

Name		
Address		
City	State	ZIP+4
Phone	Fax	
( )	( )	
E-mail address		
Company (optional)		
Select one class in each time block by checking the corresponding box.		

**Free Contractor Training  
Bellingham  
Registration Form  
Friday March 23, 2012**

**Mail, Scan and email or Fax registration to:  
Dept. of Labor & Industries  
Attn: Shari Purves-Reiter  
PO BOX 44400  
Olympia WA 98504-4400  
FAX: 360 902-5292  
Email: purs235@lni.wa.gov  
Phone 360 902-6366 or 360-902-4733**

Time	Room	Course Title	
<b>7:30 AM</b>		Check-in and networking	
<b>8:00 AM</b>			
<input type="checkbox"/>	HC 108	Preparing Your Contract and Warranty	1 Hour 55 Minutes
<input type="checkbox"/>	HC 103	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	HC 104	Bidding, Estimating and the Bottom-Line	
<input type="checkbox"/>	HC 111	Job Site Safety Set-up and Your Weeklies	
<input type="checkbox"/>	HC 115	Everything you want to know about your L&I Account	
<input type="checkbox"/>	HC 219	Plumbing Code Training – Part 1**	
<b>10:00AM</b>			
<input type="checkbox"/>	HC 108	Surviving as a Sub Contractor	1 Hour 55 Minutes
<input type="checkbox"/>	HC 103	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	HC 104	Top 10 Things That Sink a Small Business	
<input type="checkbox"/>	HC 111	Common Legal Issues for Contractors	
<input type="checkbox"/>	HC 115	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	HC 219	Plumbing Code Training – Part 2***	
<b>12:00PM</b>		Lunch – On your own	
<b>1:00PM</b>			
<input type="checkbox"/>	HC 108	Protecting Your Business and Your Customer	55 Minutes
<input type="checkbox"/>	HC 103	New Contractor Overview	
<input type="checkbox"/>	HC 104	WA Dept. of Commerce Lead Rule Enforcement for Remodelers(EPA/RRP)	
<input type="checkbox"/>	HC 111	Hiring and Independent Contractor/Prime Contractor Liability	
<input type="checkbox"/>	HC 115	Saving Money on Workers Compensation Costs	
<input type="checkbox"/>	HC 219	Electrical Licensing 101	
<b>2:00PM</b>			
<input type="checkbox"/>	HC 108	Managing the Difficult Customer	1 Hour 25 minutes
<input type="checkbox"/>	HC 103	Overtime Breaks and Deductions	
<input type="checkbox"/>	HC 104	Bidding, Estimating and the Bottom-Line	
<input type="checkbox"/>	HC 111	Prevailing Wage	
<input type="checkbox"/>	HC 115	Contracts for General Contractors	
<input type="checkbox"/>	HC 219	Saving Money on Unemployment Premiums	
<b>3:30 PM</b>			
<input type="checkbox"/>	HC 108	Effective Marketing for Contractors	1 Hour 25 minutes
<input type="checkbox"/>	HC 103	Contracting on Publically Funded Projects	
<input type="checkbox"/>	HC 104	Health Hazard Recognition in Construction	
<input type="checkbox"/>	HC 111	Taxes and Recordkeeping	
<input type="checkbox"/>	HC 219	Plumbing Contractors – Certification Requirements*	

**PLEASE make Copy of this registration for your reference at the workshop.**

Please add my email address to the Training Calendar Update List Serve

I learned of this workshop via:  Mailing  Newsletter  Bldg. Assoc.  Website  Gov. Office  Other\_\_\_\_\_

**Classes will be located at:**

**Bellingham Technical College  
Haskell Center (Bldg HC)  
3028 Lindberg Ave  
Bellingham, WA 98225**

- \*Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which will require attending the two (\*) required classes plus one other for a fee of **\$48.00**. (Last (3) time slots)
- \*\*Yes, I will attend the Part 1 - Code Training for 2 hours of Plumbing Code Continuing Education Credit for a fee of **\$24.00**.
- \*\*Yes, I will attend the Part 2 - Code Training for 2 hours of Plumbing Code Continuing Education Credit for a fee of **\$24.00**.
- Yes, I want to obtain **Dept of Ecology Well Driller Credit** – 1hour = 1 CEU



# Free Training for Construction Contractors

**Where:** Bellingham Technical College  
Haskell Center (Bldg HC)  
3028 Lindberg Ave  
Bellingham, Washington 98225

**When:** Bellingham – March 23, 2012 8:00 AM – 5:00 PM  
Check-in and networking begins at 7:30 AM

What are recent workshop attendees saying about the Contractor Training Days.....

