

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

Free Contractor Training Day Spokane

Registration Form
Friday, October 21, 2016

Mail, fax or email a copy of registration form to:
 Dept. of Labor & Industries
 Attn: Julie Perales or Mandi Mackey
 PO Box 44400
 Olympia WA 98504-4400
 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 AM	Check-in and networking		
8:00 AM	<input type="checkbox"/>	Sasquatch	Preparing Your Contracts and Warranties 1 Hour
	<input type="checkbox"/>	Big Foot	State Taxes – Sales, Use, and B&O 55 Minutes
	<input type="checkbox"/>	Little Foot B	Everything You Want to Know About Your L&I Account
	<input type="checkbox"/>	Skitch Room	Fall Protection – Competent Person Cards gained – Part 1 (must attend part 1 & part 2)
	<input type="checkbox"/>	Room 004	Plumbing Code Training – Part 1*
10:00 AM	<input type="checkbox"/>	Sasquatch	Subcontractor Workshop 1 Hour
	<input type="checkbox"/>	Big Foot	State Taxes – Sales, Use, and B&O 55 Minutes
	<input type="checkbox"/>	Little Foot B	Government Contracting Essentials
	<input type="checkbox"/>	Skitch Room	Fall Protection – Competent Person Cards gained – Part 2 (must attend part 1 & part 2)
	<input type="checkbox"/>	Room 004	Plumbing Code Training – Part 2*
12:00PM	Lunch – on your own		
1:00pm	<input type="checkbox"/>	Sasquatch	New Contractor Overview
	<input type="checkbox"/>	Big Foot	Effective Marketing for Contractors
	<input type="checkbox"/>	Little Foot B	Stay at Work – Workers' Compensation Insurance Program 55 Minutes
	<input type="checkbox"/>	Room 004	Electrical Licensing 101**
2:00 PM	<input type="checkbox"/>	Sasquatch	Protecting Your Business and Your Customer 1 Hour
	<input type="checkbox"/>	Big Foot	Small Business Planning 25 minutes
	<input type="checkbox"/>	Little Foot A	Prevailing Wage
	<input type="checkbox"/>	Little Foot B	Lead-Based Paint Guidelines for Contractors
	<input type="checkbox"/>	Skitch Room	Accident Prevention Program
	<input type="checkbox"/>	Room 004	Managing Claims to Control Your Industrial Insurance Costs
3:30 PM	<input type="checkbox"/>	Sasquatch	Managing the Difficult Customer 1 Hour
	<input type="checkbox"/>	Big Foot	Cash Flow Management 30 minutes
	<input type="checkbox"/>	Little Foot A	Advance Prevailing Wage
	<input type="checkbox"/>	Little Foot B	Hiring "Independent Contractors" & Avoid Prime Contractor Liability
	<input type="checkbox"/>	Skitch Room	Fall Protection in Construction
	<input type="checkbox"/>	Room 004	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 Email Newsletter Bldg. Assoc. Website Gov. Office Other_____

**Classes will be located at
 Spokane Community College
 Lair Student Center
 1810 N Green St
 Spokane, WA 99217**

Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two ()classes plus1 other. Fee is \$48.00. (Last 3 time slots)

**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.

I would like to obtain Department of Ecology Continuing Education Credits (Free)



Free Training for Construction Contractors

Training will take place at:
Spokane Community College – Lair Center
1810 N Green St
Spokane, WA 99217

When: Friday, October 21, 2016

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 about the processes for filing your quarterly premium reports. Presented by Roseann Collins and Chris Alcatraz, Dept. of Labor and 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 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.

Stay At Work – Workers Comp Insurance Program (*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 Tuyen Manikhoth, Stay at Work Program Specialist, Dept. of Labor & 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 Nancy Adams, Claims Unit Supervisor, Dept. of Labor & 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 Melissa Sharp, Dept. of Revenue.

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 Reasa Pearson, Technical Specialist, 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 Reasa Pearson, Technical Specialist, Dept. of Labor and Industries.

Accident Prevention Program (*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 Mark Wager and Debra Kellard, Division of Occupational Safety & Health (DOSH) Consultation, Dept. of Labor and Industries.

Fall Protection in Construction (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 at 2 pm by Mark Wager and Debra Kellard, DOSH Consultation, Dept. of Labor and Industries; and **two-part class (8am & 10am-must attend both, will receive Competent Person Card)** by Kris Alberti, Executive Director of the Northwest Independent Contractors Assoc.

Course Descriptions and Presenters, continued

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.

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 Jessica Kirk, Washington Procurement Technical Assistance Center.

Preparing Your Contract and Warranty (*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 (*All contractors*) Learn why and how to utilize conditional bidding and inclusions, exclusions and alternates in your bidding process in order to limit your liability and provide the general contractor with expectations which are reasonable. Learn the common subcontract terms and pitfalls to avoid. The class will review problematic clauses such as pay-when-paid, change directives, warranties, pass through claims, and termination for convenience, scheduling, notice, venue, and dispute resolution. Learn the basics of Washington law with the regard to the recording of liens and the filing of claims against payment bonds and retainages. 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.

Protecting Your Business and Your Customer (*All contractors*) WA laws afford certain protections to your customers and those laws also require that you provide certain notices to your customers. Learn how to protect your business through proper formation of the appropriate business entity such as a corporation or an LLC, learn who can and cannot file claims against your contractor's registration bond, and learn how to protect your customer against unwanted liens from your subcontractors and their employees. Learn the value of covenants not to compete, employee manuals, and restrictive employment agreements. Presented by Linville Law Firm.

Effective Marketing for Contractors (*Residential 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 Joel Nania and Ted Schinzel, 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 Joel Nania and Ted Schinzel, 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 Joel Nania and Ted Schinzel, Small Business Administration.

***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. of 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. 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, Plumbing Technical Specialist, Dept. of 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, Manager, Dept. of Labor and Industries (Plumber Industry Related CEU Course).

Department of Labor and Industries
DTO – Outreach and Education
Attn: Julie Perales
PO Box 44400
Olympia WA 98504-4400

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Free Training for Construction Contractors Spokane Community College, Spokane WA Friday, October 21, 2016

- 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.