Name		
Address		
City	State	ZIP+4
Phone # ( )	Fax # ( )	
E-mail address		
Company (optional)		

Select one class in each time frame by check the box.

Please bring a copy of this schedule to the training

Free Contractor Training
SPOKANE
Registration Form
Friday November 18, 2011

Mail copy of this registration form to:
Dept. of Labor & Industries
Attn: Shari Purves-Reiter
PO Box 44400
Olympia, WA 98504-4400
OR Email to: LLer235@Lni.wa.gov
OR Fax to: 360-902-5292
OR Phone: 360-902-6366 or 360-902-4733

Time	Room	Course Title	
7:30 - 8:00am	Check-in and networking		
8:00 a.m.			
☐	Auditorium	Bidding, Estimating and the Bottom Line (SBB)	1 Hour 55 Minutes
☐	Room 108	Manufactured Housing Installer@	
☐	Room 109	Preparing Your Contracts	
☐	Room 110	Everything You Wanted to Know About Your L&I Account	
☐	Room 111	Plumbing Code Training – Part 1**	
10:00 a.m.			
☐	Auditorium	Top 10 Things That Sink Small Business(SBB)	2 Hour
☐	Room 108	Contracts For General Contractors	
☐	Room 109	Surviving as a Subcontractor	
☐	Room 110	State Taxes – Sales, Use & B&O	
☐	Room 111	Plumbing Code Training – Part 2***	
12:00 p.m.	Lunch – on your own		
1:00 p.m.			
☐	Auditorium	New Contractor Overview	55 Minutes
☐	Room 108	EPA rule – Renovation, Repair and Painting Certification overview	
☐	Room 109	Avoiding Legal Woes	
☐	Room 110	Hiring an Independent Contractor / Prime Contractor Liability (SBB)	
☐	Room 111	Electrical Licensing 101 *	
2:00 p.m.			
☐	Auditorium	Cash Flow Management - Understand Your Business Financials	1 Hour 25 minutes
☐	Room 108	Residential Construction Accident Prevention and Safety (SBB)	
☐	Room 109	Managing the Difficult Customer	
☐	Room 110	Contracting on Publicly Funded Projects	
☐	Room 111	Industrial Insurance Costs	
3:30 p.m.			
☐	Auditorium	Small Business Planning	1 Hour 25 minutes
☐	Room 108	Disaster Preparedness and Business Operations	
☐	Room 109	Saving Money On Unemployment Premiums	
☐	Room 110	Prevailing Wage (SBB)	
☐	Room 111	Plumbing Contractors – Certification Requirements*	

☐ Please add my e-mail address to the L&I Training Calendar (Bi-monthly e-mail with upcoming training events)

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other_____

Classes will be located at
Center Place
2426 N Discovery Place
Spokane Valley, WA 99216

☐ *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 will to attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of $24.00.

☐ ***Yes, I will to attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of $24.00.

☐ Yes I want to obtain 4 hrs Manufactured Installer CEU – Fee $52.00
(Installer Class at 8am plus any class at 10 am)

☐ Yes, I would like to obtain Credit for my Dept. of Ecology Well Driller Certification

Washington State Department of Labor & Industries

Free Trainings for Construction Contractors

Where: Center Place, City of Spokane Valley
2426 N Discovery Place
Spokane Valley, Washington 99216

When: Friday, November 18, 2011
Check-in and networking begins at 7:30 a.m.

Over 7,000 contractors and their employees have taken part in these Contractor Training Days. Take a look at what a few of them had to say about the program.

- *"I really enjoyed the workshop! Great learning opportunity and great instructors!"*
- *"As a new practitioner in this area, the presentation and handouts were excellent and very informative"*
- "*Thank you for this "free" opportunity to learn more and help our business"*

Don't miss out on this great training event! Send in your registration today!

Course Descriptions and Presenters

New Contractor Overview (*New contractor*) **–** Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Rebecca Llewellyn, Specialty Compliance Program Specialist.

Everything You wanted to know about your L&I Account (*New contractor*) **-** 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 Bill Moomau, Insurance Services Outreach Specialist, L&I.

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: Lori Evans, Claims Unit Supervisor, Labor & Industries.

@ **Manufactured Housing Installer** (Continuing Education Credit) – Learn the latest statute, code and rule changes and the most common installation problems. Presented by John McMillan of the Factory Assembled Structure Program at Labor and 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, Field Audit Manager - Washington State Department of Revenue.

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 Ted Schinzel of the 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 Ted Schinzel, Small Business Administration

New EPA rule – Renovation, Repair and Painting Overview Session (All Contractors) – The EPA Renovation, Repair, and Painting (RRP) Rule is a Federal lead regulation. On or after April 22, 2010, all renovations must be directed by renovators certified in accordance with § 745.90(a) and performed by certified renovators or individuals trained in accordance with § 745.90(b)(2) in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in § 745.82(a) or (c). Find out more about the class and what is required under this new rule. Presented by Kris Alberti, Northwest Independent Contractors Association.

