

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

## Free Contractor Training Day

### Columbia Basin College - Pasco

#### Registration Form

### Friday, May 10, 2019

Mail, fax or email a copy of registration form to:  
**Dept. of Labor & Industries**  
**Attn: Julie Perales or Mandi Mackey**  
**PO Box 44274**  
**Olympia WA 98504-4274**  
**Fax: 360-902-5292**  
**Email: LniTraining@Lni.wa.gov**  
**OR Call: 360-902-6366 or 360-902-5217**

**\*\*\*Select one class in each time frame by checking the box\*\*\***

Time	Room	Course Title	
7:30 a.m. – 8:00 a.m. Check-in and networking			
<b>8:00 a.m.</b>			
<input type="checkbox"/>	SWL 204	Everything You Want to Know About Your L&I Account	
<input type="checkbox"/>	SWL 206	Creating Your Own Construction Contract	1 Hour
<input type="checkbox"/>	SWL 210	State Taxes – Sales, Use and B&O	50 Minutes
<input type="checkbox"/>	SWL 221	Bidding, Estimating, and the Bottom Line	
<b>10:00 a.m.</b>			
<input type="checkbox"/>	SWL 204	Drywall Industry Workers' Compensation Reporting	
<input type="checkbox"/>	SWL 206	Handling the Difficult Customer and Getting Paid for Your Work	2 Hour
<input type="checkbox"/>	SWL 210	State Taxes – Sales, Use and B&O	
<input type="checkbox"/>	SWL 212	Hiring an "Independent Contractor" and Avoid Prime Contractor Liability	
<input type="checkbox"/>	SWL 221	What Washington Contractors Don't Know	
<b>12:00 p.m.</b> Lunch – on your own			
<b>1:00 p.m.</b>			
<input type="checkbox"/>	SWL 204	Dig Law	
<input type="checkbox"/>	SWL 206	Avoiding Claims – You Too can Lead a Charmed Life	50 Minutes
<input type="checkbox"/>	SWL 210	Essentials of Small Business Planning	
<input type="checkbox"/>	SWL 212	Electrical Licensing 101	
<input type="checkbox"/>	SWL 221	Paid Family and Medical Leave: Getting Ready for 2019	
<b>2:00 p.m. to 5:00 p.m.</b>			
<input type="checkbox"/>	SWL 221	Public Works and Prevailing Wage %	3 Hours
<b>2:00 p.m.</b>			
<input type="checkbox"/>	SWL 204	How to Become a Successful Subcontractor	1 Hour
<input type="checkbox"/>	SWL 206	New Contractor Overview	20 minutes
<input type="checkbox"/>	SWL 210	Marketing Strategies for Today's NEWER Contractor	
<input type="checkbox"/>	SWL 212	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	SWL 214	Paid Sick Leave Law Requirements Overview	
<b>3:30 p.m.</b>			
<input type="checkbox"/>	SWL 204	Lead-Based Paint Guidelines for Contractors	1 Hour
<input type="checkbox"/>	SWL 206	OMWBE Certification Review Workshop	30 minutes
<input type="checkbox"/>	SWL 210	Marketing Strategies for Today's EXPERIENCED Contractors	
<input type="checkbox"/>	SWL 212	Return to Work Incentive Programs	

Please bring a copy of this schedule to the training

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  Email  Bldg. Assoc.  Website  Gov. Office  Other\_\_\_\_\_

**Classes will be located at**  
 Columbia Basin College  
 Social Sciences & World  
 Languages Bldg (SWL)  
 2600 N 20<sup>th</sup> Ave  
 Pasco, WA 99301

- Yes, I would like to obtain Public Works Responsible Bidder Training Credit (% class at 2 p.m. to 5 p.m.)
- Yes, I would like to obtain Credit for my Dept. of Ecology Well Driller Certification (Free)

**When: Friday, May 10, 2019**

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

**Don't miss out on this great training event register today!!**

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### Course Descriptions and Presenters

**% Public Works and Prevailing Wage** (*Experienced contractors*) – 2 p.m. to 5 p.m. class: The who, what, why, when and where of state prevailing wage requirements. What you need to know when working on a public works project, responsible bidding requirements, Intent and Affidavit paperwork, certified payroll records, scope of work descriptions, retainage, contract bond, contract release, and more! Bring your questions! **Effective July 1, 2019 public works experience or training is required. This workshop satisfies the new training requirement for responsible bidders.** Participants must attend entire class to receive credit. Presented by Chuck Ziegert, Dept. of Labor & Industries.

