

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

**Free Contractor Training  
Registration Form  
BELLEVUE  
Friday, May 9, 2014**

Email, fax or mail a copy of registration form to:  
**Dept. of Labor & Industries**  
**Attn: Rebecca Llewellyn**  
**PO Box 44400**  
**Olympia, WA 98504-4400**  
**Fax: 360-902-5292**  
**Email: LLER235@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	
<b>7:30 a.m.</b>	Check-in and networking		1 Hour
<b>8 a.m.</b>	<input type="checkbox"/>	North Banquet Rm Bidding Estimating and the Bottom Line	
	<input type="checkbox"/>	South Banquet Rm Preparing Your Contracts and Warranties	1 Hour
	<input type="checkbox"/>	Board Room State Taxes – Sales, Use & B&O	50 Minutes
	<input type="checkbox"/>	North Class Room Accident Prevention Program In Construction	
	<input type="checkbox"/>	South Class Room Plumbing Code Training Part 1	
	<input type="checkbox"/>	Upstairs Everything You Want to Know About Your L&I Account	
<b>10 a.m.</b>	<input type="checkbox"/>	North Banquet Rm Top 10 Things That Sink Small Business	
	<input type="checkbox"/>	South Banquet Rm Surviving as a Subcontractor	1 Hour
	<input type="checkbox"/>	Board Room State Taxes – Sales, Use & B&O	50 Minutes
	<input type="checkbox"/>	North Class Room Fall Protection	
	<input type="checkbox"/>	South Class Room Plumbing Code Training – Part 2	
	<input type="checkbox"/>	Upstairs Contracting on Publicly Funded Projects	
<b>12 Noon</b>	<b>Lunch – on your own</b>		
<b>1 p.m.</b>	<input type="checkbox"/>	North Banquet Rm New Contractor Overview	
	<input type="checkbox"/>	South Banquet Rm Protecting Your Business and Your Customer	55 Minutes
	<input type="checkbox"/>	Board Room Get a Refund on Workers Comp Premiums (Retro)	
	<input type="checkbox"/>	North Class Room Jobsite Safety Setup and Your Weeklies	
	<input type="checkbox"/>	South Class Room Electrical Licensing 101***	
	<input type="checkbox"/>	Upstairs Insurance and Bond Coverage – What You Should Know	
<b>2 p.m.</b>	<input type="checkbox"/>	North Banquet Rm Hiring an Independent Contractor / Prime Contractor Liability	1 Hour
	<input type="checkbox"/>	South Banquet Rm Managing the Difficult Customer	20 minutes
	<input type="checkbox"/>	Board Room Hazard Communication Standard (HCS) 	
	<input type="checkbox"/>	North Class Room Contracts for General Contractors	
	<input type="checkbox"/>	South Class Room Managing Claims to Control Your Industrial Insurance Costs	
	<input type="checkbox"/>	Upstairs Prevailing Wage	
<b>3:30 p.m.</b>	<input type="checkbox"/>	North Banquet Rm Effective Marketing for Contractors	
	<input type="checkbox"/>	South Banquet Rm OMWBE Certification Requirements - Overview	1 Hour
	<input type="checkbox"/>	Board Room EPA/Commerce Lead Paint Rules Overview (Affecting Pre-1978 Housing)	20 minutes
	<input type="checkbox"/>	North Class Room Common Legal Issues for Contractors	
	<input type="checkbox"/>	South Class Room Plumbing Certification Requirements***	
	<input type="checkbox"/>	Upstairs Advanced Prevailing Wage	

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:  US Mail  Email  Bldg. Assoc.  Website  Gov. Office  Other\_\_\_\_\_

**Classes will be located at:  
Master Builders Association of  
King/Snohomish County  
Housing Center  
335 116th Avenue SE  
Bellevue, WA 98004**

- \*\*\*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 will attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00
- Yes, I will attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00
- I would like to obtain Department of Ecology Continuing Education Credits



Washington State Department of  
**Labor & Industries**

## **Free Training for Construction Contractors**

**Training will take place at:  
Master Builders Association of King/Snohomish County  
335 116th Avenue SE  
Bellevue, WA 98004**

**When: Friday, May 9, 2014**

**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!**

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### **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 the processes for filing your quarterly premium reports. Presented by Roseann Collins, Employer Services Outreach, L&I.

