

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

**Free Contractor Training
Registration Form
LAKEWOOD
Friday June 27, 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			
8:00 a.m.			
<input type="checkbox"/>	Room 335	Bidding Estimating and the Bottom Line	1 Hour 50 Minutes
<input type="checkbox"/>	Room 336	Preparing Your Contracts and Warranties	
<input type="checkbox"/>	Room 337	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Room 361	Everything You Want to Know About Your L&I Account	
<input type="checkbox"/>	Room 363	Government Contracts 101	
<input type="checkbox"/>	Room 462	Manufactured/Mobile Home Installers CEU's (Plus one class at 10am for 4 hours credit)	
10:00 a.m.			
<input type="checkbox"/>	Room 335	Top 10 Things That Can Sink Small Business	2 Hour
<input type="checkbox"/>	Room 336	Surviving as a Subcontractor	
<input type="checkbox"/>	Room 337	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Room 361	Managing Claims to Control Your Workers Comp Costs	
<input type="checkbox"/>	Room 363	Fall Protection	
<input type="checkbox"/>	Room 462	Contracting on Publicly Funded Projects	
12:00 NOON - Break For Lunch On Your Own			
1:00 p.m.			
<input type="checkbox"/>	Room 335	New Contractor Overview	50 Minutes
<input type="checkbox"/>	Room 336	Protecting Your Business and Your Customer	
<input type="checkbox"/>	Room 337	Electrical Licensing 101	
<input type="checkbox"/>	Room 361	Get A Refund on Workers Comp Premiums (Retro)	
<input type="checkbox"/>	Room 363	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	Room 462	Insurance and Bond Coverage – What You Should Know	
2:00 p.m.			
<input type="checkbox"/>	Room 335	Hiring an Independent Contractor / Prime Contractor Liability	1 Hour 20 minutes
<input type="checkbox"/>	Room 336	Managing the Difficult Customer	
<input type="checkbox"/>	Room 337	Defect Claims In Washington – What you Should Know	
<input type="checkbox"/>	Room 361	Hazardous Communications (HCS) - Globally Harmonized System (GHS) 	
<input type="checkbox"/>	Room 363	Prevailing Wage	
3:30 p.m.			
<input type="checkbox"/>	Room 335	Marketing Your Business	1 Hour 20 minutes
<input type="checkbox"/>	Room 336	OMWBE Certification Requirements - Overview	
<input type="checkbox"/>	Room 337	Common Legal Issues for Contractors	
<input type="checkbox"/>	Room 361	Washington State Dig Laws	
<input type="checkbox"/>	Room 363	Advanced Prevailing Wage	

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: US Mail Email Bldg. Assoc. Website Gov. Office Other_____

**Classes will be located at
Pierce College – Fort Steilacoom
Rainier Building
9401 Farwest Drive SW
Lakewood, WA 98498**

Yes, I would like to obtain Manufactured/Mobile Home Installer CEU's **Fee \$52**
 I would like to obtain Department of Ecology Continuing Education Credits



Free Training for Construction Contractors

Training will take place at:
Pierce College – Fort Steilacoom
Rainier Building
9401 Farwest Drive SW
Lakewood, WA 98498

When: Friday, June 27, 2014
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!

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 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 Allen Thurston Dept. of Labor and Industries.

Managing Claims to Control Your Workers Comp 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 Ellen Swihart 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 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, Dept. 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 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 Dept. of Labor and Industries.

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, Executive Director of the NW 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)** (*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

Washington's Dig Law (All Contractors) Learn about Washington's dig law so you don't dig into trouble! Although Washington has had a "dig law" since the 80's, significant changes went into effect in 2013. Learn about your responsibilities under the law as an excavator, and how you can avoid fines, damage costs, injury or worst. This class will provide you with a comprehensive understanding of the state law and the importance of calling before you dig. Presented by Lynda Holloway, Washington State Utilities and Transportation Commission.

OMWBE Certification Overview (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.

Preparing Your Contracts and Warranties (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

Defect Claims in Washington – What You Should Know (All contractors): Many builders are faced with construction defect claims during their career. There are critical areas to examine in deciding your next steps. In this workshop we will discuss Statute (RCW 64.50), your contract and your insurance as well as the when, where and why's. 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.

Marketing Your Business (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 Celia Nightingale Dept. of Labor and Industries.

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, Asst Safety Director for Associated General Contractors

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 Steve Merkel, DOSH Consultation, Dept. Labor and 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.

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.

A huge **THANK YOU** to all of the volunteer speakers and state agencies who make this FREE Contractor Training Day possible: Pierce College, 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 June 27, 2014 in Lakewood/Tacoma**

- 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 **Construction Contractor Training Day**. More than Twenty-Five different classes on everything from marketing to safety training and customer service issues.