**Hiring “Independent Contractors” & Avoid Prime Contractor Liability** (*All Contractors*) – Learn the distinction between an “independent contractor” and a covered worker. In some cases, someone you consider an “independent contractor” is actually a worker who has legal protections that cannot be waived. If so, you may be an employer with “covered workers” under Washington workers’ compensation law and not realize it. This overview will help you understand the necessary requirements for independent contractors about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Kathy Vargas, Dept. of Labor and Industries.

**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 they are 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 Melissa Crumb, Dept. of Labor and Industries.

**Drywall Industry Workers’ Comp Reporting & How to Qualify for Discounted Rates!** (*Drywall contractors*) – Learn all about workers’ compensation coverage, reporting requirements, and how you can qualify for DISCOUNTED RATES! This class will cover your risk classes, square footage reporting rules, supplemental reports, owner-subcontractor reports, and more. If you install, and/or tape and texture, this class is for you. Presented by Melissa Crumb, Dept. of Labor & Industries.

**Managing Claims to Control Your Industrial Insurance Costs** (*Contractors with employees*) – 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 Angelique Guppy, Dept. of Labor and Industries.

**Return to Work Incentive Programs** (*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 Leslie Stickel, Dept. 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 Kalora Mondt, Dept. of Revenue.

**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, Dept. of Labor and Industries.

**Paid Sick Leave Requirements Overview** (*Contractors with employees*) – Learn about the new Paid Sick Leave Law requiring employers to provide paid sick leave to most employees beginning January 1, 2018. This class will provide an overview of Initiative 1433, which changed state law regarding minimum wage, ensuring tips and service charges are given to the appropriate staff, requiring employers to provide paid sick leave, and protects employees from retaliation for lawful use of paid sick leave by the Minimum Wage and Labor Standards Act (chapter 49.46 RCW). Presented by Mandi Mackey, Dept. of Labor and Industries.

**Dig Law** (*All contractors*) – Does your job require digging or excavation? Learn how you can set your job up for success and possibly save being billed for costly underground utility repair, injury, or worse. Before you put a shovel in the ground, find out what is required in the dig law, RCW 19.122, and get some great Call 811 Before You Dig materials and information on best practices. Presented by Lynda Holloway, Damage Prevention Manager, Utility & Transportation Commission.

**OMWBE Certification Workshop** (*All Contractors*) – The Washington State Office of Minority and Women’s Business Enterprises is presenting this workshop for all small businesses interested in contracting with state government. The certification you may receive is used by buyers for state agency, educational institutions and transportation related projects. Learn the benefits of certification ... and you can bring your prepared application if you wish! (Fees for submitting an application may apply.) For more information prior to this event visit us at [www.omwbe.wa.gov](http://www.omwbe.wa.gov)., or call a “Certification Trainer” 1-866-208-1064.

## Course Descriptions and Presenters, continued

**Creating Your Own Construction Contract** (*All contractors*) – Get good advice and practical instruction on writing your own contract. Make your contract all about how you do your work and what you expect from your customer. Bring a copy of whatever contract you are currently using so that you can mark it up during the class. The course's 30-page handout is thorough, comprehensive, written for practical application and fully covers the "what" and the "why" of terms of your construction contract. The handout includes the Notice to Customer, which Washington Law requires you provide to your customer before you commence work. Presented by the Linville Law Firm.

**Handling the Difficult Customer and Getting Paid for Your Work** (*Subcontractors*) – You may have less of a problem doing your work than dealing with some of your customers – so be prepared. This course will teach you, how and why, to carry on your business as an entity that is separate from you and your spouse; what to watch for when meeting potential customers; how to avoid stumbles and fumbles when complying with Washington State's regulations and rules; negotiating a contract with your customer that matches your and your customer's expectations, with regard to your work and your customer paying for that work; how to manage and control the customer as the work progresses toward completion; warranties; non-disparagement clauses; and how to prepare and record a lien in order to ensure you get paid for your work. This course includes a 37-page handout of practical instruction together with all the relevant forms. Presented by the Linville Law Firm.

**Avoiding Claims – You too can Lead a Charmed Life** (*All contractors*) – What claims? Where do claims come from? You don't see them until they arrive. Then it's usually too late. Claims come from your creditors against you and your spouse personally. Claims come from your customers, your general contractor, your subcontractors, the Department of Labor and Industries, the Employment Security Department, and the Department of Revenue. This course explains the sources and scopes of these claims and how to prevent them from landing on your doorstep. This course includes a 35-page handout of accurate explanation, instruction and the necessary forms. Presented by the Linville Law Firm.

