

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

Free Contractor Training

Spokane

Registration Form

Friday, September 10, 2010

Mail copy of this registration form to:

Dept. of Labor & Industries

Attn: Shari Purves-Reiter

PO Box 44400

Olympia WA 98504-4400

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

OR FAX to: 360 902-5292

OR Call: 360 902-6366 or 360-902-4733

Please bring a copy of this schedule to the training

Time	Room	Course Title	
7:30 - 8:00am		Check-in and networking	
8:00 AM			
<input type="checkbox"/>	Room 108	Manufactured Housing Installer @ (plus 1 class at 10am for Certification CEU)	1 Hour
<input type="checkbox"/>	Room 109	Bidding, Estimating and the Bottom Line (SBB)	55 Minutes
<input type="checkbox"/>	Room 110	Saving Money on Your Unemployment Insurance Costs	
<input type="checkbox"/>	Room 111	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	Room 106	Plumbing Code Training – Part 1**	
10:00 AM			
<input type="checkbox"/>	Room 108	This Applies to Me – Small Business, Big Requirements (SBB)	2 Hour
<input type="checkbox"/>	Room 109	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Room 110	Surviving as a Subcontractor	
<input type="checkbox"/>	Room 111	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	Room 106	Plumbing Code Training – Part 2***	
12:00PM		Lunch – on your own	
1:00pm			
<input type="checkbox"/>	Auditorium	Preparing Contracts and Warranty	
<input type="checkbox"/>	Room 108	New Contractor Overview	
<input type="checkbox"/>	Room 109	New EPA rule – Renovation, Repair and Painting overview session	55 Minutes
<input type="checkbox"/>	Room 110	Hiring an Independent Contractor / Prime Contractor Liability (SBB)	
<input type="checkbox"/>	Room 111	Tips on Handling the Difficult Customer (BBB)	
<input type="checkbox"/>	Room 106	Electrical Licensing 101 *	
2:00PM			
<input type="checkbox"/>	Auditorium	Managing the Difficult Customer (Linville Law firm)	
<input type="checkbox"/>	Room 108	Cash Flow Management - Understand Your Business Financials	1 Hour
<input type="checkbox"/>	Room 109	Bidding, Estimating and the Bottom Line	25 minutes
<input type="checkbox"/>	Room 110	Prevailing Wage (SBB)	
<input type="checkbox"/>	Room 111	Green Building	
<input type="checkbox"/>	Room 106	Get Money Back from L&I – Say It's So!	
3:30 PM			
<input type="checkbox"/>	Auditorium	Protect Your Business and Your Customer	
<input type="checkbox"/>	Room 108	How to Hire and Find Good Employees	1 Hour
<input type="checkbox"/>	Room 109	Effective Marketing for Contractors	25 minutes
<input type="checkbox"/>	Room 110	Small Business Planning	
<input type="checkbox"/>	Room 111	Residential Construction Accident Prevention (SBB)	
<input type="checkbox"/>	Room 106	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_____

**Classes will be located at
Center Place
2426 N Discovery Place
Spokane Valley , Wa 99216**

- *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 hrs Manufactured Installer CEU – Fee \$52.00(@ Class plus any class at 10am)
- Yes, I would like to obtain Credit for my Dept. of Ecology Well Driller Certification



Free Trainings for Construction Contractors

Where: **Center Place, City of Spokane Valley**
2426 N Discovery Place
Spokane Valley , Washington 99216

When: **Friday, September-10, 2010**

Check-in and networking begins at **7:30 AM**

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 Mic Roe, Specialty Compliance Technical Specialist.

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 William Moomau, Outreach Supervisor, L&I.

Get Money Back from L&I – Say It's So! (*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 by Gary Van Cleef 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.

Tips on Handling the Difficult Customer (*All contractors*) – A discussion of common customer service issues, including common customer complaints received at the Better Business Bureau and tips on handling the difficult customer. Presented by Shela Styer, ADR Coordinator with BBB.

***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 Wayne Molesworth, 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.

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 from the Washington State Department of Revenue.

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

New EPA rule – Renovation, Repair and Painting overview session (*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

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 UI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Angie Hughes and Melissa Hartung, Tax Specialists, with Employment Security.

Course Descriptions and Presenters, continued

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.

Green Building – What is it all about? (All contractors) - Learn more about Washington's green building programs and the advantages of going "green". Discover the established rating system that incorporates green building principles from start to finish. Green Building focuses on: energy efficiency; site and water considerations; indoor air quality; and materials selection to provide homes that are less expensive to own and operate provide greater comfort, durability and are good for the environment. 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.

How to Hire and Find Good Employees (All contractors) Learn what resources are available to help find, screen, and hire new employees. Presented by Kathy Atha of Spokane County WorkSource.

****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 6 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 6 year veteran of Labor and Industries.

Small Business Basics (SBB) – Get an overview of the classes you need to start your business off right

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)

THIS APPLIES TO ME? Small Companies and Big Requirements (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)

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)

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)

Residential Construction Accident Prevention and 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 NICA.

**You are welcome to send multiple people to this training class
Please just copy the registration form and send one in for each person**

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

PRSR STD
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OLYMPIA WA
PERMIT # 312



Free Training for Construction Contractors Spokane, September 10, 2010 (Friday)

- Want to learn how to **save money** on Workers Compensation premiums?
- Do you need to **update** your Accident Prevention plan?
- Are you planning on **Bidding on a Prevailing Wage/ Public Works** project?
- Do you have a **written Business Plan**?

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 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