**Hiring "Independent Contractors" in Washington State / Prime Contractor Liability (All Contractors)** Learn the distinction between an "independent contractor" and a covered worker. In some cases, someone you consider an "independent contractor" is actually a worker who has legal protections that cannot be waived. If so, you may be an employer with "covered workers" under Washington workers' compensation law and not realize it. This overview will help you understand the necessary requirements for independent contractors about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Allen Thurston, Detection Tracking and Outreach, Dept. of Labor and 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 Gary Delozier, Claims, Dept. of Labor & Industries.

**Get a Refund on Workers Comp Premiums! (Experienced Contractors)** Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Jessica Nau, Retrospective Rating, 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, Detection Tracking and Outreach, Dept. of 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 Linda Miller-Baldwin, Department 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 Jan Rohila, Education Program Director for Building Industry Association of Washington.

**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 Joe Ratto, JA Ratto Construction.

**Job Site Safety Set-up and Your Weeklies? (All Contractors)** 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, Assistant Safety Director for Associated General Contractors.

**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, Executive Director of the NW Independent Contractors Association.

**EPA/Commerce Lead Paint Rules - Overview Affecting Pre-1978 Housing (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, Executive Director of the NW Independent Contractors Association.



**Hazardous Communications (HCS) - Globally Harmonized System (GHS) (Contractors with employees)** Labor and Industries updated the current Hazard Communication Standard (HCS) in the United States to the internationally standardized United Nations' Globally Harmonized System (GHS). This class will cover the new Standard, basic HAZ COM programs for companies, the new approach to classifying chemical hazards, reading warning labels, and organizing information on safety data sheets. Employers are required to train all workers by December 1, 2013 on the new label elements and safety data sheet format. Don't miss this opportunity to get a head start on the new required program and training for companies. Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

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.

**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.

**Protecting Your Business and Your Customer** (All contractors) Learn why and how to become a corporation or LLC so that your personal assets are not at risk. Learn why and how to keep your employees from competing with you, or taking your customer lists, software, or business secrets. Learn the essentials of building a contract that works for both you and your customer. Learn how to protect both you and your customer by thoroughly understanding and properly following the lien laws of Washington. 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.

**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, 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 & what is not, common exclusions, contract obligations and other legal issues related to contractors insurance. Presented by Brett Hill, Attorney, Ahlers & Cressman 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 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 Sage Linn, Attorney, Impact Law PLLC.

**Accident Prevention and Your Weeklies in Construction?** (All Contractors) – 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 Corey Bevis DOSH Consultation, Dept. Labor and Industries.

**Fall Protection** (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 by Presented by J.C Smith, DOSH Consultation Dept. Labor and Industries.

**OMWBE Certification Workshop** (All Contractors) 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](http://www.omwbe.wa.gov), or call a "Certification Trainer" 1-866-208-1064.

**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, 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 Laura Herman, Prevailing Wage, Dept. of Labor and Industries.

**\*\*Plumbing Contractors – What You Need to Know** (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. Labor and Industries.

**\*\*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. 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. 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, Electrical Program (Plumber Industry Related CEU Course).

A huge **THANK YOU** to all of the volunteer speakers and state agencies who make this FREE Contractor Training Day Possible: Master Builders Association (MBA) Associated General Contractors (AGC), Building Industry Association of Washington (BIAW), Northwest Independent Contractors Association (NICA), Linville Law Firm, LLC, Pillar Law PLLC, Ahlers & Cressman PLLC and Impact Law Group PLLC.

Department of Labor and Industries  
Attn: Rebecca Llewellyn  
PO Box 44400  
Olympia WA 98504-5400

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**Free Training for Construction Contractors  
Friday May 9, 2014 in Bellevue**

- Want to learn how to **Get a Refund on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Do you need to update your **Fall Protection** and **Accident Prevention Plans?**
- Do you want to know more about **Independent Contractors/Covered Workers?**

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.