

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

Free Contractor Training Day Spokane Registration Form Friday, October 26, 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.	Check-in and networking		
8:00 a.m.	<input type="checkbox"/>	Auditorium	State Taxes – Sales, Use, and B&O 1 Hour
	<input type="checkbox"/>	Sasquatch	Creating Your Own Construction Contract 55 Minutes
	<input type="checkbox"/>	Little Foot B	Everything You Want to Know About Your L&I Account
	<input type="checkbox"/>	Skitch Room	Plumbing Code Training – Part 1*
10:00 a.m.	<input type="checkbox"/>	Auditorium	State Taxes – Sales, Use, and B&O 2 Hours
	<input type="checkbox"/>	Sasquatch	Handling the Difficult Customer and Getting Paid for Your Work
	<input type="checkbox"/>	Big Foot	Managing Claims to Control Your Industrial Insurance Costs
	<input type="checkbox"/>	Little Foot B	Drywall Industry Worker's Compensation Reporting
	<input type="checkbox"/>	Skitch Room	Plumbing Code Training – Part 2*
12:00 p.m.	Lunch – on your own		
1:00 p.m.	<input type="checkbox"/>	Sasquatch	Avoiding Claims – You too can Lead a Charmed Life 55 Minutes
	<input type="checkbox"/>	Big Foot	Effective Marketing for Contractors
	<input type="checkbox"/>	Little Foot A	Accessing Registered Apprenticeship
	<input type="checkbox"/>	Little Foot B	Paid Family and Medical Leave: Getting Ready for 2019
	<input type="checkbox"/>	Skitch Room	Electrical Licensing 101**
2:00 p.m.	<input type="checkbox"/>	Auditorium	New Contractor Overview 1 Hour
	<input type="checkbox"/>	Sasquatch	How to Become a Successful Subcontractor 25 minutes
	<input type="checkbox"/>	Big Foot	Small Business Planning
	<input type="checkbox"/>	Little Foot A	Public Works and Prevailing Wage – Part 1# (must attend part 1 & part 2 for credit)
	<input type="checkbox"/>	Little Foot B	New Paid Sick Leave Law Requirements Overview
3:30 p.m.	<input type="checkbox"/>	Sasquatch	Hiring "Independent Contractors" & Avoid Prime Contractor Liability 1 Hour
	<input type="checkbox"/>	Big Foot	U.S. Small Business Administration Government Contracting Programs 30 minutes
	<input type="checkbox"/>	Little Foot A	Public Works and Prevailing Wage – Part 2# (must attend part 1 & part 2 for credit)
	<input type="checkbox"/>	Little Foot B	Return to Work Incentive Programs
	<input type="checkbox"/>	Skitch Room	Plumbing Contractors – Certification Requirements**

Please bring a copy of this schedule to the training

Please add my Email address to the L&I Training Calendar (Bi-monthly email 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 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 want to obtain Public Works Responsible Bidder Training Credit (#Classes at 2 p.m. and 3 p.m.)
- 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 Student Center
1810 N Green St
Spokane, WA 99217

When: Friday, October 26, 2018

Check-in and networking begins at 7:30 a.m.

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 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.

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.

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 & 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 Leslie Stickel, Stay at Work 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 Angelique Guppy, 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 Carlin Wright, Dept. of Revenue.

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 Reasa Pearson, Dept. of Labor & 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 Mandi Mackey, Dept. of Labor & Industries.

Accessing Registered Apprenticeship (*All contractors*) – Get an overview of our state's registered apprenticeship system. Learn how to use online resources to discover programs available in your area. Meet the local area apprenticeship consultant who can help you join an existing program or start your own. Presented by Evie Lawry, Dept. of Labor & Industries.

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.

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, 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, Small Business Administration.

U.S. Small Business Administration Government Contracting Programs (*All Contractors*) – The U.S. government is the world's largest customer. It buys all types of products and services, and is required by law to provide opportunities for small businesses. Discover tools, programs, and information that can help you and your company enter the Federal Government Contracting arena. Presented by John Dicus, Small Business Administration.

***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.

****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.

****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 & Industries (Plumber Industry Related CEU Course).

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

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Free Training for Construction Contractors Spokane Community College, Spokane WA Friday, October 26, 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?**

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.

The course has been approved for:

Plumbing Continuing Education Credit – see our website for details and CEU fee.

<http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/> OR call 360 902-4666.