



2022 CLASS CATALOG



ASBESTOS AWARENESS / LEAD IN CONSTRUCTION / SILICA TRAINING

This class covers health hazards in construction and required awareness training for health hazards in construction. Asbestos Awareness (2 hours) is required for employers who work in buildings where their employees might contact asbestos per WAC 296-62-07722. Particularly in pre-1978 buildings, but in others also, workers may come in to contact with lead based paint or lead in a form that may cause exposure and are employers are required to provide training to those workers on WAC 296-155-176. Washington State is required to update it's Silica rule to meet OSHA's new standard for worker exposure in construction. This class covers, containment, work practices, PPE and decontamination for health hazards.

ANTICIPATING BUSINESS RISKS THROUGH PREVENTIVE LAW

This presentation will provide preventive law strategies and case studies to help you avoid pitfalls with your contracts, including: (1) understanding and negotiating unreasonable contractual obligations and responsibilities; (2) developing a centralized contracting process, including vendor pre-qualification procedures and deploying your own forms; and (3) identifying and responding to potential business continuity issues.



BUILDING A BENEFIT PACKAGE FOR EMPLOYEE ENGAGEMENT

Employee benefits programs are an integral part of the company's total compensation plan and are a key factor in employee satisfaction. This course provides a high-level understanding of benefit programs and will help you assess and design programs to meet the needs of employees. Moreover, it will help you, appreciate low-cost, unconventional benefits and comply with regulations impacting benefits plans and retirement packages.



CAPS I - MARKETING & COMMUNICATING WITH THE AGING IN PLACE CLIENT

Millions of Americans are living longer and more active lives. Because they are embracing newly found and changing lifestyles, they need to revitalize their home environment. Identifying this burgeoning opportunity and then developing the skills to interact with this market can help you grow your business dramatically.

By completing this course, participants will be able to:

- Identify access points and marketing opportunities within targeted AIP market segments.
- Explain how allied professionals can collaborate effectively to serve a targeted AIP market.
- Identify common challenges of functioning in a real-world environment for the AIP population.
- Enhance the client consulting process with effective needs assessment and communication techniques.

This course will benefit builders, remodelers and allied professionals that serve the aging in place market, including occupational therapists, real estate professionals and trade contractors as well as academics.

CAPS II - DESIGN CONCEPTS FOR LIVABLE HOMES AND AGING IN PLACE

This course enables participants to identify common challenges and understand attractive design concepts that create a safe and comfortable environment for clients who want to age in place (AIP) as well as individuals who have a condition that requires home modifications or equipment.

By completing this course, participants will be able to:

- Identify special considerations for estimating, scheduling and executing livable home and AIP jobs while the client is in residence.
- Identify legal and contractual considerations for building professionals providing livable home and AIP design solutions for residential clients.
- Describe the categories of design and how they relate and apply to the three AIP market segments.
- Describe specific design concepts for the livable home and AIP client. The course presents various methods and techniques for modifying home design, from the perspective of new construction and retrofitting.

CAPS III – DETAILS & SOLUTIONS FOR LIVABLE HOMES AND AGING IN PLACE

This course builds on the CAPS I & II courses (which are recommended) by introducing design solution techniques, innovative products and best practices for product installation for CAPS professionals to use when creating livable spaces in which to age in place. Participants will engage in hands-on activities from real case studies to apply material learned in all CAPS courses.

By completing this course, participants will be able to:

- Create comprehensive designs for aging in place projects.
- Become familiar with available innovative and specialized products.
- Practice design and installation for key components of in AIP home design.
- Implement techniques of budget integration into design and product selection
- Identify common missteps for design and installation of AIP solutions.
- Review and apply solutions for common single-room modifications cases
- Identify common installation considerations for modifications of a specified space.
- Prioritize solutions in a whole house multi-generational case study while being compliant with budgetary constraints with consideration given to phased construction application.
- Prioritize individual tasks relative to a projects budget and urgency.

CERTIFIED LEAD RENOVATOR – INITIAL

Does your business involve the renovation, repair or painting of structures built before 1978? If so, there are federal regulations that took effect, April 22, 2010, which may prevent you from performing your work. Under the United States Environmental Protection Agencies Lead-Based Paint Renovation, Repair, and Painting (RRP) Program. Construction firms must apply for and receive EPA Certification to disturb paint as part of their work in pre-1978 housing and child-occupied facilities. In addition, all of these jobs must be supervised by Certified Renovators; specifically, individuals who have completed an EPA-accredited, full-day training course.

