

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

# Free Contractor Training Day

Renton

Registration Form

Friday December 6, 2013

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 360-902-4733

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
<input type="checkbox"/>	Room C 111	Hazard Communication Standard (HCS) Part 1 of 2 	55 Minutes
<input type="checkbox"/>	Room C 113	Plumbing Code Training – Part 1***	
<input type="checkbox"/>	Room C 204	Prevailing Wage	
<input type="checkbox"/>	Room H 102	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	
<hr/>			
<b>10:00 AM</b>			
<input type="checkbox"/>	Room C 101	Hiring an Independent Contractor / Prime Contractor Liability	2 Hour
<input type="checkbox"/>	Room C 111	Hazard Communication Standard (HCS) Part 2 of 2 	
<input type="checkbox"/>	Room C 113	Plumbing Code Training – Part 2***	
<input type="checkbox"/>	Room C 204	Advance Prevailing Wage	
<input type="checkbox"/>	Room H 102	Fall Protection and Personal Protective Equipment	
<input type="checkbox"/>	Room H 103	Surviving as a Subcontractor	
<input type="checkbox"/>	Room H 105	Managing Claims to Control Your Industrial Insurance Costs	
<hr/>			
<b>12:00PM</b> Lunch – on your own			
<hr/>			
<b>1:00pm</b>			
<input type="checkbox"/>	Room C 101	New Contractor Overview	
<input type="checkbox"/>	Room C 111	EPA/Commerce Lead Paint Rules Overview (Affecting Pre-1978 Housing)	
<input type="checkbox"/>	Room C 113	Electrical Licensing 101 *	55 Minutes
<input type="checkbox"/>	Room H 102	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	Room H 103	Protecting Your Business and Your Customers	
<input type="checkbox"/>	Room H 105	Get a Refund on Workers Comp Premiums (RETRO)	
<hr/>			
<b>2:00PM</b>			
<input type="checkbox"/>	Room C 101	Bidding, Estimating and the Bottom Line	1 Hour
<input type="checkbox"/>	Room C 111	Insurance Coverage and Bonds – What you should Know!	25 minutes
<input type="checkbox"/>	Room C 113	Accident Prevention in Construction	
<input type="checkbox"/>	Room H 102	Green Building	
<input type="checkbox"/>	Room H 103	Managing the Difficult Customer	
<input type="checkbox"/>	Room H 105	Contracts for General Contractors	
<hr/>			
<b>3:30 PM</b>			
<input type="checkbox"/>	Room C 101	Top 10 Things that Can Sink Small Business	1 Hour
<input type="checkbox"/>	Room C 111	Contracting on Publicly Funded Projects	25 minutes
<input type="checkbox"/>	Room C 113	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	Room H 102	Effective Marketing for Contractors	
<input type="checkbox"/>	Room H 103	Common Legal Issues For Contractors	

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



## Free Training for Construction Contractors

Renton Technical College Bldg C – Tech Resource Center  
3000 NE Fourth Street  
Renton, WA 98056

**When: Friday December 6, 2013**

**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 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, Detection Tracking and Outreach for the Dept. of Labor and Industries.

**Bidding, Estimating and the Bottom line** (*New contractors*) Learn 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. First session presented by Joe Ratto, President, J.A. Ratto Company and Mr. Ratto also teaches business management courses for the National Association of Homebuilders. Second session presented by Kris Alberti, Executive Director of the NW Independent Contractors Association.

\* **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 for The Dept. 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 for The Dept. 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 for The Dept. 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 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. Rosanne Collins, Policy Manager for The Dept. Labor and Industries.

**Get a Refund on Workers Comp Premiums** (*All contractors*) Yes, you can control 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 Diana Finch from Retrospective Rating Program for The Dept. Labor and 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: Gary Delozier /Ellen Swihart Claims Unit Supervisors for The Dept. 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 Darin Lyon Electrical Inspector for The Dept. Labor and Industries. (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.

 **Hazardous Communications (HCS) - Globally Harmonized System (GHS). Part 1 and Part 2** (*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

**Job Site Safety Set-up and Your Weeklies?** (*All contractors*) 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). This is also the required training for your employees. Presented by David Conley of DOSH Consultation for The Dept. Labor and Industries.

**Accident Prevention and Your Weeklies 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 Debra Kellard L&I - DOSH Consultation for The Dept. Labor and Industries.

**Preparing Your Contract and Warranties** (*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.

**Managing the Difficult Customer - And Getting Paid for Your Work** (*All contractors*) 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.

**Insurance Coverage – What You Should Know** (*All Contractors*) Learn some of the differences in insurance policies and bond coverage. What’s covered & what’s not, common exclusions, contract obligations and other legal issues related to contractors insurance. Presented by Brett Hill, Attorney, Ahlers & Cressman PLLC

**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

**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.

**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.

**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.

**EPA/Commerce Lead Paint Rules - Overview Affecting Pre-1978 Housing** (*All Contractors*) The EPA 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 Kris Alberti, Executive Director of the NW Independent Contractors Association.

**Top 10 Things that Sink a Small Business (All 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.

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

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Washington State Department of  
**Labor & Industries**

## **Free Training for Construction Contractors Renton Technical College on Friday December 6, 2013**

- Want to learn how to get a refund on Workers Comp premiums?
- Do you need to update your Construction Contract?
- Want to find out what safety programs you are required to have and how to comply?
- Do you want to know more about the differences between “Marketing” and “Advertising”?

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**. There are than 30 different classes available on a wide variety of topics ranging from marketing to insurance to safety and 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.