

Name		
Address		
City	State	ZIP+4
Phone #	Fax #	
()	()	
E-mail address		
Company (optional)		

Free Contractor Training Day

Renton

Registration Form

Friday, May 18, 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

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 am			
<input type="checkbox"/>	Room C 101	Bidding, Estimating and the Bottom Line	1 Hour 55 Minutes
<input type="checkbox"/>	Room C 110	Plumbing Code Training – Part 1**	
<input type="checkbox"/>	Room C 111	State Taxes – Sales, Use & B&O	
<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	
10:00 am			
<input type="checkbox"/>	Room C 101	Bidding, Estimating and the Bottom Line	2 Hour
<input type="checkbox"/>	Room C 110	Plumbing Code Training – Part 2***	
<input type="checkbox"/>	Room C 111	Contracting on Publicly Funded Projects	
<input type="checkbox"/>	Room H 103	Surviving as a Subcontractor	
<input type="checkbox"/>	Room H 105	Managing Claims to Control Your Industrial Insurance Costs	
12 pm	Lunch – on your own		
1:00 pm			
<input type="checkbox"/>	Room C 101	New Contractor Overview	55 Minutes
<input type="checkbox"/>	Room C 110	Electrical Licensing 101 *	
<input type="checkbox"/>	Room C 111	Job site safety setup and Your Weeklies.	
<input type="checkbox"/>	Room H 103	Protecting Your Business and Your Customers	
<input type="checkbox"/>	Room H 105	Saving Money on Workers Compensation Premiums	
2:00 pm			
<input type="checkbox"/>	Room C 101	Green Building	1 Hour 25 minutes
<input type="checkbox"/>	Room C 110	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	Room C 111	Managing the Difficult Customer	
<input type="checkbox"/>	Room H 103	Prevailing Wage	
<input type="checkbox"/>	Room H 105	Accident Prevention and Safety (APP)	
3:30 pm			
<input type="checkbox"/>	Room C 101	Effective Marketing for Contractors	1 Hour 25 minutes
<input type="checkbox"/>	Room C 110	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	Room C 111	Common Legal Issues for Contractors	
<input type="checkbox"/>	Room H 103	Advanced Prevailing Wage	
<input type="checkbox"/>	Room H 105	Saving Money on Unemployment Premiums	

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 – Technology Resource
 Center**

- *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.
- I want to receive Department of Ecology Well Driller CEU Credits (FREE)



Washington State Department of
Labor & Industries

Free Trainings for Construction Contractors
Where: Renton Technical College Bldg C – Tech Resource Center
3000 NE Fourth Street
Renton, WA 98056

When: Friday, May 18, 2012

Check-in and networking begins at 7:30 a.m.

Don't miss out on this great training event! Fax in your registration today!

Course Descriptions and Presenters

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 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.

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.

Preparing Your Contract and Warranty – 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 – 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 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, Ahlers & Cressman 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 with Impact Law Group PLLC.

Accident Prevention Plans / Safety (*All contractors*) – 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. Presented by Victoria Myles, L&I, Safety Consultant.

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 with Employment Security.

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.

Job Site Safety Set-up and Your Weeklies? (*Contractors with employees*) – Toolbox talks and jobsite inspections – a "how-to" guide for contractors. Review the basics of how to do weekly jobsite inspections and how to hold toolbox talks and the available online resources for these two activities. 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.

Course Descriptions and Presenters, continued

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, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

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 Bruce Weech, L&I Supervisor and 15 year construction veteran.

Managing the Difficult Customer (*And Getting Paid for Your Work*) – Learn how to deal with the customer who has turned out to be more difficult than you anticipated. Better yet, learn how to avoid the “lemon” customer to begin with. 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.

Green Building – What is it all about? (*All contractors*) - Learn more about Washington's green building programs and the advantages of going "green". Discover the established rating system that incorporates green building principles from start to finish. Green Building focuses on: energy efficiency; site and water considerations; indoor air quality; and materials selection to provide homes that are less expensive to own and operate, provide greater comfort, durability and are good for the environment. Presented by Jan Rohila, Education Director, BIAW

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 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 4 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 4 year veteran of 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, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

*** 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 Audit Manager (Plumber Industry Related CEU Course. Electrician /administrator /trainee CEU credit is not given.)

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.

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, Outreach Manager with L&I.

Free Contractor Training Days

Over 7,000 contractors and their employees have taken part in these Contractor Training Days. Take a look at what a few of them had to say about the program.

- *“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”*

If you are interested in other Contractor Training Day Dates, please check our website at: Contractors.LNI.Wa.gov or sign up for our Quarterly Newsletter at:

<http://www.lni.wa.gov/Main/Listservs/TradesLicensing>

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

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Washington State Department of
Labor & Industries

Free Training for Construction Contractors Renton, May 18, 2012 (Friday)

- Want to learn how to **save money** on Workers Compensation premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to **write a better contract**?
- Do you have an **effective bidding and estimating guide**?
- Do you want to know more about **building green**?

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.