The training course is required for any contractor that is involved in any activity that will - or has the potential to - disturb six square feet of lead-based paint in a room or 20 square feet on the exterior.

We bring a blend of easy compliance, practical application, and real answers to your questions to this training. In addition to the EPA curriculum, we will provide you with valuable insights on how L&I views lead related work along with other free resources to help your company stay in compliance.

You are required to renew every five years. If you renew through an online program, it's every 3 years. Firms who knowingly or willingly violate the RRP Program requirements could face penalties of up to \$10,000 per day, per violation and/or imprisonment.

CERTIFIED LEAD RENOVATOR – REFRESHER

This 6-hour refresher training class, which is required every 5 years, is for individuals who have previously completed the Certified Lead Renovator Initial in compliance with the Renovation, Repair and Painting (RRP) rule. If you renew through an online program, it's every 3 years. The training will refresh RRP contractors in how to work safely in housing and child-occupied facilities with lead-based paint and to teach them how to comply with both EPA's RRP Rule and the Washington State Department of Commerce's Lead Safe Housing Rule. Participants will review the information that was provided to them in the Initial Certified Lead Renovator class and be provided with current information regarding regulatory changes, changes in state-of-the-art work practices, as well as other changes to the RRP Certified Lead Renovator discipline. Firms who knowingly or willingly violate the RRP Program requirements could result in penalties of up to \$10,000 per day, per violation and/or face imprisonment.

*Students are required to show documentation of initial certification. Bring your unexpired CLR card to class. If you cannot find your CLR card, you will need to contact the company who previously certified you to obtain a copy. Because this is an individual certification, it is required to obtain your personal home address and date-of-birth before class. If you show up to the class without your CLR card, you will not be able to attend the CLR Refresher and will still be held responsible for the class fee. However, if this a combination class of the Initial and Refresher, with Instructor approval you may attend the CLR Initial and pay the difference between the two classes. You will need to have your photo taken at the class for your new card.

CERTIFIED EROSION & SEDIMENT CONTROL LEAD (CESCL)

Do you need a Construction Stormwater General Permit from Ecology? If your project disturbs over an acre of land or is in a subdivision, you probably do. This permit states that all sites disturbing over an acre of land must have a Certified Erosion and Sediment Control Lead (CESCL). The CESCL is trained to inspect, install, and manage stormwater controls on your site. Ecology requires a CESCL to be on-call at all times, so most companies will need more than one employee trained as a CESCL. This certification is good for three years.

CESCL RECERTIFICATION

Is your Certified Erosion and Sediment Control Lead (CESCL) certification about to expire? The Department of Ecology requires a CESCL on all stormwater permitted construction sites over an acre and CESCL certifications must be renewed every three years with a one-day class. Designed for residential builders, BIAW's CESCL recertification class will answer builder questions, including what BMP's perform best on construction sites, how to keep those BMP's working, what red flags signal erosion problems, and how to effectively work with local and state inspectors. This class will also walk you through the planning and execution of erosion control in a subdivision.

COACHING FOR IMPROVEMENT

This training provides solid examples of sound coaching skills that will help you learn to coach for improvement. Coaching is not just for discipline. Being a great coach can provide employees with a trusted mentor who will help them shape and grow in their careers. Coaching for improvement can lead to happier employees and longer employee retention.

COMPETENT PERSON: CONFINED SPACE

Do your employees enter confined spaces? Do you know the definition of what a Confined Space is? All employers who have employees enter these types of spaces are required to provide training for their employees. These spaces are items such as:

- Utility Vaults
- Trenches
- Sewers/Manholes
- Silos
- Process Vessels
- Hoppers
- Pits
- Ductwork
- Piping Systems

Note: Confined Space accidents are one of the most common fatality accidents in construction. Attend this course to identify common mistakes and the role of the attendant, entrant, and supervisor.

COMPETENT PERSON: FALL PROTECTION

The # 1 cause of death in the construction industry in Washington State continues to be falls from elevation.

- Do your employees know how to use a full-body harness?
- Have they been trained as a “competent person?”
- Do your employees know at what height fall protection is required?