**How to Become a Successful Subcontractor** (*Subcontractors*) – This class focuses on: (1) bidding to general contractors; (2) how to respond to one-sided subcontracts that general contractors ask you to sign; and (3) pre-lien notices and liens. This class will teach you what pitfalls and traps to watch out for in the one-sided subcontracts that you receive from general contractors. We will discuss modifying subcontracted clauses like pay-when-paid, acceptance of prior work, scheduling, flow down clauses, insurance, change order directive, warranties, pass through claims, notices, venue and dispute resolution. Learn the importance of liens and learn the laws of Washington State with regard to pre-lien notices and the recording of liens on private projects and the filing of claims against payment bonds and retainages. This course includes a 23-page handout of current and accurate instruction together with all necessary forms. Presented by the Linville Law Firm.

**Effective Marketing for Newer Contractors** (*All contractors*) – You opened your business doors less than 5 years ago – congratulations! Are your marketing efforts working? Do you have a website, and if so how are you using it to market your business? Are you considering social media to boost your marketing? In this workshop attendees will discuss the basics of a marketing/advertising strategy and the various components needed to create a Marketing Plan. Join this session to: Learn the difference between "marketing" and "advertising"; Acquire information about new (and older, proven) strategies to effectively market your business; Attain knowledge on how to create meaningful content and use it successfully; and Learn from the experiences of others on the advantages and disadvantages of the various forms of advertising. Presented by Karen Hall, Building Industry Association of Washington (BIAW).

**Effective Marketing for Experienced Contractors** (*All contractors*) – Are you feeling like you are in a marketing/advertising rut since you opened your doors 5, 10, or 20+ years ago? If you have a marketing plan that you look at once a year but you have no idea if it is working, you need this workshop. Do you have a website but you're not sure if it's driving business in the door? Do you use social media or want to give it a try? This workshop will allow attendees to learn while sharing their experiences (good and bad) with others. Join this session to: Revisit, Revise, and Revamp your website; Take your Social Media presence to the next level; Focus on your Target Market and the message you want to send; Find out about new tricks for your business; and, Learn from the experience of others as well as the advantages and disadvantages of the various forms of marketing and advertising. Presented by Karen Hall, BIAW

**Essentials of 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 Joel Nania, Small Business Administration.

**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, NW Independent Contractors Association (NICA).

**What Washington State Contractors Don't Know** (*All contractors*) – Do you know all the agencies that have rules for Contractors in Washington? Wonder how many forms you are supposed to be filling out a year? Sure you know what the 7 points of an Independent Contractor certification is? Are you a Certified Renovator, should you be? Can your brother collect unemployment from your company? Do you know all the safety regulations you are required to have annual training for? This class covers in checklist style, rules and requirements for Washington Contractors... It's not designed to be in-depth training, but rather give your company a heads up on training and research they need to be doing to not be acquiring massive liabilities to the State. Presented by Kris Alberti, Executive Director, NICA.

**Lead-Based Paint Guidelines for Contractors** (*All Contractors*) – Learn about the similarities and differences between the HUD Lead-based Paint Abatement Program and the EPA Renovation, Repair and Painting Program, including the types of projects that fall under the regulations of each program, and who is required to have certification and how to obtain individual certification or firm certification in either program. Presented by Jennifer Caraway, Certification Specialist, Dept. of Commerce.

**Paid Family and Medical Leave: Getting Ready for 2019** (*Contractors with employees*) – Washington is only the 5th state to offer statewide paid family and medical leave. This program offers all Washington employees up to 12 weeks of paid leave during life's most challenging moments. This statewide insurance program is funded by employees and most employers and could be critical to employee retention, managing training costs, and global competitiveness. Join us as we discuss the leave benefits, legal requirements for Washington businesses, and important deadlines approaching this fall. Presented by Matt LaPalm, Employment Security Department.

Department of Labor and Industries  
DTO – Outreach & Education  
Attn: Julie Perales or Mandi Mackey  
PO Box 44274  
Olympia WA 98504-4274

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Washington State Department of  
Labor & Industries

## Free Training for Construction Contractors Pasco on Friday, May 10, 2019

- Want to learn how to **save money** on Workers Compensation premiums?
- Do you need to update your Construction Contract?
- Would you like to get some tools to **create more accurate bids**?
- Do you want to know more about **Working on Public Works Projects**?

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.