

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

**Free Contractor Training
BELLINGHAM
Registration Form
Friday March 28, 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	
7:30 a.m.	Check-in and networking		1 Hour
8 a.m.	<input type="checkbox"/> Room C114	Bidding, Estimating and the Bottom Line	1 Hour 50 Minutes
	<input type="checkbox"/> Room C115	Preparing Your Contracts and Warranties	
	<input type="checkbox"/> Room C119	State Taxes, Sales, Use and B&O	
	<input type="checkbox"/> Room C120	Managing Claims to Control Your Industrial Insurance Costs	
	<input type="checkbox"/> Room C235	Plumbing Code Training Part 1**	
	<input type="checkbox"/> Room C236	Accident Prevention Programs in Construction	
10 a.m.	<input type="checkbox"/> Room C114	Preparing for Commercial Financing	2 Hour
	<input type="checkbox"/> Room C115	Surviving as a Subcontractor	
	<input type="checkbox"/> Room C119	Everything You Want to Know About Your L&I Account	
	<input type="checkbox"/> Room C120	Contracting on Publicly Funded Projects	
	<input type="checkbox"/> Room C235	Plumbing Code Training – Part 2**	
	<input type="checkbox"/> Room C236	Fall Protection	
12:00	Lunch – on your own		
1 p.m.	<input type="checkbox"/> Room C114	New Contractor Overview	50 Minutes
	<input type="checkbox"/> Room C115	Protecting Your Business and Your Customer	
	<input type="checkbox"/> Room C119	Get a Refund on Workers Comp Premiums (Retro)	
	<input type="checkbox"/> Room C120	Jobsite Safety Set Up and Weeklies	
	<input type="checkbox"/> Room C235	Electrical Licensing 101	
	<input type="checkbox"/> Room C236	Insurance Coverage and Bonds – What you Should Know	
2 p.m.	<input type="checkbox"/> Room C114	Hiring an Independent Contractor / Prime Contractor Liability	1 Hour 20 minutes
	<input type="checkbox"/> Room C115	Managing the Difficult Customer	
	<input type="checkbox"/> Room C119	Prevailing Wage	
	<input type="checkbox"/> Room C120	Common Legal Issues for Contractors	
	<input type="checkbox"/> Room C235	QuickBooks Job Costing and Job Rewards	
	<input type="checkbox"/> Room C236	Get More Customers Next Week	
3:30 p.m.	<input type="checkbox"/> Room C114	Develop a Cash Flow Forecast	1 Hour 20 minutes
	<input type="checkbox"/> Room C115	OMWB Certification Requirements – Overview	
	<input type="checkbox"/> Room C119	Advanced Prevailing Wage	
	<input type="checkbox"/> Room C120	Contracts for General Contractors	
	<input type="checkbox"/> Room C235	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 Newsletter Bldg. Assoc. Website Gov. Office Other_____

**Classes will be located at:
 Bellingham Technical College
 Campus Center Building
 3028 Lindberg Ave.
 Bellingham WA, 98225**

- **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 to attend the Code Training Part 1 and 2 (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 for Construction Contractors

Training will take place at:
Bellingham Technical College - Campus Center Building
3028 Lindberg Ave.
Bellingham WA, 98225

When: Friday March 28, 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!

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, Dept. of Labor and Industries.

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 Roseann Collins, Employer Services 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.

Saving Money on Workers Comp Premiums! (Experienced Contractors with employees) 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 (All 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, Construction Compliance, 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.

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.

Bidding, Estimating and the Bottom line (All 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 Bruce Weech, Field Services and Public Safety, Dept. of Labor and Industries.

Preparing for Commercial Financing (All Contractors) Learn about alternative sources of capital and what the requirements are for a loan package. Learn about the 5 C's of credit and get an explanation of SBA Guaranty program Presented by Wade Stringfield - Small Business Development Center.

QuickBooks Job Costing and Job Rewards (All Contractors) Learn about the some software tools available to help you with time management develop better cost controls and improve your bottom line! Presented by Chris McGee of Business Support Services Northwest LLC

Get More Customers Next Week (All Contractors) The most common goal is an increase sales! Learn about how and when to use an elevator speech, taglines and clear leads and how knowing your scopes and goals can help your business. Pick up some tips, tools and techniques available to help you "Get more Customers Next Week". Presented by Kevin Hoult, MBA, Certified Business Advisor with the Small Business Development Center.

Develop A Cash Flow Forecast: (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 Jennifer Shelton Small Business Development Center.

Course Descriptions and Presenters, continued

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, or call a "Certification Trainer" 1-866-208-1064.

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 Seth Millstein, Attorney, Pillar Law PLLC.

Contracts for General Contractors (All Contractors) If you've ever wondered what you should have in your construction contract, this is the course for you. Seth Millstein will review "must-have" clauses, discuss ways to effectively edit a general contractor's contract, and answer general questions about the contracting process. Presented by Seth Millstein, Attorney, Pillar Law PLLC.

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 the 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 what contractors need to know regarding insurance and registration bonds. What's covered & what's not, common exclusions, contract obligations and other legal issues related to contractors insurance and issues regarding contractor's registration bonds are covered. Presented by Brett Hill, Attorney, Ahlers & Cressman PLLC.

Job Site Safety Set-up and 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 Randy Guzman, Assistant Safety Director for Associated General Contractors

Accident Prevention Programs in Construction (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 Mike Naylor L&I - 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 Mike Naylor, DOSH Consultation Dept. 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 Technical Specialist, Dept. Labor and Industries. 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: Small Business Development Center (SBDC), 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
Bellingham Technical College March 28, 2014**

- Want to learn how to **Save Money 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 **Contractor Training Day**. More than Twenty-Five different classes on everything from marketing and managing your cash flow to safety training and customer service issues. Register today!