

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

**Free Contractor Training  
SPOKANE  
Registration Form  
Friday October 25, 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 360-902-5217**

Select one class in each time frame by checking the box.

Time	Room	Course Title	
<b>7:30 AM</b>		Check-in and networking	1 Hour
<b>8:00 AM</b>	<input type="checkbox"/>	Sasquatch Hazard Communication Standard (HCS) Part 1 of 2 	
	<input type="checkbox"/>	Big Foot Preparing Your Contracts and Warranties	1 Hour
	<input type="checkbox"/>	Little Foot A State Taxes – Sales, Use & B&O	55 Minutes
	<input type="checkbox"/>	Little Foot B Everything You Want to Know About Your L&I Account	
	<input type="checkbox"/>	Activity Center Manufactured/Mobile Home Installer CEU (Installer Class at 8am plus any class at 10 am)	
	<input type="checkbox"/>	Upstairs Conf Rm Plumbing Code Training – Part 1**	
<b>10:00 AM</b>	<input type="checkbox"/>	Sasquatch Hazard Communication Standard (HCS) Part 2 of 2 	
	<input type="checkbox"/>	Big Foot Surviving as a Subcontractor	2 Hour
	<input type="checkbox"/>	Little Foot A State Taxes – Sales, Use & B&O	
	<input type="checkbox"/>	Little Foot B Fall Protection	
	<input type="checkbox"/>	Activity Center Contracting on Publicly Funded Projects	
	<input type="checkbox"/>	Upstairs Conf Rm Plumbing Code Training – Part 2**	
<b>12:00PM</b>		Lunch – on your own	
<b>1:00pm</b>	<input type="checkbox"/>	Sasquatch New Contractor Overview	
	<input type="checkbox"/>	Big Foot Protecting Your Business and Your Customer	55 Minutes
	<input type="checkbox"/>	Little Foot A Saving Money on Workers Comp Premiums (Retro)	
	<input type="checkbox"/>	Little Foot B How to be a Customer Service Hero & Manage Complaints	
	<input type="checkbox"/>	Activity Center Managing Claims to Control Your Industrial Insurance Costs	
	<input type="checkbox"/>	Upstairs Conf Rm Electrical Licensing 101**	
<b>2:00 PM</b>	<input type="checkbox"/>	Sasquatch Bidding Estimating and the Bottom Line	
	<input type="checkbox"/>	Big Foot Managing the Difficult Customer	1 Hour
	<input type="checkbox"/>	Little Foot A Prevailing Wage	25 minutes
	<input type="checkbox"/>	Little Foot B Accident Prevention & Weeklies in Construction	
	<input type="checkbox"/>	Activity Center Small Business Planning	
	<input type="checkbox"/>	Upstairs Conf Rm Contracts for General Contractors	
<b>3:30 PM</b>	<input type="checkbox"/>	Sasquatch Top 10 Things that Sink Small Business	
	<input type="checkbox"/>	Big Foot EPA/Commerce Lead Paint Rules Overview (Affecting Pre-1978 Housing)	1 Hour
	<input type="checkbox"/>	Little Foot A Advance Prevailing Wage	25 minutes
	<input type="checkbox"/>	Little Foot B Hiring an Independent Contractor / Prime Contractor Liability	
	<input type="checkbox"/>	Activity Center Cash Flow Management	
	<input type="checkbox"/>	Upstairs Conf Rm Plumbing Contractors – Certification Requirements**	

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  Newsletter  Bldg. Assoc.  Website  Gov. Office  Other\_\_\_\_\_

**Classes will be located at  
 Spokane Community College  
 Lair Student Center  
 1810 N Green St  
 Spokane, WA 99217**

- \*\*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 obtain **4 hours** Manufactured Installer CEU – Fee \$52.00 (Installer Class at 8am plus any class at 10 am)
- I would like to obtain Department of Ecology Continuing Education Credits



## Free Training for Construction Contractors

Training will take place at:  
Spokane Community College – Lair Center  
1810 N Green St  
Spokane, WA 99217

When: Friday, October 25, 2013  
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!

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### 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 the processes for filing your quarterly premium reports. Presented by Roseann Collins, Employer Services Outreach, 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, Dept. of 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, Claims, Dept. of Labor & Industries.

**Saving Money on Workers Comp Premiums!** (*Experienced Contractors*) 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, Retrospective Rating, Dept. of 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 Rebecca Llewellyn, Detection Tracking and Outreach, Dept. of Labor and 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 Melissa Sharp, Department of Revenue.

**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, Dept. of 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, Prevailing Wage, Dept. of Labor and 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 Kris Alberti President, Northwest Independent Contractors Association.

**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.



**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.

**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 NICA

**Preparing Your Contracts** (*All contractors*) Learn how to create a contract that limits the potential for disputes with your customer. Learn what to write in your contract to protect yourself on payment, change orders, unforeseen circumstances, project delays, punch lists and correction of work, termination, and lawsuits. Bring a copy of your contract to the seminar. The instructor will review it for you. Presented by Linville Law Firm.

**Surviving as a Subcontractor** (*Sub-contractors*) Learn why and how to utilize conditional bidding and information bidding in order to keep your options open to later withdraw your bid. Learn how to review and negotiate the subcontract which is given you by the general contractor for your signature. Learn what and how to negotiate in the subcontract: learn how to negotiate clauses dealing with pay-when-paid, terms of the main contract, termination, scheduling, notice, venue, pass-through claims, trade damage, indemnification, delays and acceleration of work. Finally, learn why, when, where, and how to record a labor and materialmen's lien in order to protect your right to payment for your work. Presented by Linville Law Firm.

**Protecting Your Business and Your Customer** (*All contractors*) Learn why and how to become a corporation or LLC so that your personal assets are not at risk. Learn why and how to keep your employees from competing with you, or taking your customer lists, software, or business secrets. Learn the essentials of building a contract that works for both you and your customer. Learn how to protect both you and your customer by thoroughly understanding and properly following the lien laws of Washington. 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.

**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 Ellie Perka, Attorney, Ahlers & Cressman PLLC

**Contracts for General Contractors** (*all contractors*): This class will cover everything you need to include (and exclude!) in your construction contracts. Brett Hill will review the key contract clauses for general contracts and subcontracts, provide sample agreements, and review good documentation practices on construction projects. Presented by Ellie Perka, Ahlers & Cressman PLLC.

**How to be a Customer Service Hero & Manage Complaints** (*All contractors*) Learn relevant, easy-to-implement tools you can use to create lasting relationships with your customers. BBB will discuss how to determine your customer's needs, how to actively listen and respond to conflict with professionalism, and how to handle difficult customers calmly and respectfully. You'll also learn the best ways to handle complaints if they arise. Presented by Chelsea Maguire Better Business Bureau

**Small Business Planning** (*All contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Ted Schinzel of the Small Business Administration.

**Cash Flow Management - Understand Your Business Financials:** (*All Contractors*) Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by Ted Schinzel, Small Business Administration

**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, Dept. Labor and Industries.

**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). Presented by Presented by Debra Kellard, DOSH Consultation Dept. 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, Dept. 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, 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, 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 Bob Olson, Electrical Program (Plumber Industry Related CEU Course).