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

Free Contractor Training Day Renton

Registration Form
Friday, November 13, 2015

Mail, fax or email a copy of registration form to:
 Dept. of Labor & Industries
 Attn: Julie Perales or Mandi Mackey
 PO Box 44400
 Olympia WA 98504-4400
 FAX: 360 902-5292
 Email: LniTraining@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 AM | Check-in and networking | | |
| 8:00 AM | <input type="checkbox"/> | Building C 101 | State Taxes – Sales, Use, and B&O 1 Hour |
| | <input type="checkbox"/> | Building C 113 | Plumbing Code Training – Part 1** 55 Minutes |
| | <input type="checkbox"/> | Building C 204 | Renovation Requirements for Asbestos, Lead, Mold & Silica – Part 1 (must attend part 1 & part 2) |
| | <input type="checkbox"/> | Building H 102 | Preparing Your Contracts and Warranties |
| | <input type="checkbox"/> | Building H 103 | Government Contracting 101 |
| | <input type="checkbox"/> | Building H 105 | Everything You Want to Know About Your L&I Account |
| 10:00 AM | <input type="checkbox"/> | Building C 101 | State Taxes – Sales, Use, and B&O 1 Hour |
| | <input type="checkbox"/> | Building C 113 | Plumbing Code Training – Part 2** 55 Minutes |
| | <input type="checkbox"/> | Building C 203 | Hiring an Independent Contractor and Avoid Prime Contractor Liability |
| | <input type="checkbox"/> | Building C 204 | Renovation Requirements for Asbestos, Lead, Mold & Silica – Part 2 (must attend part 1 & part 2) |
| | <input type="checkbox"/> | Building H 102 | Surviving as a Subcontractor |
| | <input type="checkbox"/> | Building H 103 | Advanced Government Contracting |
| | <input type="checkbox"/> | Building H 105 | Accident Protection Program |
| 12:00PM | Lunch – on your own | | |
| 1:00 PM | <input type="checkbox"/> | Building C 101 | New Contractor Overview |
| | <input type="checkbox"/> | Building C 113 | Electrical Licensing 101* 55 Minutes |
| | <input type="checkbox"/> | Building C 204 | Respiratory Hazard Protection and Fit Testing (\$28 covers the medical evaluation) |
| | <input type="checkbox"/> | Building H 102 | Protecting Your Business and Your Customer |
| | <input type="checkbox"/> | Building H 103 | Jobsite Safety Setup and Your Weeklies |
| | <input type="checkbox"/> | Building H 105 | Stay at Work – Workers' Compensation Insurance Program |
| 2:00 PM | <input type="checkbox"/> | Building C 101 | Bidding, Estimating, and the Bottom Line 1 Hour |
| | <input type="checkbox"/> | Building C 111 | Prevailing Wage 25 minutes |
| | <input type="checkbox"/> | Building C 203 | OMWBE Certification Review Workshop |
| | <input type="checkbox"/> | Building C 204 | Fall Protection in Construction |
| | <input type="checkbox"/> | Building H 102 | Managing the Difficult Customer |
| | <input type="checkbox"/> | Building H 103 | Common Legal Issues for Contractors |
| | <input type="checkbox"/> | Building H 105 | Insurance Coverage and Bonds – What you Should Know |
| 3:30 PM | <input type="checkbox"/> | Building C 101 | Effective Marketing for Contractors |
| | <input type="checkbox"/> | Building C 111 | Advanced Prevailing Wage |
| | <input type="checkbox"/> | Building C 113 | Plumbing Contractors – Certification Requirements* 1 Hour |
| | <input type="checkbox"/> | Building H 102 | ESD's Shared Work Program – Keeping Momentum when Business Slows 25 minutes |
| | <input type="checkbox"/> | Building H 103 | Contracts for General Contractors |
| | <input type="checkbox"/> | Building H 105 | 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 Email Bldg. Assoc. Website Gov. Office Other_____

**Classes will be located at
 Renton Technical College
 3000 NE 4th St
 Renton, WA 98056-4123**

- *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 would like to attend the Code Training Part 1 and 2 for 4 hours of Plumbing Code Continuing Education Credit for a fee of \$48.00.
- I would like to obtain Department of Ecology Continuing Education Credits (Free)

Training will take place at:
Renton Technical College
3000 NE 4th St
Renton, WA 98056-4123

When: Friday, November 13, 2015

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 about the processes for filing your quarterly premium reports. Presented by Roseann Collins, Labor and Industries.

