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|--------------------------|
| Name                     |
| Address                  |
| City State ZIP+4         |
| Phone # Fax #<br>( ) ( ) |
| EMAIL                    |
| Company (optional)       |

# Free Contractor Training Day Edmonds

Registration Form  
Friday, September 6, 2013

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](mailto: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  |            |
|--------------------------|---------|---|------------|
| 7:00 AM                  |         | Check-in and networking   | 1 Hour     |
| 8:00 AM                  |         |   |            |
| <input type="checkbox"/> | SQL 212 | Bidding, Estimating and the Bottom Line   |            |
| <input type="checkbox"/> | SQL 213 | Preparing Your Contracts  | 1 Hour     |
| <input type="checkbox"/> | SQL 214 | State Taxes – Sales, Use & B&O  | 55 Minutes |
| <input type="checkbox"/> | SQL 201 | Plumbing Code Training – Part 1**   |            |
| <input type="checkbox"/> | SQL 202 | Everything You Wanted to Know About Your L&I Account  |            |
| <input type="checkbox"/> | SQL 205 | Jobsite Safety Set Up and Your Weeklies   |            |
| 10:00 AM                 |         |   |            |
| <input type="checkbox"/> | SQL 212 | Top 10 Thing that Sink a Small Business   |            |
| <input type="checkbox"/> | SQL 213 | Surviving as a Subcontractor  | 2 Hour     |
| <input type="checkbox"/> | SQL 214 | State Taxes – Sales, Use & B&O  |            |
| <input type="checkbox"/> | SQL 201 | Plumbing Code Training – Part 2***  |            |
| <input type="checkbox"/> | SQL 202 | Contracts on Publically Funded Projects   |            |
| <input type="checkbox"/> | SQL 205 | Fall Protection   |            |
| 12:00PM                  |         | Lunch – on your own   |            |
| 1:00pm                   |         |   |            |
| <input type="checkbox"/> | SQL 212 | Hazard Communication Standard (HCS) Part 1 of 2  |            |
| <input type="checkbox"/> | SQL 213 | Protecting Your Business and Your Customer  | 55 Minutes |
| <input type="checkbox"/> | SQL 214 | New Contractor Overview   |            |
| <input type="checkbox"/> | SQL 201 | Electrical Licensing 101 *  |            |
| <input type="checkbox"/> | SQL 202 | Insurance Coverage and Bonds – What you should Know!  |            |
| <input type="checkbox"/> | SQL 205 | Saving Money on Workers Compensation Premiums (Retro)   |            |
| 2:00PM                   |         |   |            |
| <input type="checkbox"/> | SQL 212 | Hazard Communication Standard (HCS) Part 2 of 2  |            |
| <input type="checkbox"/> | SQL 213 | Managing a Difficult Customer   | 1 Hour     |
| <input type="checkbox"/> | SQL 214 | Prevailing Wage   | 25 minutes |
| <input type="checkbox"/> | SQL 201 | Hiring an Independent Contractor / Prime Contractor Liability   |            |
| <input type="checkbox"/> | SQL 202 | Building Code Updates   |            |
| <input type="checkbox"/> | SQL 205 | Accident Prevention Programs in Construction  |            |
| 3:30 PM                  |         |   |            |
| <input type="checkbox"/> | SQL 212 | Effective Marketing for Contractors   |            |
| <input type="checkbox"/> | SQL 213 | Contracts for General Contractors   | 1 Hour     |
| <input type="checkbox"/> | SQL 214 | Advanced Prevailing Wage  | 25 minutes |
| <input type="checkbox"/> | SQL 201 | Plumbing Contractors – Certification Requirements*  |            |
| <input type="checkbox"/> | SQL 202 | Managing Claims to Control Your Industrial Insurance Costs  |            |

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 \_\_\_\_\_

**Training will take place at:**  
**Edmonds Community College**  
**Snoqualmie Hall**  
**20000 68<sup>th</sup> Ave West**  
**Lynnwood, WA 98036**

- \*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 would like to obtain Department of Ecology Continuing Education Credits

## Free Training for Construction Contractors

Training will take place at:  
**Edmonds Community College Snoqualmie Hall**  
**20000 68<sup>th</sup> Ave West**  
**Lynnwood, WA 98036**

**When: Friday, September 6, 2013**

**Check-in and networking begins at 7:30 AM**

**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 wanted to know about your L&I Account** (*New Contractors*) 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 Roseanne 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 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 Allen Thurston 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 Unit Supervisor, Labor & Industries.

**Saving Money 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 from L&I's Retrospective Rating Program.

**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 Rebecca Llewellyn, Contractor Outreach Program Specialist.

**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 from the Washington State 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 Bea Hart, Industrial Relations Compliance Supervisor at L&I.

**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 Bea Hart, Industrial Relations Compliance Supervisor at L&I.

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



**Hazardous Communications (HCS) - Globally Harmonized System (GHS). Part 1 and Part 2** (*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.

**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.

**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.

**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

**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

**Code Update** (*All contractors*) This workshop focuses on the most significant changes to the 2009 International Residential Code (IRC) and the updated Washington Energy Code, effective July 1, 2012. . Presented by Jan Rohila, Education Director, Building Industry Association of Washington

**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.

**\*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, a 28 year journeyman plumber and more than 10 years with 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, a 28 year journeyman plumber and more than 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 more than 10 years with 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 Rand Jones, Electrical ECORE Inspector (Plumber Industry Related CEU Course.)

**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.

**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 David Conley of L&I DOSH Consultation.

**Accident Prevention Plans For Contractors** (*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. Presented by David Conley of L&I DOSH Consultation.

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

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Washington State Department of  
**Labor & Industries**

## **Free Training for Construction Contractors**

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Would you like to get new ideas for **Marketing Your Business?**
- 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.