Learn various fall protection systems, how to establish a controlled access zone, and safety monitoring systems. Hands-on demos of PPE and fall arrest systems are included.

Note: A Fall Protection work plan is required anytime a fall hazard of 10ft. or more exists. These need to be completed by a Competent Person.

COMPETENT PERSON: FALL PROTECTION WITH LADDER SAFETY

Same as above with added ladder safety technique.

COMPETENT PERSON: TRENCHING & EXCAVATION

Do your employees play in the dirt? Have you ever been concerned about what lies below? Does your company have a designated Competent Person to evaluate soil types, make decisions on protective systems and will know when to call before you dig? Are excavation terms like benching, sloping, shoring and shielding part of your everyday vocabulary? Then this class is for you. We will go through the WAC relating to trenching and excavation operations and give employees the knowledge they need to be considered a Competent Person by L&I definition.

Note: If your business does any type of digging operations then a Competent Person in Trenching Operations is required on site.

CONSTRUCTION CONTRACTS & LIEN LAW

Bring a copy of your Contract to be reviewed in class. Lunch is NOT included (with the exception of BIA of Whatcom County classes).

The Contracts portion of the class will teach you the important terms you need to address in your contract in order to minimize the occurrence and magnitude of problems that inevitably arise with customers or other contractors. You will learn how to write an improved contract that contains the required legal notices, limits your exposure to claims and liabilities, provides for economical resolution of a dispute, establishes a practical method of handling change orders, gives the customer a limited warranty, and precludes your customer from firing you and hiring somebody else to fix or complete your work. All good things you need in your standard contract.

This seminar also explains the significant terms of the standard commercial subcontract and how these terms can present unwanted risk to the subcontractor. The Contracts seminar comes complete with a 238-page course book in a durable 3-ring binder that is current, accurate and explanatory. You can go online at www.linvillelawfirm.com and view the complete table of contents for this book.

The Lien section of the class will teach you how to prepare, record and foreclose a lien on either a commercial or residential project. The seminar will also teach you how to prepare, file and foreclose your lien against a payment bond or a retainage on any federal, state, county, or city public works project. The Lien seminar comes complete with a 343-page course book in a durable 3-ring binder that is totally current, accurate and explanatory. All necessary forms are included. The course book is an excellent reference guide, designed for practical application.

CONDUCTING COURAGEOUS CONVERSATIONS

This course is designed to provide managers with the resources to facilitate discussions with and between employees at all levels within an organization. The purpose is to have safe conversations, in a protected environment where thoughts and feelings are not only appreciated, but understood. Utilizing these tactics should reduce tension, conflicts, and help employees stay focused and engaged.

CONVERT RECRUITMENT WOES INTO HIRING WINS

To recruit, interview, and retain top talent in today's job market, you need to possess the skills necessary to target potential candidates, write effective job descriptions, create powerful ads, and recruit talented employees all while complying with numerous employment laws that protect applicant's rights. This course walks you through each step of the process that is designed to recruit employees while avoiding pitfalls for the unwary.



DESIGNING THE PERFECT PERFORMANCE REVIEW FOR YOUR BUSINESS

Would you build a house without a solid foundation or a plan? A performance review ultimately is just a really good plan. Many supervisors put off and even dread giving performance reviews because they feel rudderless. This session guides the participants on how to write and present a quality performance review in a simple yet effective manner. This session guides the attendees through a step-by-step process for the review and they will write an evaluation during the session (creating a systemic and organic feedback process vs. a one-time annual check-in).



EFFECTIVE LISTENING SKILLS

Communication is one of the most important life skills. Being a great communicator also incorporates the ability to honestly listen. This course will provide you with an overview of the importance of effective listening, describe and discuss various listening types, and provide you with some exercises to help you improve your active listening skills.

ELEMENTS OF AN EFFECTIVE WEBSITE

It's so easy to ignore your website like most small companies do. In this session Ann breaks shares the elements that every remodeler's website needs to have. Attendees will come away knowing what they can do to improve their current site or if it's time to bite the bullet and get a new one.

ENSURING INDEPENDENT CONTRACTOR STATUS

Defining workers' roll for payroll is a critical aspect of your business. With improper classification, your business could wind up owing a worker overtime or being fined for failing to make proper withholdings. This course outlines the distinctions between an independent contractor and an employee.

