	SQL 205	Plumbing Code – Part 2**	
<input type="checkbox"/>	SQL 212	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	SQL 213	Drywall Industry Workers' Compensation Reporting	
<input type="checkbox"/>	SQL 214	Handling the Difficult Customer and Getting Paid for Your Work	
12:00 p.m. Lunch – on your own			
1:00 p.m.			
<input type="checkbox"/>	SQL 202	Government Contracting Essentials	50 Minutes
<input type="checkbox"/>	SQL 203	New Contractor Overview	
<input type="checkbox"/>	SQL 205	Electrical Licensing 101*	
<input type="checkbox"/>	SQL 212	Paid Family and Medical Leave: Getting Ready for 2019	
<input type="checkbox"/>	SQL 213	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	SQL 214	Avoiding Claims – You too can Lead a Charmed Life	
2:00 p.m.			
<input type="checkbox"/>	SQL 201	Public Works and Prevailing Wage – Part 1# (must attend part 1 & part 2 for credit)	
<input type="checkbox"/>	SQL 202	Insurance Coverage and Bonds – What You Should Know	
<input type="checkbox"/>	SQL 203	New Paid Sick Leave Law Requirements Overview	1 Hour
<input type="checkbox"/>	SQL 204	Managing Claims to Control Your Industrial Insurance Costs	20 minutes
<input type="checkbox"/>	SQL 212	Contracts for General Contractors	
<input type="checkbox"/>	SQL 213	Accident Prevention Program	
<input type="checkbox"/>	SQL 214	How to Become a Successful Subcontractor	
3:30 p.m.			
<input type="checkbox"/>	SQL 201	Public Works and Prevailing Wage – Part 2# (must attend part 1 & part 2 for credit)	
<input type="checkbox"/>	SQL 203	Hiring "Independent Contractors" and Avoid Prime Contractor Liability	1 Hour
<input type="checkbox"/>	SQL 204	Return to Work Incentive Programs	30 minutes
<input type="checkbox"/>	SQL 205	Plumbing Contractor Certification Requirements*	
<input type="checkbox"/>	SQL 212	Common Legal Issues for Contractors	
<input type="checkbox"/>	SQL 213	Fall Protection in Construction	

Please bring a copy of this schedule to the training

Please add my Email address to the L&I Training Calendar (Bi-monthly email will be sent with upcoming L&I training events)

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

Classes will be located at:
Edmonds Community College
Snoqualmie Hall
 20000 68th Ave West
 Lynnwood, WA 98036

- **Yes, I would like to attend the Code Training Part 1 and 2 for 4 hours of Plumbing Code Continuing Education Credit for a fee of \$48.00.
- *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)
- I would like to obtain Department of Ecology Continuing Education Credits (Free)
- # I would like to obtain Public Works Responsible Bidder Training Credit

When: Friday, September 7, 2018
Check-in and networking begins at 7:30 a.m.
Don't miss out on this great training event register today!!

Course Descriptions and Presenters

Bidding, Estimating and the Bottom line (*All 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 Joe Ratto, J.A. Ratto Company.

Fall Protection (*Contractors with employees*) – 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 & Health Consultant, Dept. of Labor & Industries.

Accident Prevention Program (*Contractors with employees*) – 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 & Health Consultant, Dept. of Labor & Industries.

Public Works and Prevailing Wage – Part 1 & 2 (*Experienced contractors*) – 2:00 pm and 3:30 pm Classes: The who, what, why, when and where of state prevailing wage requirements. What you need to know when working on a public works project, responsible bidding requirements, Intent and Affidavit paperwork, certified payroll records, scope of work descriptions, retainage, contract bond, contract release, and more! Bring your questions! **Effective July 1, 2019 public works experience or training is required. This workshop satisfies the new training requirement for responsible bidders. Participants must attend parts 1 and 2 if they wish to receive credit.** Presented by Laura Herman, Dept. of Labor & Industries.

Hiring "Independent Contractors" and Avoid Prime Contractor Liability (*All contractors*) – Learn the distinction between an "independent contractor" and an employee. This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Beaty, Dept. of Labor & 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 Melissa Crumb, Dept. of Labor & Industries.

Drywall Industry Workers' Comp Reporting & How to Qualify for Discounted Rates! (*Drywall contractors*) – Learn all about workers' compensation coverage, reporting requirements, and how you can qualify for DISCOUNTED RATES! This class will cover your risk classes, square footage reporting rules, supplemental reports, owner-subcontractor reports, and more. If you install, and/or tape and texture, this class is for you. Presented by Melissa Crumb, Dept. of Labor & Industries.

Return to Work Incentive Programs (*Contractors with employees*) – Learn how you can get premium reimbursements simply by returning injured workers to work. Both the "Stay at Work" and the "Preferred Worker Program" are designed to assist employers return injured workers to productive work while helping cover some of the costs associated with both temporary or permanent restricted work. Presented by Tuyen Manikhoth, Dept. of Labor & Industries.

Managing Claims to Control Your Industrial Insurance Costs (*Contractors with employees*) – 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 & Industries.

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 Saki Yamada, Attorney, Ahlers & Cressman.

Insurance Coverage and Bonds – What YOU Should Know (*All Contractors*) – Learn some of the differences in insurance policies and bond coverage. What's covered and what's NOT, common exclusions, contract obligations and other legal issues related to contractors insurance. Presented by Saki Yamada, Attorney, Ahlers & Cressman.

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.

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 Ray Hall and Keri O'Connell, Tax Specialists, Dept. of Revenue.

