

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

# Free Contractor Training Day

Renton

Registration Form

Friday May 17, 2013

Mail, fax or email 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 360-902-4733

Select one class in each time frame by checking the box.

Time	Room	Course Title	
7:30 – 8:00 AM Check-in and networking			
<b>8:00 am</b>			
<input type="checkbox"/>	Room C 101	Bidding, Estimating and the Bottom Line	1 Hour 55 Minutes
<input type="checkbox"/>	Room C 111	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Room C 113	Plumbing Code Training – Part 1**	
<input type="checkbox"/>	Room H 102	Introduction to OSHA ( <b>OSHA10</b> )	
<input type="checkbox"/>	Room H 103	Preparing Contracts and Warranties	
<input type="checkbox"/>	Room H 105	Everything You Wanted to Know About Your L&I Account	
<b>10:00 am</b>			
<input type="checkbox"/>	Room C 101	Bidding, Estimating and the Bottom Line	2 Hour
<input type="checkbox"/>	Room C 111	Contracting on Publicly Funded Projects	
<input type="checkbox"/>	Room C 113	Plumbing Code Training – Part 2***	
<input type="checkbox"/>	Room H 102	Fall Protection and Personal Protective Equipment ( <b>OSHA10</b> )	
<input type="checkbox"/>	Room H 103	Surviving as a Subcontractor	
<input type="checkbox"/>	Room H 105	Managing Claims to Control Your Industrial Insurance Costs	
<b>12:00 pm</b>	Lunch – on your own		
<b>1:00 pm</b>			
<input type="checkbox"/>	Room C 101	New Contractor Overview	55 Minutes
<input type="checkbox"/>	Room C 111	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	Room C 113	Electrical Licensing 101 *	
<input type="checkbox"/>	Room H 102	Motor Vehicle and Equipment Safety ( <b>OSHA10</b> )	
<input type="checkbox"/>	Room H 103	Protecting Your Business and Your Customers	
<input type="checkbox"/>	Room H 105	Saving Money on Workers Compensation Premiums(RETRO)	
<b>2:00 pm</b>			
<input type="checkbox"/>	Room C 101	Building Code Update	1 Hour 25 minutes
<input type="checkbox"/>	Room C 111	Prevailing Wage	
<input type="checkbox"/>	Room C 113	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	Room H 102	Ladders, Scaffolds and Stairways ( <b>OSHA10</b> )	
<input type="checkbox"/>	Room H 103	Contracts for General Contractors	
<input type="checkbox"/>	Room H 105	Low Impact Development	
<b>3:30 pm</b>			
<input type="checkbox"/>	Room C 101	Effective Marketing for Contractors	1 Hour 25 minutes
<input type="checkbox"/>	Room C 111	Advanced Prevailing Wage	
<input type="checkbox"/>	Room C 113	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	Room H 102	Caught In Between Excavation and Trenching Awareness ( <b>OSHA10</b> )	
<input type="checkbox"/>	Room H 103	Saving Money On Unemployment Premiums	
<input type="checkbox"/>	Room H 105	Common Legal Issues for Contractors	
<b>DAY 2</b>			
<b>8:00 am</b>	Room H102	Residential Construction Accident Prevention, Heat Stress, Fire Extinguisher Safety, Respiratory Protection, Hazard Communication	<b>4 Hours</b>

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 with upcoming training events)

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

**Classes will be located at  
Renton Technical College  
3000 NE Fourth Street  
Renton, WA 98056  
Bldg C – Tech Resource Center**

\*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 for 4 hours of Plumbing Code Continuing Education Credit for a fee of \$48.00.

# Yes, I want to obtain my FREE OSHA 10 Certification – **Must Attend Both Days**

Yes, I would like to obtain Credit for my Dept. of Ecology Well Driller Certification



**When: Friday May 17, 2013 (AND Saturday, May 18 if obtaining Free OSHA 10)**

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

**Don't miss out on this great training event register today!!**

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### Course Descriptions and Presenters

**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 Technical Specialist with 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 Laura Herman, Technical Specialist at 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 Alan Thurston of 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 Joe Ratto, President, J.A. Ratto Company and 35 year construction industry veteran. Mr. Ratto also teaches business management courses for the National Association of Homebuilders, including estimating.

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

**\*\*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 10 year veteran of 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 10 year veteran of Labor and Industries.

**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, Contractor Fraud and Outreach Manager at 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 Bill Moomau and Rosanne Collins, Policy Manager, L&I.