ESTIMATING AND SCHEDULING FOR PROFITABLE BUSINESS OPERATIONS

The ability to effectively prepare for a project is vital to your success. Project preparation consists of multiple processes that work together and, when performed effectively, increase your efficiency and profitability, improve client satisfaction and enhance team and vendor relationships. Come away with the knowledge and skills to perform two of the critical processes in project preparation: estimating costs and creating the schedule to complete the project.

Who Should Take This Course?

Small-volume builders, custom builders, remodelers, production builders, project managers, and lead carpenter.



FLAGGING CERTIFICATION

Learn the flagger's roles and responsibilities, traffic control techniques, set up procedures, barricades, job site orientation, clothing requirements, and night flagging rules. Meets requirements for the Washington Administration Code (WAC) for Signaling and Flagger's WAC 296-155-305.

Each student that successfully completes the exam will receive a Flagger's Certification Card that is valid for 3 years and a Flagger's Manual, which is a terrific reference guide.

Note: If your business stops or directs traffic during your normal course of work this must be done by a Certified Flagger. Flagging students are required to provide their Driver's license numbers.

FORKLIFT CERTIFICATION

Do your employees operate a Powered Industrial Truck, better known as a fork lift? We can help lift your firm to success by offering a Qualified level fork-lift operator course. Your employees will be trained on the following different Classes of Powered Industrial Trucks: 1, 3, 4, 5 & 7. We will provide classroom training for these types of lifts and a practical evaluation tool to be used at your convenience.



GHOSTING IN THE WORKPLACE

Ghosting in the workplace has become a common problem. People don't show up for interviews, or don't even show up for work leaving you feeling tired, frustrated, and understaffed. This session focuses on mechanisms to reduce Ghosting to improve the hiring process.



HOME IMPROVEMENT PROJECT FINANCING 101

Understanding how your clients come up with the funds to pay for your projects is a key element in managing the sales process. Not all financing is created equal and can make or break a project. Join us and learn the types of funding available and which make sense for your clients and what you're selling. From savings to home equity, construction loans to Buy Now, Pay Later and more, knowing what the cost of money is to your clients can mean more money in their pockets to spend on getting the features they really want.



INDEPENDENT CONTRACTOR CLASSIFICATION

Hiring someone as an independent contractor used to be easy. Today, it's just not the case, and it is oftentimes the subject of litigation and agency actions. Determining whether someone is accurately classified as an independent contractor is crucial, or you could be liable for overtime wages and reimbursement of withholdings and penalties to federal, state, and local tax agencies. This course outlines the various tests used to determine whether your worker is an independent contractor or technically an employee.

INTRODUCTION TO HR EMPLOYMENT LAWS

Managers need to understand the basics of a variety of employment laws to make sure that they comply with both state and federal employment laws while also making sure their employees are cared for. This course provides a foundation on critical employment laws, while also providing tools to manage employment issues and mitigate risks.



L & I SAFETY COMPLIANCE DAY AND NEW ACCIDENT PREVENTION PLAN

Job-related injuries are avoided when companies allocate the necessary time and resources to ensure that people who come to work or visit their offices, warehouse facilities, and construction job sites are safe. When workplace safety is a high company priority, and when your employees are properly trained, they feel more comfortable and confident on the job.

This class meets written plans and training requirements for contractors in Washington State. Includes: Construction Accident Prevention and Safety; PPE; Fall Protection; Ladders, Scaffolds and Stairways; Heat Related Rules; Respiratory Protection/Hazard; Communication and Excavation/Trenching. Smart employers make certain safety procedures are included among company policies. You will also receive a written safety plan and customized training for your company.

LEGALEASE FOR EMPLOYEES

This session reviews various leave laws that impact your business and explains how to handle employee absences due to personal or family medical reasons. Understanding leave laws will lead to improved employee morale while lessening the likelihood of liability caused by an employer failing to comply with legally mandated leaves.



MASTER GOOGLE MY BUSINESS

Google My Business is the #1 SEO tool for small businesses today. Learn what you need to do to master it and reap the benefits in being found and attracting your ideal clients and projects.

