

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

# Free Contractor Training Day Renton

Registration Form  
Friday, December 9, 2011

Mail copy of this registration form to:  
Department of Labor & Industries  
Attn: Shari Purves-Reiter  
PO Box 44400  
Olympia, WA 98504-4400

OR Fax to: 360-902-5292  
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 a.m.	Check-in and networking		
8 a.m.			
<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	Disaster Preparedness and Business Operations	
<input type="checkbox"/>	Room H 102	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Room H 103	Preparing Your Contracts and Warranties	
<input type="checkbox"/>	Room H 105	Jobsite Safety Setup and Your Weeklies	
10 a.m.			
<input type="checkbox"/>	Room C 101	Common Legal Issues for Contractors	2 Hour
<input type="checkbox"/>	Room C 110	Plumbing Code Training – Part 2***	
<input type="checkbox"/>	Room C 111	Top 10 Things that Sink a Small Business	
<input type="checkbox"/>	Room H 102	State Taxes – Sales, Use & B&O	
<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 p.m.	Lunch – on your own		
1 p.m.			
<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	WA Dept of Commerce Lead Rule Enforcement for Remodelers (EPA RRP)	
<input type="checkbox"/>	Room H 102	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	Room H 103	Protecting Your Business and Your Customers	
<input type="checkbox"/>	Room H 105	Leveraging Google and Social Media Today	
2 p.m.			
<input type="checkbox"/>	Room C 101	Marketing on a Budget	1 Hour 25 minutes
<input type="checkbox"/>	Room C 110	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	Room C 111	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	Room H 102	Green Building	
<input type="checkbox"/>	Room H 103	Accident Prevention Plans - Safety	
<input type="checkbox"/>	Room H 105	Prevailing Wage	
3:30 p.m.			
<input type="checkbox"/>	Room C 101	Taxes and Recordkeeping	1 Hour 25 minutes
<input type="checkbox"/>	Room C 110	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	Room C 111	Contracts for General Contractors!	
<input type="checkbox"/>	Room H 102	Effective Marketing for Contractors	
<input type="checkbox"/>	Room H 103	Contracting on Publicly Funded Projects	
<input type="checkbox"/>	Room H 105	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 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 plus 1 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, December 9, 2011**

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

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

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#### Course Descriptions and Presenters

**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, Education Program Manager.

**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/Bill Moomau, Policy Manager, L&I.

**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.

**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 courses for the National Association of Homebuilders, including estimating. (8:00am Class)

**\*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 6 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 6 year veteran of 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 Jack Oxford, Electrical ECORE Inspector (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.

**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.

**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

**Taxes and Recordkeeping:** (*All Contractors*) This workshop will help students understand basic recordkeeping and tax requirements for a small business and assess the various options for keeping track of business income and expenses. Students will also find out how to differentiate and select appropriate accounting and tax professionals, based on the needs of their business. Presented by Maria Van Fleet of Negocios Latinos

**Marketing on a Budget:** (*All Contractors*) In this workshop we will take a look at some low cost marketing options available and how to make them work for the construction industry. Budgeting priorities of marketing, how to create a web-site for less than \$10 a month and practical tips for Google places, Google Ad-words and Craigslist. Presented by Maria Van Fleet of Negocios Latinos.

**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.

**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

## Course Descriptions and Presenters, continued

**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.

**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, Prevailing Wage Technical Specialist at L&I.

**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.

**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, 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.

**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.

**WA Dept of Commerce Lead Rule Enforcement for Remodelers (EPA RRP)** (All Contractors) – The Renovation, Repair, and Painting (RRP) Rule is a Federal lead regulation. On or after April 22, 2010, all renovations must be directed by renovators certified in accordance with § 745.90(a) and performed by certified renovators or individuals trained in accordance with § 745.90(b)(2) in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in § 745.82(a) or (c). Find out more about the class and what is required under this new rule. Presented by NICA

**Leveraging Google and Social media today**, (all contractors) Google makes changes 300-400 changes to their algorithm per year. Learn how to improve your organic rank through claiming or creating listings on Google, Yahoo, and Bing. Keep your market share by leveraging social media (Facebook, Twitter, and Google +) as your PR tool to protect your repeat and referral clients. Learn how the internet landscape has changed today, and how to stay ahead of your competitors. Presented by Internet Media Consultant James Ngy from Reachlocal.com.

**Disaster Preparedness and Business Operations:** (All Contractors) – This course is designed to get you thinking about what you would do if there was a disaster in the Pacific Northwest that would affect your business. The class will cover basic preparedness, an overview of Continuity of Operations plans, what to cover with your employees, resources for you personally, and safety concerns for construction. Recent disasters have got businesses thinking, not if, but when will a disaster strike our area, what is my plan? Kris Alberti is an OSHA Outreach instructor for the OSHA 7600 Disaster Site Worker program.

### *Small Business Basics (SBB) – Get an overview of the classes you need to start your business off right*

**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 Steve Benfield of Labor and Industries. (SBB Class)

**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. (SBB Class)

**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. (Contact this presenter concerning CEU Credit for this course). (SBB Class)

**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 Agent, at Labor and Industries. (SBB)

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, December 9, 2011 (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.