

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

## Free Contractor Training Day Edmonds Registration Form Friday, September 8, 2017

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"/>	SQL 202	Insurance Coverage and Bonds – What YOU Should Know	
<input type="checkbox"/>	SQL 204	Drywall Industry Workers' Compensation Reporting	1 Hour
<input type="checkbox"/>	SQL 205	Plumbing Code – Part 1**	50 Minutes
<input type="checkbox"/>	SQL 212	Everything You Wanted to Know about Your L&I Account	
<input type="checkbox"/>	SQL 213	Construction Contracts	
<input type="checkbox"/>	SQL 214	State Taxes – Sales, Use and B&O	
<b>10:00 a.m.</b>			
<input type="checkbox"/>	SQL 202	Government Contracting Essentials	2 Hours
<input type="checkbox"/>	SQL 203	Hiring "Independent Contractors" & Avoid Prime Contractor Liability	
<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	Successful Subcontracting	
<input type="checkbox"/>	SQL 214	State Taxes – Sale, Use and B&O	
<b>12:00 p.m. Lunch – on your own</b>			
<b>1:00 p.m.</b>			
<input type="checkbox"/>	SQL 202	Return to Work Incentive Programs	50 Minutes
<input type="checkbox"/>	SQL 204	Dig Law	
<input type="checkbox"/>	SQL 205	Electrical Licensing 101*	
<input type="checkbox"/>	SQL 212	New Contractor Overview	
<input type="checkbox"/>	SQL 213	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	SQL 214	The One Page Business Plan	
<b>2:00 p.m.</b>			
<input type="checkbox"/>	SQL 201	Prevailing Wage	
<input type="checkbox"/>	SQL 202	Accident Prevention Program	
<input type="checkbox"/>	SQL 203	Effective Marketing for Contractors	
<input type="checkbox"/>	SQL 204	Managing Claims to Control Your Industrial Insurance Costs	1 Hour
<input type="checkbox"/>	SQL 212	Contracts for General Contractors	20 minutes
<input type="checkbox"/>	SQL 213	Avoiding Claims, Disparaging Media Postings, and Actually Getting Paid	
<b>3:30 p.m.</b>			
<input type="checkbox"/>	SQL 201	Advanced Prevailing Wage	
<input type="checkbox"/>	SQL 202	Fall Protection	1 Hour
<input type="checkbox"/>	SQL 204	Lead-Based Paint Guidelines for Contractors	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	The Difficult Customer: How to Handle	

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 68<sup>th</sup> 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)

**When: Friday, September 8, 2017**  
**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

**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 Bruce Weech, Dept. of Labor & Industries.

**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.

**Prevailing Wage** (*All 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, Prevailing Wage Technical Specialist, Dept. of Labor & 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 Technical Specialist, Dept. of Labor & Industries.

**Hiring "Independent Contractors" in Washington State and Protecting Yourself from 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 Employer Services, 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 Employer Services, 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 Robbie Rotz, Program Specialist, 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 Mark Goodwin, 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: Holly Boehme, Small Business Administration; and, Brett Hill, 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 Brett Hill, Attorney, Ahlers & Cressman.

**The One Page Business Plan** (*All contractors*) – The classic business plan takes a long time to write, is almost never updated and is difficult to share with others. However, it is critical that for a business to be successful, their business model should be clearly defined and documented. The "Lean Canvas" is a solution to this problem using a one-page business modeling tool that can be completed in a very short time. This class will review the 9 canvas elements, and you will participate, as we complete the model for a national company. We will also explain the "Lean Startup" Concept. Presented by Jack Stiegler, Snohomish County SCORE.

## Course Descriptions and Presenters, continued

**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.

**Lead-Based Paint Program 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.

**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 the 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 subcontract clauses like pay-when-paid, acceptance of prior work, scheduling, flow down clauses, insurance, change order directives, 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 the 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 the 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 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*) – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, Dept. of Labor & Industries.

**\*\*Plumbing Code Training – Part 2** (*Plumbing contractors*) – 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 Mark Leon, Dept. of Labor & Industries, (Plumber Industry Related CEU Course).

**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.

**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 Seth Millstein, Attorney, Pillar Law PLLC.

**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 John Hall, Tax Specialists, 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 Karen Hall, Building Industry Association of Washington.

**Dig Law** (*All contractors*) – Does your job require digging or excavation? Learn how you can set your job up for success and possibly save being billed for costly underground utility repair, injury, or worse. Before you put a shovel in the ground, find out what is required in the dig law, RCW 19.122, and get some great Call 811 Before You Dig materials and information on best practices. Presented by Lynda Holloway, Damage Prevention Program Manager, Utility & Transportation Commission.

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 8, 2017**

- 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?**

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.