

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

**Free Contractor Training
Wenatchee
Registration Form
Friday March 27, 2015**

Mail, Scan, Email or Fax registration to:
Dept. of Labor & Industries
Attn: Julie Perales or Mandi Mackey
PO BOX 44400
Olympia WA 98504-4400
FAX: 360 902-5292
Email: LniTraining@Lni.wa.gov
Phone 360 902-6366 or 360-902-5217

Select one class in each time frame by checking the box.
Please bring a copy of this schedule to the training

Time	Room	Course Title	
7:30 AM	Check-in and networking		
8:00 AM			
<input type="checkbox"/>	2105	Preparing Your Contract and Warranty	
<input type="checkbox"/>	2106	Bidding, Estimating and the Bottom-line	1 Hour
<input type="checkbox"/>	2206	Manufactured Housing Installer @ (plus 1 class at 10am for Certification CEU)	55 Minutes
<input type="checkbox"/>	2209	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	2210	Government Contracting 101	
<input type="checkbox"/>	2212	Plumbing Code Training – Part 1**	
10:00 AM			
<input type="checkbox"/>	2105	Surviving as a Subcontractor	1 Hour
<input type="checkbox"/>	2106	Advanced Government Contracting	55 Minutes
<input type="checkbox"/>	2206	Asbestos Awareness – Requirements for Remodelers	
<input type="checkbox"/>	2209	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	2210	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	2212	Plumbing Code Training – Part 2***	
12:00PM	Lunch – on your own		
1:00pm			
<input type="checkbox"/>	2105	Protecting Your Business and Your Customers	
<input type="checkbox"/>	2106	Insurance Coverage and Bonds – What YOU Should Know	55 Minutes
<input type="checkbox"/>	2206	WA Dept of Commerce Lead Rule Enforcement for Remodelers (EPA RRP)	
<input type="checkbox"/>	2209	Stay at Work – Workers Compensation Insurance Program	
<input type="checkbox"/>	2210	Jobsite Safety Set up and Your Weeklies	
<input type="checkbox"/>	2212	Electrical Licensing 101 *	
2:00PM			
<input type="checkbox"/>	2105	Managing the Difficult Customer	1 Hour
<input type="checkbox"/>	2106	The Essentials of Small Business Planning	25 minutes
<input type="checkbox"/>	2206	Lead, Mold and Silica – What You Need to Know	
<input type="checkbox"/>	2209	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	2210	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	2211	Prevailing Wage	
<input type="checkbox"/>	2212	New Contractor Overview	
3:30 PM			
<input type="checkbox"/>	2105	Effective Marketing for Contractors	1 Hour
<input type="checkbox"/>	2106	Cash Flow Management - Understand Your Business Financials	25 minutes
<input type="checkbox"/>	2206	Respiratory Hazard Protection and Fit Testing (\$28 covers the medical evaluation)	
<input type="checkbox"/>	2211	Advanced Prevailing Wage	
<input type="checkbox"/>	2212	Plumbing Contractors – Certification Requirements*	

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_____

Training will take place at:
Wenatchee Valley
Community College
In Wenatchi Hall Building
1300 Fifth Street
Wenatchee, WA 98801

- *Yes, I want to obtain 4 hours of Plumbing Industry Related CEU Credit which will require attending the two (*) required classes plus one @ 2pm for a fee of \$48.00. (Last three (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.
- Yes I want to obtain Department of Ecology Well Drilling Credits (Free)
- @ I want to obtain 4 hrs Manufactured Installer CEU – Fee \$40.00(@ Class plus any class at 10am)



Washington State Department of
Labor & Industries

Free Training for Construction Contractors

Where: **Wenatchee Valley Community College**
In Wenatchi Hall Building
1300 Fifth Street
Wenatchee, Wa 98801

When: **Friday**
March 27, 2015

Check-in and networking begins at 7:30 AM

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

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.

Government Contracting 101 (*All Contractors*) Growing your business through government contracts can be a bit daunting at first. Discover tools and information that can help you determine who in state and local government buys what you sell, how they buy it, and how you can prepare your firm to succeed in the public marketplace. You'll also be introduced to certifications and resources that may help you gain an edge on the competition. Presented by Leslie Miller, Washington Procurement Technical Assistance Center.

Advanced Government Contracting (*All 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

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

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 Jesse Jameson, Dept. of Labor and Industries.

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 about the processes for filing your quarterly premium reports. Presented by Roseann Collins and Chris Alcatraz, Dept. of Labor and Industries.

Stay At Work – Workers Comp Insurance Program (*Contractors with employees*) - Learn about L&I's new program to help employers keep injured workers on the job and the best part is L&I pays half the wages plus expenses to do it. Learn about how to qualify, how the program works and how this program can benefit your company and your worker. Presented by Chris Ver Eecke, Stay at Work Program Specialist, 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: Nancy Adams, Claims Unit Supervisor, Labor & Industries.

Hiring "Independent Contractors" in Washington State and Protecting Yourself from 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, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Allen Thurston 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 Ken Krous, Revenue Auditor with the Department of Revenue.

The Essentials of Small Business Planning (*New 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, of the Small Business Administration.

Course Descriptions and Presenters, continued

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, and 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*) WA laws 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 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.

Bidding, Estimating and the Bottom line - 10am - (*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, Director NICA

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

Asbestos Awareness – Requirements for Remodelers: (*All contractors*) This course is for all trades persons who will conduct operations which may contact or disturb asbestos in buildings. It is intended to review the source and history of asbestos, and the health effects associated with asbestos exposure. We will discuss the regulations which limit the activities you may perform relating to asbestos. Finally, we will discuss recognizing damaged and deteriorated asbestos-containing materials. This course also requires that employees be made aware of the locations and quantities of asbestos materials in the building where they work. Receive 2 Hour Asbestos Awareness Cert for Attending Presented by Kris Alberti, Executive Director of the NICA

Lead, Mold and Silica – What You Need to Know – (*All contractors*) This course covers the regulations and departments that construction companies have to follow when their workers are exposed to lead, asbestos, silica or mold on the job site. Class covers basic PPE required, best practices, air sampling equipment required and decontamination procedures. Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association

Respiratory Protection/Hazard Communication: (*Contractors whose employees wear respirators*) - All employees who wear respirators must receive respirator training, medical evaluations, and fit testing. All these are provided through this class. (Medical Evaluations/Fit Testing \$28.00) Hazard Communication covers training and written plan requirements for contractors who work with chemicals such as paints, primers, epoxy's, & glues.

****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 4 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 4 year veteran of 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, 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 Jeffreys, Electrical, Department of Labor and Industries(Plumber Industry Related CEU Course.)

@ 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.

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 and Membership Director for the Building Industry Association of Washington (BIAW).

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

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

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Free Training for Construction Contractors Wenatchee, Washington March 27, 2015

- Want to learn how to **save money** on Workers Compensation costs?
- Would you like to **improve your construction contract**?
- Do you have a **written Business Plan**?
- 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 **Construction Contractor Training Day**. Over 25 different classes on everything from marketing your business to taxes to difficult customer 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.
- **Manufactured Installer Continuing Education Credit** – See our website for additional information
<http://www.lni.wa.gov/TradesLicensing/FAS/InstallerCert/Renew.asp> or call: 360-902-6710