

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

**Free Contractor Training Day
Skagit Valley College - Mt. Vernon
Registration Form
Friday June 28, 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			
8:00 AM			
<input type="checkbox"/>	A125	Bidding, Estimating and the Bottom Line	1 Hour
<input type="checkbox"/>	A129	State Taxes – Sales, Use & B&O	55 Minutes
<input type="checkbox"/>	A135	Everything You Want to Know About Your L&I Account	
<input type="checkbox"/>	A136	Insurance Coverage – What You Should Know	
<input type="checkbox"/>	A225	Preparing Contracts and Warranties	
10:00 AM			
<input type="checkbox"/>	A125	Top 10 Things That Can Sink a Small Business	2 Hour
<input type="checkbox"/>	A129	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	A135	Fall Protection	
<input type="checkbox"/>	A136	Contracting on Publically Funded Projects	
<input type="checkbox"/>	A225	Surviving as a Subcontractor	
12:00PM Lunch – on your own			
1:00 PM			
<input type="checkbox"/>	A125	Lead Paint Rule Enforcement by WA Dept of Commerce EPA RRP	55 Minutes
<input type="checkbox"/>	A129	New Contractor Overview	
<input type="checkbox"/>	A135	Jobsite Safety Set Up and Your Weeklies	
<input type="checkbox"/>	A136	Saving Money on Workers Compensation Premiums (RETRO)	
<input type="checkbox"/>	A225	Managing the Difficult Customer	
2:00 PM			
<input type="checkbox"/>	A125	Building Code Update	1 Hour
<input type="checkbox"/>	A129	Prevailing Wage	25 minutes
<input type="checkbox"/>	A135	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	A136	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	A225	Protecting Your Business and Your Customers	
3:30 PM			
<input type="checkbox"/>	A125	Effective Marketing for Contractors	1 Hour
<input type="checkbox"/>	A129	Advanced Prevailing Wage	25 minutes
<input type="checkbox"/>	A135	Saving Money On Unemployment Premiums	

Please bring a copy of this schedule to the training

Please add my Email address to the L&I Training Calendar (Bi-monthly email will be sent with upcoming L&I training events)

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

**Classes will be located at:
 Skagit Valley College Angst Hall
 2405 E. College Way
 Mt. Vernon, Washington 98273**

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

When: Friday June 28, 2013

Check-in and networking begins at 7:30 AM

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

Course Descriptions and Presenters

Bidding, Estimating and the Bottom Line (All 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 of the NW Independent Contractors Association

Top 10 Thing 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.

Lead Paint Rule Enforcement by WA Dept of Commerce 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 Kris Alberti, Executive Director of the NW Independent Contractors Association.

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

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 w at 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.

Everything You wanted to know about your L&I Account (New contractors) - 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 Managers at L&I.

Saving Money on Workers Comp Premiums! (Experienced contractors with employees) - 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.

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

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.

Course Descriptions and Presenters, continued

Saving Money on Your Unemployment Insurance Costs (Contractors with employees) 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 a Tax Office Administrator, with Department of Employment Security.

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 David Conley of L&I DOSH Consultation.

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) and is the required training for your employees. Presented by David Conley of L&I DOSH Consultation.

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.

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 that 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.

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.

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.

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.

Free Contractor Training Days

Over 9,000 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
And sign up for our Quarterly Training Newsletter**

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

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Free Training for Construction Contractors Skagit Valley College, Mt. Vernon WA Friday June 28, 2013

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Would you like to get new ideas for **Marketing Your Business?**
- 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.