

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

**Bellingham**  
**Free Contractor Training – Registration Form**  
**Friday, March 27, 2009**

**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: 360 902-6366 or 360-902-4733**

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

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

Time	Room	Course Title	
<b>7:30 AM</b>		Check-in and networking	
<b>8:00 AM</b>			
<input type="checkbox"/>	HC 108	Bidding, Estimating and the Bottom-Line	1 Hour 55 Minutes
<input type="checkbox"/>	HC 103	Boiler Installer Safety	
<input type="checkbox"/>	HC 104	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	HC 111	Saving Money on Unemployment Premiums	
<input type="checkbox"/>	HC 115	Have you Done Your Weeklies/ Jobsite Safety Set-up	
<input type="checkbox"/>	HC 219	Plumbing Code Training – Part 1**	
<b>10:00AM</b>			
<input type="checkbox"/>	HC 108	Bidding, Estimating and the Bottom Line	1 Hour 55 Minutes
<input type="checkbox"/>	HC 103	Construction Contracts – What you should know!	
<input type="checkbox"/>	HC 104	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	HC 111	Accident Prevention / Safety	
<input type="checkbox"/>	HC 115	Green Building	
<input type="checkbox"/>	HC 219	Plumbing Code Training – Part 2***	
<b>12:00PM</b>		Lunch – On your own	
<b>1:00PM</b>			
<input type="checkbox"/>	HC 108	Effective Marketing for Contractors	55 Minutes
<input type="checkbox"/>	HC 103	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	HC 104	New Contractor Overview	
<input type="checkbox"/>	HC 111	Get Money Back from L&I – Say It’s So!	
<input type="checkbox"/>	HC 115	Overtime, Breaks and Deductions	
<input type="checkbox"/>	HC 219	Electrical Licensing 101 *	
<b>2:00PM</b>			
<input type="checkbox"/>	HC 108	Subcontracting: Learn About Common Subcontracting Pitfalls!	1 Hour 25 minutes
<input type="checkbox"/>	HC 103	The Essentials of Small Business Planning	
<input type="checkbox"/>	HC 104	New Contractor Overview	
<input type="checkbox"/>	HC 111	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	HC 115	This Applies to Me? Small Companies Big Requirements	
<input type="checkbox"/>	HC 219	Prevailing Wage	
<b>3:30 PM</b>			
<input type="checkbox"/>	HC 108	Cash Flow Management - Understand Your Business Financials	1 Hour 30 minutes
<input type="checkbox"/>	HC 103	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	HC 104	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	HC 115	Accident Prevention / Safety	

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

I learned of this workshop via:  Mailing  Newsletter  Bldg. Assoc.  Website  Gov. Office  Other \_\_\_\_\_

**Classes will be located at:**  
  
**Bellingham Technical College**  
**Haskell Center (Bldg HC)**  
**3028 Lindberg Ave**  
**Bellingham, Washington 98225**

- \*Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education 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 Part 1 - Code Training for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.
- \*\*Yes, I will to attend the Part 2 - Code Training for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.



Washington State Department of  
Labor & Industries

# Free Training for Construction Contractors

**Where:** Bellingham Technical College  
Haskell Center (Bldg HC)  
3028 Lindberg Ave  
Bellingham, Washington 98225

**When:** Bellingham – March 27, 2009, 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”
- “Thank you for this “free” opportunity to learn more and help our business”

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

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## 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 Susan Davis, Prevailing Wage Agent with L&I.

**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 Joe Sumrall, Contractor Compliance Inspector 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 Sandra Craypo, Policy Manager, 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 Jessica Jeffreys, Financial Incentives Coordinator, 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 Bennington, Claims Unit Supervisors, Labor & Industries.

**Overtime, Break Periods and Deductions** (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Deanna Ensley, Wage Agent with L&I

**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 Darrell Keith, L&I, Safety Consultant.

**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 Bonnie Jauregui 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 John Rapp, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

**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, 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*) – What electrical work can a general contractor perform and when must electrical work be subcontracted. What is “Grand fathering”? How do you file complaints? Presented by Steven Jeffers, Lead Electrical Inspector. (Plumbing Industry Related CEU course)

**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 Paul Snare, SCORE Tacoma, with a 40-year career in the engineering and construction trades.

**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 Paul Snare, SCORE Tacoma

**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 Presented by Kris Alberti, Executive Director of the Northwest Independent Contractors Association

**Subcontracting: Learn About Common Subcontracting Pitfalls!** (*Subcontractors*) – Learn about common subcontract terms that generals tend to use to put the subcontractor in a position where it is difficult to win in a dispute. This class will include a review of problematic clauses such as pay-if-paid, change directives, warranties, pass-through claims, etc. and how to deal with these clauses. Never blindly sign a subcontract again. Presented by Sage Linn, Attorney with Linville Law Firm PLLC

**Construction Contracts – What You Should Know!** (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney with Linville Law Firm PLLC

**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 of BIAW.

**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 Director of the Building Industry Association of Washington.

**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 CEU course)

**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 Code CEU course)

**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 UPI rates assigned and recent changes to the Unemployment Insurance Tax law. Presented by Brian Simmons and Paula Leach of the Employment Security Dept.

**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 Northwest Independent Contractors Association

**Boiler Installer Safety** (*Boiler installers*) At this new workshop, boiler installers will learn just what happens during an installation inspection and how to be in compliance. What do inspectors look for? What are the most common problems found? Come to this workshop get your questions answered and learn about web site resources to make your job easier. There will be a Q&A period at the end. Presented by Mike Carlson, L&I boiler inspector.

**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 Ecology Well Driller Continuing Education Credit may be obtained by attending Contractor Training Day – please call for more information.

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

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Washington State Department of  
Labor & Industries

## **Free Training for Construction Contractors** **March 27, 2009** **Bellingham, Washington**

- Want to learn how to **save money** on Workers Compensation premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to learn how to **manage your cash flow more effectively**?
- Do you have a **written Business Plan**?
- Do you have a written **Contract**?

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**. Twenty-two 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.