**Saving Money on Workers Comp Premiums!** (*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 by Jessica Nau from L&I’s Retrospective Rating Program.

**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.

**\* 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 Bob Matson Electrical Audit Manager (Plumber Industry Related CEU Course.)

**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.

**Saving Money on Your Unemployment Insurance Costs** – 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. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Elizabeth Ekong, Tax Office Administrator, with Department of Employment Security.

**Low Impact Development:** Designed for the small builder, developer or designer, this course is an introduction to *Low Impact Development*. It will answer key questions, including "What's in it for the builder?", "Will it cost more?", and "Where does LID fit in with other stormwater regulations?" You will discuss cost effective LID techniques, which are best for residential lots, and strategies for getting local government approval. Presented by Art Castle Executive Vice President 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 Sage Linn, Attorney with Impact Law Group PLLC.

## Course Descriptions and Presenters, continued

**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

**Preparing Your Contract and Warranty**(*All contractors*) – Learn the most important terms and conditions to have in your contract, what they mean, and why they need to be there. This course will cover warranties, scope of work, change orders, correction of work, building code issues, payment issues, commencement and completion dates, delay issues, fixed price contracts vs. T&M contracts, allowances, liquidated damages and dispute resolution. It is recommended that each attendee bring a copy of his/her company contract to review and mark up during the course. Presented by Linville Law Firm.

**Surviving as a Subcontractor** (*All 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** (*All contractors*) – The laws of Washington afford certain protections to your customers and those laws also require that you provide certain 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 and their employees. Learn the value of covenants not to compete, employee manuals, and restrictive employment agreements. 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

**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

**Code Update** (*All contractors*) - Code Update (*All contractors*) - This workshop focuses on the most significant changes to the 2012 International Residential Code (IRC) and the updated Washington Energy Code, effective July 1, 2013. 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.

**Obtain your FREE OSHA 10 Residential Construction Safety Training Presented By Northwest Independent Contractors Association (NICA).**  
**You must attend the BOTH days Friday May 17<sup>th</sup> AND Saturday May 18<sup>th</sup> sessions. All courses required for certification are listed as follows:**

**Introduction to OSHA** This class covers the basic elements of the Federal OSH act, how it applies in Washington State, general regulations, jobsite inspections, and related topics.

**Fall Protection and Personal Protective Equipment:** 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) and is the required training for your employees. The written Personal Protective Equipment plan and Job Hazard Analysis is also covered.

**Motor Vehicle and Equipment Safety(Four Focus):** This class covers common causes of struck by fatalities including motor vehicle accidents and accidents involving workers being hit by equipment while in the swing radius. Contractors will learn several techniques to having a safer jobsite when work around equipment.

**Ladders, Scaffolds and Stairways:** Basic ladder, scaffold, and stairway safety requirements are covered in this class. Learn the safety regulations and best practices for their use and construction.

**Caught In Between Excavation and Trenching Awareness:** Excavation and Trenching accidents are often fatal. Knowing the basic causes of collapse, the requirements for basic trench safety, available products, and the need for a competent person can save lives at the jobsite.

**Residential Construction Accident Prevention and Safety** Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a “Safety Culture” in your workplace.

**Heat Related Rules and Fire Extinguisher Use:** Heat Stress can affect all outdoor workers. This class covers Employer requirements to provide water on jobsites, signs and symptoms of heat related illness, emergency procedures for heat related emergencies, and related topics. We will also cover Fire Extinguisher training and requirements.

**Respiratory Protection/Hazard Communication:** This class is required for employers whose employees wear respirators. All employees who wear respirators must receive respirator training, medical evaluations, and fit testing. Hazard Communication covers training and written plan requirements for contractors who work with chemicals such as paints, primers, epoxy’s, and glues. MSDS sheet requirements are also covered.

**Tool Basics:** This class covers hazards associated with construction tools, including serious injury and death. The electrical portion covers jobsite requirements for electrical safety and dangers inherent with working with electricity.

Department of Labor and Industries  
Specialty Compliance Services  
Attn: Rebecca Llewellyn  
PO Box 44400  
Olympia WA 98504-4400

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## **Free Training for Construction Contractors Renton Technical College on Friday May 17, 2013**

- Want to learn how to **save money** on Workers Compensation premiums?
- Do you need to update your Construction Contract?
- Would you like to **get your OSHA 10 card**?
- Do you want to know more about **building green and low impact development**?

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 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.