

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

**Free Contractor Training Day
Renton
Registration Form
Friday, November 17, 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.	Check-in and networking		
8:00 a.m.	<input type="checkbox"/>	Building C 101	State Taxes – Sales, Use, and B&O
	<input type="checkbox"/>	Building C 111	Everything You Want to Know About Your L&I Account
	<input type="checkbox"/>	Building C 113	Plumbing Code Training – Part 1**
	<input type="checkbox"/>	Building H 102	Construction Contracts
	<input type="checkbox"/>	Building H 103	Effective Marketing for Contractors
10:00 a.m.	<input type="checkbox"/>	Building C 101	State Taxes – Sales, Use, and B&O
	<input type="checkbox"/>	Building C 111	Drywall Industry Workers' Compensation Reporting
	<input type="checkbox"/>	Building C 113	Plumbing Code Training – Part 2**
	<input type="checkbox"/>	Building H 102	Successful Subcontracting
	<input type="checkbox"/>	Building H 103	Government Contracting Essentials
12:00 p.m.	Lunch – on your own		
1:00 p.m.	<input type="checkbox"/>	Building C 101	New Contractor Overview
	<input type="checkbox"/>	Building C 111	New Paid Sick Leave Law Requirements Overview
	<input type="checkbox"/>	Building C 113	Electrical Licensing 101*
	<input type="checkbox"/>	Building H 102	Jobsite Safety Setup and Your Weeklies
	<input type="checkbox"/>	Building H 103	Insurance Coverage and Bonds – What you Should Know
	<input type="checkbox"/>	Building H 105	OMWBE Certification Review Workshop
2:00 p.m.	<input type="checkbox"/>	Building C 101	Common Legal Issues for Contractors
	<input type="checkbox"/>	Building C 111	Fall Protection in Construction
	<input type="checkbox"/>	Building C 113	Managing Claims to Control Your Industrial Insurance Costs
	<input type="checkbox"/>	Building H 102	Avoiding Claims, Disparaging Media Postings, and Actually Getting Paid
	<input type="checkbox"/>	Building H 103	Hiring an Independent Contractor and Avoid Prime Contractor Liability
	<input type="checkbox"/>	Building H 105	Prevailing Wage
3:30 p.m.	<input type="checkbox"/>	Building C 101	Contracts for General Contractors
	<input type="checkbox"/>	Building C 111	Accident Prevention Program
	<input type="checkbox"/>	Building C 113	Plumbing Contractors – Certification Requirements*
	<input type="checkbox"/>	Building H 102	The Difficult Customer: How to Handle
	<input type="checkbox"/>	Building H 103	Return to Work Incentive Programs
	<input type="checkbox"/>	Building H 105	Advanced Prevailing Wage

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
Renton Technical College
3000 NE 4th St
Renton, WA 98056-4123**

- *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)
- **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)

Training will take place at:
Renton Technical College
3000 NE 4th St
Renton, WA 98056-4123

When: **Friday, November 17, 2017**

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 Roseann Collins, 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 Roseann Collins, 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.

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 Joyce Allen, 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 Mark Goodwin, 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 John Wack, and Keri O'Connell, 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 Ramona Christensen-Russell, and Aaron Nelson, 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 Ramona Christensen-Russell, and Aaron Nelson, 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 services 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 & Industries.

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.

Contracts for General Contractors (*All contractors*) – This class will cover everything you need to include (and exclude!) in your construction contracts. Seth Millstein 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 Group PLLC.

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 federal, 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, including bidding, contract drafting and legal issues specific to public projects. 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 and what's NOT, common exclusions, contract obligations and other legal issues related to contractors insurance. Presented by Brett Hill, 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 Tessa Carpenter, Safety Specialist, Associated General Contractors of Washington.

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.

Successful Subcontracting (*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 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 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 Linville Law Firm.

Effective Marketing for Contractors (*All Contractors*) – Learn the differences between “marketing” and “advertising”; communication skills for the business owner; how to develop a business identify 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.

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 JC Smith, and Gary Sadowski, Division of Occupational Safety & Health (DOSH), Dept. of Labor & Industries.

Fall Protection in Construction (*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 JC Smith, and Gary Sadowski, DOSH, 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.

****Plumbing Code Training – Part 1** (*Certified Plumbers and Trainees*) – 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** (*Certified Plumbers and Trainees*) – Receive continuing education hours. This course covers the current plumbing code, the UPC and Washington Amendments, and highlights of recent code changes. 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 Electrical Program, Dept. of Labor & Industries (Plumber Industry Related CEU Course).

OMWBE Certification Overview (*Minority and women owned businesses*) – 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, or call a Certification Trainer at 1-866-208-1064.

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 Renton Technical College, Renton WA Friday, November 17, 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.