- “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! Fax 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 Shari Purves-Reiter

**State Taxes Sales, Use and B&O** (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with the Department of Revenue. Shari

**Preparing Your Contract and Warranty** (*All contractors*) – Learn the minimum terms and legal notices that should be part of any contract. Learn the legal requirements for a proper warranty in the State of Washington. Bring your current contract to the seminar to learn what you may need to change in order to make your contract complete, fair, and enforceable. Learn how resolve any dispute through Mandatory Arbitration Rules. Presented by Linville Law Firm.

**Managing the Difficult Customer** (And Getting Paid for Your Work) (*All contractors*) – Learn how to deal with the customer who has turned out to be more difficult than you anticipated. Learn how to create a contract that limits the potential for disputes. Learn how to manage and control both your customer and the project so that everyone is satisfied at the end of the project. Presented by Linville Law Firm.

**Surviving as a Subcontractor** (*Sub-contractors*) – Learn why and how to utilize conditional bidding and inclusions, exclusions and alternates in your bidding process in order to limit your liability and provide the general contractor with expectations which are reasonable. Learn the common subcontract terms and pitfalls to avoid. The class will review problematic clauses such as pay-when-paid, change directives, warranties, pass through claims, termination for convenience, scheduling, notice, venue, and dispute resolution. Learn the basics of Washington law with the regard to the recording of liens and the filing of claims against payment bonds and retainages. Presented by Linville Law Firm.

**Protecting Your Business and Your Customer** – The laws of Washington afford certain protections to your customers and those laws also require that you provide certain informational notices to your customers. . Learn how to protect your business through proper formation of the appropriate business entity such as a corporation or an LLC, learn who can and cannot file claims against your contractor's registration bond, and learn how to protect your customer against unwanted liens from your subcontractors, their employees,. Learn the value of covenants not to compete, employee manuals, and restrictive employment agreements. Presented by Linville Law Firm.

**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 a Randy Guzman, AGC.

**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(NICA). (Contact this presenter concerning CEU Credit for this course).

**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, NICA.

**WA Dept of Commerce Lead Rule Enforcement for Remodelers (EPA RRP)** (*All Contractors*) – The 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 NICA

**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 Unit Supervisors, Labor & Industries.

**Course Descriptions continued:**

**Overtime, Break Periods and Deductions** (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Kathryn Black, Wage Agent with L&I

**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 Anna Coleman, Policy Manager, L&I.

**Saving Money on Your Unemployment Insurance Costs** (*Contractors with employees*) – 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 UPI rates assigned and recent changes to the Unemployment Insurance Tax law. Presented by Benjamin Wurtz from Employment Security Dept.

**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 Director of the Building Industry Association of Washington.

**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

**Taxes and Recordkeeping:** (All Contractors) This workshop will help students understand basic recordkeeping and tax requirements for a small business and assess the various options for keeping track of business income and expenses. Students will also find out how to differentiate and select appropriate accounting and tax professionals, based on the needs of their business. Presented by Seth Millstein, Attorney, Pillar Law, 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 6 year veteran of Labor and Industries. (Plumbing Code CEU course)

**\*\*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 6 year veteran of Labor and Industries. (Plumbing Code CEU course)

**\*Plumbing Contractors Certification Requirement** (*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 6 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

**\* Electrical Licensing 101** (*All contractors*) – What electrical work can a general contractor perform and when must electrical work be subcontracted. What is “Grand fathering”? How do you file complaints? Presented by Rand Jones, Lead Electrical Inspector. (Plumbing Industry Related CEU course)

**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, 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 Benfield of Labor and Industries.

**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 Agent with L&I.

**Health Hazard Recognition in Construction** (*Contractors with employees*) – Learn health hazard recognition skills and basic requirements to protect worker health. This class will cover physical, chemical, ergonomic and biological hazards encountered in the construction industry, such as noise, silica, wood dust, and confined spaces. Information about how to protect workers from these hazards will also be provided. Presented by Renee Westlund/Gina Macke – Industrial Hygiene Consultant from Labor & Industries.

**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

**Saving Money on Workers Compensation costs!** (*Experienced contractor*) - 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 Jessica Nau, Retro Program Assistant Manager, L&I.

**You may send more than one person from your company to this training.  
Just make a copy of the registration form and send one for each person.**

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

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PERMIT # 312



Washington State Department of  
Labor & Industries

## **Free Training for Construction Contractors** **March 23, 2012** **Bellingham, Washington**

- Want to learn what you can do to control your company's **Workers Compensation** premiums?
- Do you need to **update your Marketing Plan**?
- Would you like to learn how to **Manage a Workers Injury Claim**?
- Want to learn more about **Common Legal Issues** faced by contractors?
- Do you have a written **Contract**?

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**. Over 20 different classes on everything from marketing your business to safety training 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.**