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.

New Paid Sick Leave Law 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 Outreach Specialists, Dept. of Labor & Industries

Course Descriptions and Presenters, continued

Paid Family and Medical Leave: Getting Ready for 2019 (*Contractors with employees*) – Washington is only the 5th state to offer statewide paid family and medical leave. This program offers all Washington employees up to 12 weeks of paid leave during life's most challenging moments. This statewide insurance program is funded by employees and most employers and could be critical to employee retention, managing training costs, and global competitiveness. Join us as we discuss the leave benefits, legal requirements for Washington businesses, and important deadlines approaching this fall. Presented by Matt LaPalm, Employment Security Department.

Creating Your Own Construction Contract (*All contractors*) – Get good advice and practical instruction on writing your own contract. Make your contract all about how **you** do your work and what **you** expect from your customer. Bring a copy of whatever contract you are currently using so that you can mark it up during the class. The course's 30-page handout is thorough, comprehensive, written for practical application and fully covers the "what" and the "why" of terms of your construction contract. The handout includes the Notice to Customer, which Washington Law requires you provide to your customer before you commence work. Presented by the Linville Law Firm.

Handling the Difficult Customer and Getting Paid for Your Work (*All contractors*) – You may have less of a problem doing your work than dealing with some of your customers – so be prepared. This course will teach you, how and why, to carry on your business as an entity that is separate from you and your spouse; what to watch for when meeting potential customers; how to avoid stumbles and fumbles when complying with Washington State's regulations and rules; negotiating a contract with your customer that matches your and your customer's expectations, with regard to your work and your customer paying for that work; how to manage and control the customer as the work progresses toward completion; warranties; non-disparagement clauses; and how to prepare and record a lien in order to ensure you get paid for your work. This course includes a 37-page handout of practical instruction together with all the relevant forms. Presented by the Linville Law Firm.

Avoiding Claims – You too can Lead a Charmed Life (*All contractors*) – What claims? Where do claims come from? You don't see them until they arrive. Then it's usually too late. Claims come from your creditors against you and your spouse personally. Claims come from your customers, your general contractor, your subcontractors, the Department of Labor and Industries, the Employment Security Department, and the Department of Revenue. This course explains the sources and scopes of these claims and how to prevent them from landing on your doorstep. This course includes a 35-page handout of accurate explanation, instruction and the necessary forms. Presented by the Linville Law Firm.

How to Become a Successful Subcontractor (*Subcontractors*) – This class focuses on: (1) bidding to general contractors; (2) how to respond to one-sided subcontracts that general contractors ask you to sign; and (3) pre-lien notices and liens. 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 importance of liens and learn the laws of Washington State with regard to pre-lien notices and the recording of liens on private projects and the filing of claims against payment bonds and retainages. This course includes a 23-page handout of current and accurate instruction together with all necessary forms. Presented by the Linville Law Firm.

***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 & Industries.

****Plumbing Code Training – Part 1** (*Plumbing contractors*) – Receive plumbing code continuing education hours. The course will identify improper installations and then explain the correct installation procedures per the current plumbing code. Presented by Bruce Springer, Plumbing Technical Specialist, Dept. of Labor & Industries.

****Plumbing Code Training – Part 2** (*Plumbing contractors*) – Receive continuing education hours. The course is on the current plumbing 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 Faith Jeffrey, Dept. of Labor & Industries, (Plumber Industry Related CEU Course).

Contracts for General Contractors (*All contractors*) – This class will cover everything you need to include (and exclude!) in your construction contracts. This course will review the key contract clauses for general contracts and subcontracts, provide sample agreements, and review good documentation practices on construction projects. 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 Sage Linn, Attorney, Impact Law Group PLLC.

Effective Marketing for Contractors (*All contractors*) – You opened your business doors less than 5 years ago – congratulations! Are your marketing efforts working? Do you have a website, and if so how are you using it to market your business? Are you considering social media to boost your marketing? In this workshop attendees will discuss the basics of a marketing/advertising strategy and the various components needed to create a Marketing Plan. Join this session to: Learn the difference between "marketing" and "advertising"; Acquire information about new (and older, proven) strategies to effectively market your business; Attain knowledge on how to create meaningful content and use it successfully; and Learn from the experiences of others on the advantages and disadvantages of the various forms of advertising. Presented by Karen Hall, Building Industry Association of Washington.

Effective Marketing for Contractors (*All contractors*) – Are you feeling like you are in a marketing/advertising rut since you opened your doors 5, 10, or 20+ years ago? If you have a marketing plan that you look at once a year but you have no idea if it is working, you need this workshop. Do you have a website but you're not sure if it's driving business in the door? Do you use social media or want to give it a try? This workshop will allow attendees to learn while sharing their experiences (good and bad) with others Join this session to: Revisit, Revise, and Revamp your website; Take your Social Media presence to the next level; Focus on your Target Market and the message you want to send; Find out about new tricks for your business; and, Learn from the experience of others as well as the advantages and disadvantages of the various forms of marketing and advertising. Presented by Karen Hall, Building Industry Association of Washington.

Department of Labor and Industries
DTO – Outreach and Education
Attn: Julie Perales or Mandi Mackey
PO Box 44274
Olympia WA 98504-4274

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Free Training for Construction Contractors Edmonds Community College, Lynnwood, WA Friday, September 7, 2018

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Does your company have a **required Accident Prevention Plan?**
- Do you want to know more about **Employees or Independent Contractors?**
- Do you need **Continuing Education Credits** for your **Plumbing Certification?**

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.