Hiring "Independent Contractors" in Washington State and Protecting Yourself from 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 Allen Thurston, 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.

Stay At Work – Workers Comp Insurance Program (*Contractors with employees*) – Learn about L&I's new program to help employers keep injured workers on the job and the best part is L&I pays half the wages plus expenses to do it. Learn about how to qualify, how the program works and how this program can benefit your company and your worker. Presented by Joyce Allen, Stay at Work Program Specialist, Labor & 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: Nancy Adams, Industrial Insurance Compensation Supervisor, Labor & 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 and Jason Sayer, Department of Revenue.

Prevailing Wage (*All contractors*) – 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, 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, Technical Specialist, Labor and Industries.

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 Group PLLC.

Contracts for General Contractors (*All contractors*) – This class will cover everything you need to include (and exclude!) in your construction contracts. Seth Millstein will review the key contract clauses for general contracts and subcontracts, provide sample agreements, and review good documentation practices on construction projects. Presented by Sage Linn, Attorney, Impact Law Group PLLC.

Government Contracting 101 (*All Contractors*) – Growing your business through government contracts can be a bit daunting at first. Discover tools and information that can help you determine who in state and local government buys what you sell, how they buy it, and how you can prepare your firm to succeed in the public marketplace. You'll also be introduced to certifications and resources that may help you gain an edge on the competition. Presented by Darrell Sundell, Washington Procurement Technical Assistance Center.

Advanced Government Contracting (*All 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 Masaki Yamada, 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 and what's NOT, common exclusions, contract obligations and other legal issues related to contractors insurance. Presented by Masaki Yamada, Attorney, Ahlers & Cressman.

Jobsite Safety Setup & 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, Association of General Contractors.

Course Descriptions and Presenters, continued

Renovation Requirements for Asbestos, Lead, Mold, and Silica – (All contractors) – **8:00 am and 10am Classes:** This course covers the regulations and Agencies (more than 6) that construction companies have to follow when their workers are exposed to **Asbestos, Lead, Mold, and Silica** in residential renovations. Class covers basic containment, PPE required, work practices (including air sampling equipment required) and decontamination procedures. Attendees who successfully complete the course receive the **required 2 Hour Asbestos Awareness Certificate** and a **Lead in Construction Awareness Certificate**. Presented by Kris Alberti, Executive Director, NW Independent Contractors Association (NICA).

Respiratory Hazard Protection & Fit Testing: (Contractors whose employees wear respirators) – All employees who wear respirators must receive respirator training, medical evaluations, and fit testing. All these are provided through this class. (Medical Evaluations/Fit Testing \$28.00). Hazard Communication covers training and written plan requirements for contractors who work with chemicals such as paints, primers, epoxy's, & glues. Presented by Kris Alberti, Executive Director, NICA.

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, NICA.

ESD's Shared Work Program – Keeping Momentum When Business Slows (Contractors with employees) – It can happen to any business. Demand for your product or service slips. Maybe the market goes in the tank. All you know is your business is in a fix, and you've got hard decisions to make. You don't want to lay off your skilled employees, but what else can you do to cut costs? Employment Security has an alternative called the "Shared Work Program" Learn why more than 96 percent of enrolled employers would recommend it to other business. Presented by Chad Pearson, Employment Security Dept.

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, and 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.

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.

Protecting Your Business and Your Customer (All contractors) – WA laws 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.

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.

Accident Prevention Programs in Construction? (Contractors with employees) – 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. 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 Derek Pena, Division of Occupational Safety & Health (DOSH), Labor and Industries.

Fall Protection in Construction (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 JC Smith and Gary Sadowski, DOSH, Labor and Industries.

***Plumbing Contractors – Certification Requirements** (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, 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, 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, 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, Labor and Industries (Plumber Industry Related CEU Course).

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 at 1-866-208-1064.

Department of Labor and Industries
DTO – Outreach and Education
Attn: Julie Perales
PO Box 44400
Olympia WA 98504-4400

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Free Training for Construction Contractors **Renton Technical College, Renton WA** **Friday, November 13, 2015**

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Does your company have a **required Accident Prevention Plan?**
- 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.