Disaster Preparedness and Business Operations: (All Contractors) – This course is designed to get you thinking about what you would do if there was a disaster in the Pacific Northwest that would affect your business. The class will cover basic preparedness, an overview of Continuity of Operations plans, what to cover with your employees, resources for you personally and safety concerns for construction. Recent disasters have got businesses thinking not if, but when will a disaster strike in our area, what is my plan? Presented by Kris Alberti, Northwest Independent Contractors Association is also OSHA Outreach Instructor for the OSHA 7600 Disaster Site Worker Program.

Saving Money on Your Unemployment Insurance Costs – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Angie Hughes Tax Specialist with Employment Security.

Contracting on Publicly Funded Projects (Experienced Contractors**) -** This seminar will provide an overview of what you need to know when contracting on a publicly owned project, including bidding, contract drafting and legal issues specific to public projects. Presented by Brett Hill, Ahlers & Cressman PLLC.

Contracts for General Contractors (all contractors): This class will cover everything you need to include (and exclude!) in your construction contracts. Brett Hill will review the key contract clauses for general contracts and subcontracts, provide sample agreements, and review good documentation practices on construction projects. Presented by Brett Hill, Ahlers & Cressman PLLC.

Course Descriptions and Presenters, continued

Preparing Your Contracts (*All contractors*) - Learn how to create a contract that limits the potential for disputes with your customer. Learn what to write in your contract to protect yourself on payment, change orders, unforeseen circumstances, project delays, punch lists and correction of work, termination, and lawsuits. Bring a copy of your contract to the seminar. The instructor will review it for you. . 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.

Surviving as a Subcontractor (Sub-contractors**) -** Learn why and how to utilize conditional bidding and information bidding in order to keep your options open to later withdraw your bid. Learn how to review and negotiate the subcontract which is given you by the general contractor for your signature. Learn what and how to negotiate in the subcontract: learn how to negotiate clauses dealing with pay-when-paid, terms of the main contract, termination, scheduling, notice, venue, pass-through claims, trade damage, indemnification, delays and acceleration of work. Finally, learn why, when, where, and how to record a labor and materialmen's lien in order to protect your right to payment for your work. Presented by Linville Law Firm.

Avoid Legal Woes (Contractors with Employees) – Learn to limit your risk when disciplining or terminating an employee. Learn about allowable employee payroll deductions and protecting company assets. Learn why and how to prepare company rules for your employees to read and sign. Learn what to do when your bookkeeper takes your money and runs. Learn how to protect your personal assets if your company runs into trouble. Presented by David Linville, Linville Law Firm PLLC.

****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, a 28 year journeyman plumber and over 10 years with 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, a 28 year journeyman plumber and over 10 years with Labor & 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, a 28 year journeyman plumber and over 10 years with Labor & Industries. (Plumbing Industry Related CEU course)

*** 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 Bob Olsen, Electrical Inspection Supervisor (Plumber Industry Related CEU Course.)

Small Business Basics(SBB)Classes – Get an overview of the classes you need to start your business off right

Bidding, Estimating and the Bottom line (*New 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 Kris Alberti President, Northwest Independent Contractors Association

Top 10 Thing that Sink a Small Business (New Contractors) -Small companies often wonder what laws, regulations, rulings, and safety programs apply to them. And when they find out, they are often overwhelmed. Even companies that have no employees or just one are often required to provide a safe jobsite and written programs. Find out how to find out what safety programs you are required to have and how you can use the tools available to you to comply, it is easier than you think! Presented by Kris Alberti, President of the NW Independent Contractors Association (NICA)

Hiring "Independent Contractors" in Washington State / 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 and meet wage & hour requirements. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Benfield of Labor & Industries.

Residential Construction Accident Prevention and Safety (*All contractors*) **–** Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Kris Alberti, Northwest Independent Contractors Association

Prevailing Wage (*Experienced contractor***) –** 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, at Labor & Industries.

You are welcome to send multiple people to this training class
Please just copy the registration form and send one in for each person

Department of Labor & Industries
Specialty Compliance Services
Attn: Shari Purves-Reiter
PO Box 44400
Olympia, WA 98504-4400

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Washington State Department of Labor & Industries

Free Training for Construction Contractors
Spokane, November 18, 2011 (Friday)

- Want to learn how to **save money** on Workers Compensation premiums?
- Are you planning on **Bidding on a Prevailing Wage/ Public Works** project?
- Do you have a **written Business Plan**?

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 this **Construction Contractor Training Day**. More than Twenty different classes on everything from building your business to marketing to 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.**
- **Manufactured Installer Continuing Education Credit – See our website for additional information http://www.lni.wa.gov/TradesLicensing/FAS/InstallerCert/Renew.asp or call: 360-902-6710**