

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

Free Contractor Training Wenatchee Registration Form Friday June 22, 2012

Mail, Scan, Email or Fax registration to:
Dept. of Labor & Industries
Attn: Shari Purves-Reiter
PO BOX 44400
Olympia WA 98504-4400
FAX: 360 902-5292
Email: PURS235@Lni.wa.gov
Phone 360 902-6366 or 360-902-4733

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	Prevailing Wage	1 Hour
<input type="checkbox"/>	2206	Manufactured Housing Installer @ (plus 1 class at 10am for Certification CEU)	55 Minutes
<input type="checkbox"/>	2208	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 1**	
10:00 AM			
<input type="checkbox"/>	2105	Surviving as a Subcontractor	1 Hour
<input type="checkbox"/>	2106	Advanced Prevailing Wage	55 Minutes
<input type="checkbox"/>	2206	Contracts For General Contractors	
<input type="checkbox"/>	2208	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	2210	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	2212	Plumbing Code Training – Part 2***	
12:00PM	Lunch – on your own		
1:00pm			
<input type="checkbox"/>	2105	Managing the Difficult Customer	
<input type="checkbox"/>	2106	New Contractor Overview	55 Minutes
<input type="checkbox"/>	2206	Don't Dig into Trouble – Washington has a New Dig Law	
<input type="checkbox"/>	2208	WA Dept of Commerce Lead Rule Enforcement for Remodelers (EPA RRP)	
<input type="checkbox"/>	2210	Saving Money on Workers Compensation Costs	
<input type="checkbox"/>	2212	Electrical Licensing 101 *	
2:00PM			
<input type="checkbox"/>	2105	Protecting Your Business and Your Customers	1 Hour
<input type="checkbox"/>	2106	The Essentials of Small Business Planning	25 minutes
<input type="checkbox"/>	2206	Contracting on Publically Funded Projects	
<input type="checkbox"/>	2208	Top 10 Thing that Sink a Small Business	
<input type="checkbox"/>	2210	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	2212	Saving Money on Your Unemployment Insurance Costs	
3:30 PM			
<input type="checkbox"/>	2105	Effective Marketing for Contractors	1 Hour
<input type="checkbox"/>	2106	Basic Cash Flow Management - Understand Your Business Financials	25 minutes
<input type="checkbox"/>	2206	Advanced Prevailing Wage	
<input type="checkbox"/>	2212	Plumbing Contractors – Certification Requirements*	

Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

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 other 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
June 22, 2012

Check-in and networking begins at 7:30 AM on June 19th

Don't miss out on this great training event! Fax 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.

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

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 Brett Hill, Ahlers & Cressman PLLC.

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, 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 Manager, L&I.

Saving Money On Workers Compensation Costs! (*Experienced contractor*) - 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 Jessica Nau, Retro Program Assistant Manager.

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 Supervisor, Labor & Industries.

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, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Benfield 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 Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

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.

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).

Course Descriptions and Presenters, continued

Preparing Your Contract and Warranty – 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 – 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 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) – 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.

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 (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

Saving Money on Your Unemployment Insurance Costs – 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 Jenna Dixon, Tax Administrator, with the Department of Employment Security.

Don't Dig into Trouble – Washington has a New Dig Law – Save you and your company a lot of headaches and money by learning how changes to Washington's Dig Law (RCW 19.122) affect the construction industry. Learn your responsibilities and how you can avoid fines, damage costs and delaying your job. Presented by Anna Gill, UTC Damage Prevention Coordinator

****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 Dene Koons, Electrical Inspection Supervisor (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.

Free Contractor Training Days

Over 7,000 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 or sign up for our Quarterly Training Newsletter

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

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Free Training for Construction Contractors Wenatchee, Washington June 22, 2012

- Want to learn how to **save money** on Workers Compensation or Unemployment Premiums?
- 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 20 different classes on everything from marketing your business to taxes 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.
- **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