

Free Contractor Training

Tumwater - Registration Form

Friday, February 3, 2012

Mail copy of this registration form to:

Dept. of Labor & Industries

Attn: Shari Purves-Reiter

PO Box 44400

Olympia WA 98504-4400

OR FAX to: 360 902-5292

OR Call: 360 902-4733

Or Email: PURS235@lniwa.gov

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

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

Time	Room	Course Title	
7:30 AM		Check-in and networking	
8:00 AM			
<input type="checkbox"/>	Auditorium	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	S117	Preparing Contracts and Warranties	1 Hour 55 Minutes
<input type="checkbox"/>	S118	Manufactured Housing Installer # (Take with any class at 10am)	
<input type="checkbox"/>	S119	Accident Prevention / Safety (&)	
<input type="checkbox"/>	S126	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	S130	Plumbing Code Training – Part 1**	
10:00AM			
<input type="checkbox"/>	Auditorium	Contracting on Publicly Funded Projects	
<input type="checkbox"/>	S117	Surviving as a Subcontractor	1 Hour 55 Minutes
<input type="checkbox"/>	S118	Top 10 Things That Sink a Small Business (&)	
<input type="checkbox"/>	S119	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	S126	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	S130	Plumbing Code Training – Part 2***	
12:00PM		Lunch – on your own L&I has a cafeteria	
1:00PM			
<input type="checkbox"/>	Auditorium	Jobsite Safety Set-up and Your Weeklies (&)	
<input type="checkbox"/>	S117	Protecting Your Business and Your Customers	55 Minutes
<input type="checkbox"/>	S118	WA Dept of Commerce Lead Rule Enforcement for Remodelers(EPA)	
<input type="checkbox"/>	S119	New Contractor Overview	
<input type="checkbox"/>	S126	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	S130	Electrical Licensing 101 *	
2:00PM			
<input type="checkbox"/>	Auditorium	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	S117	Managing the Difficult Customer	1 Hour 25 minutes
<input type="checkbox"/>	S118	Contracts for General Contractors!	
<input type="checkbox"/>	S119	Explosives and Construction in Washington (&)	
<input type="checkbox"/>	S126	Prevailing Wage	
<input type="checkbox"/>	S130	Saving Money on Unemployment Premiums	
3:30 PM			
<input type="checkbox"/>	Auditorium	Effective Marketing for Contractors	
<input type="checkbox"/>	S117	Common Legal Issues for Contractors (&)	1 Hour 30 minutes
<input type="checkbox"/>	S118	Taxes and Recordkeeping	
<input type="checkbox"/>	S119	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	S126	Advanced Prevailing Wage	
<input type="checkbox"/>	S130	Plumbing Contractors – Certification Requirements*	

PLEASE make Copy of this registration for your reference at the workshop.

Please add my E-mail address to L&I List Serve to Receive the Bi-Monthly Training Update

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

Classes will be located in the Dept. of Labor & Industries Building 7273 Linderson Way Tumwater, Wa 98501

- *I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (*) required classes plus one other fee is \$48.00. (Last 3 time slots)
- **I will attend the - Code Training Part 1 for 2 hours of Plumbing Code CEU fee is \$24.00.
- ***I will attend the - Code Training Part 2 for 2 hours of Plumbing Code CEU fee is \$24.00.
- # I want to obtain 4 hours of Manufactured Installer CEU # Class Plus 2 additional hours – Fee \$52.00
- & Yes, I want to obtain 8 Training Hours towards my WA. Blasters License(Take “&” marked classes)



Free Training for Construction Contractors

Where: Dept. of Labor & Industries Building
7273 Linderson Way
Tumwater, WA 98501

When: February 3, 2012, 8:00 AM – 5:00 PM
Check-in and networking begins at 7:30 AM

What are recent workshop attendees saying about the Contractor Training Days...

- .. "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"

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

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, 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. Presented by Anna Coleman, Policy Management, 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: Lori Evans, Claims Unit Supervisors, L&I.

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, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

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 Jim Szpek, L&I, Safety Consultant.

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.

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, at Labor and Industries. (SBB)

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.

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 UI rates assigned and recent changes to the Unemployment Insurance Tax law. Presented Jacquelyn Harris with Employment Security.

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 Seth Millstein, Attorney, Pillar Law, PLLC

Job Site Safety Set-up and Your Weeklies? (*Contractors with employees or subcontractors*) – 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, Assistant Safety Director for Associated General Contractors.

Course Descriptions and Presenters, continued

***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 4 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

*** 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 Audit Manager (Plumber Industry Related CEU Course. Electrician /administrator /trainee CEU credit is not given.)

Plumbing Code Training – Part 1 – (Plumbing Code CEU course) 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 4 year veteran of Labor and Industries.

Plumbing Code Training – Part 2 – (Plumbing Code CEU course) 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 4 year veteran of Labor and Industries.

Manufactured Housing Installer (Continuing Education Credit) – Learn the latest statute, code and rule changes and the most common installation problems. Presented by John McMillan of the Factory Assembled Structure Program at Labor and Industries.

Preparing Your Contract and Warranty – Learn the minimum terms and legal notices that should be part of any contract. Learn the legal requirements for a proper warranty in the State of Washington. Bring your current contract to the seminar to learn what you may need to change in order to make your contract complete, fair, and enforceable. Learn how resolve any dispute through Mandatory Arbitration Rules. Presented by Linville Law Firm.

Managing the Difficult Customer (And Getting Paid for Your Work) – Learn how to deal with the customer who has turned out to be more difficult than you anticipated. 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.

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, their employees,. Learn the value of covenants not to compete, employee manuals, and restrictive employment agreements. Presented by Linville Law Firm.

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.

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

Explosives and Construction in Washington (All Contractors) – Learn what licenses and requirements must be met by subcontractors you hire or for those who would like to use explosives for any types of construction. You will learn about testing, storage, transport and use. Presented by Mason Reiter, Explosive Technical Specialist for L&I

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)

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)

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

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)

**You can send more than one person from your company to this training.
Just make a copy of the registration form and send one for each person.**

Department of Labor and Industries
Specialty Compliance Services
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

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PERMIT # 312



Washington State Department of
Labor & Industries

Free Training for Construction Contractors February 3, 2012 Tumwater, Washington

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Do you have a **written Contract**?
- Have you ever wondered whether or not you should **incorporate your business**?

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 **Contractor Training Day**. Twenty-Five different classes on everything from marketing your business 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.

This course has been approved for **Manufactured Installer Continuing Education Credit** – See our website for additional <http://www.lni.wa.gov/TradesLicensing/FAS/InstallerCert/Renew.asp> information or call: 360-902-6710