MASTER GOOGLE MY BUSINESS FOR BIAs/HBAs

Did you know that your Google My Business listing shows up in search results more prominently than your association's websites? That means that a prospective member might only see your Google profile and not click to your website. In this session you'll learn how to master it and make your association shine with member and sponsor reviews, photos and more.

MAXIMIZING ENGAGEMENT THROUGH CONFLICT RESOLUTION

Accusations happen. It's an aspect of human relations that carries into every organization and at every level within a business. Managers who can manage accusations effectively – both up and down – will have more productive teams. This course provides a high-level guide to understanding what accusations are legally significant, de-escalate interpersonal drama, and mediate conflict between employees or groups of employees when the communication breaks down between parties.



ONBOARDING: THE FIRST 90 DAYS

Now that you've negotiated and hired a new employee, it's time to introduce them to your business and the team. This course provides an overview of best practices to simplify onboarding a new employee, as well as what to include in the orientation training, and the first 90-days follow-up. Additionally, we will address why on-the-job training is important to your new employee's success. As the saying goes, you have one chance to make a good first impression.

OSHA 10 HOUR

****Class time is 5 hours per day ****

Get the training you need to stay DOSH/OSHA compliant. This course gives employees basic knowledge to be competent in their workplace when identifying existing or predictable hazards likely to cause injury.

- Introduction to OSHA
- Personal Protective Equipment
- Crane Safety
- Electrical Safety
- Lockout / Tag out
- Job Hazard Analysis
- Fall Protection
- Scaffold Awareness
- Ladder Safety
- Confined Space
- Trenching and Excavation
- And Much More



PROJECT MANAGEMENT

Learn project management concepts and strategies designed to help you increase your professional value and the value you bring to your company and customers. This course will teach you the basics of successful project management. A successful project is one that is built on time, on budget, and to the customer's satisfaction. The course explains the role of project managers during each phase of a project, including the pre-construction, construction, and post-construction phases. Project management tools and effective management of trade contractors will also be discussed.



QUALIFIED SIGNALING & RIGGING

Correct Rigging is essential to make the lift safe. Understanding how to calculate load weights, sling angles, and knowing about wire rope are all critical for the Rigger. If you do not know the proper Rigging techniques, your load could be improperly attached and the Rigging could fail.

Learn the rejection criteria for wire rope and synthetic slings, how to rig an unstable load, and how to select the proper type of wire rope when you complete this 8-hour course

Note: Washington State requires a Qualified Rigger and a Qualified Signaller to be on-site anytime hoisting and rigging operations are performed in conjunction with a crane.



REVIEWS AND TESTIMONIALS SPEAK VOLUMES AND DRIVE ACTIONS: How to set up a system to get more reviews and bring in more business

80% of consumers believe online reviews and testimonials as much as a reference of a friend. What people say about your work, your company and your staff remains online, good or bad. The smartest companies take reviews seriously and leverage what satisfied clients have to say.



SELLING YOUR CONTRACTOR BUSINESS

80% of consumers believe online reviews and testimonials as much as a reference of a friend. What people say about your work, your company and your staff remains online, good or bad. The smartest companies take reviews seriously and leverage what satisfied clients have to say.

SUCCESSFUL INTERVIEWING SKILLS

A successful interview is more than finding out both where they worked and the type of work they performed. It requires the interviewer to be a recruiter, salesperson, business owner, and negotiator. This course provides you with the skills and tools necessary to hire top-quality talent.

SUCCESSION PLANNING FOR SUCCESS

Capitalizing on your organization's team strength and developing your leadership from within is a winning strategy for the growth of your business. You have no better resource than your employee base. However, cultivating emerging leaders from within takes time and a planned approach. This course incorporates the skills you need to assess, promote, and train your future company leaders.



TRAINING TO WIN

Continuous improvement plans are a great investment. Employees who are continuously trained take pride in the quality of their work, do not believe their careers are stagnant, appreciate their employer, and can use newfound knowledge & skills to improve the overall business. This course explains how to outline and develop your training program. Plus, it provides you with the steps to evaluate the effectiveness of your internal training program. Making this course a win-win.



YOUR MARKETING STRATEGY BLUEPRINT: Start with a plan to succeed

You wouldn't begin a remodel without plans, so why doesn't your marketing have a plan? In this webinar, we explain how to create a marketing strategy that matches with where you're taking your company, how to identify and understand your ideal clients (and projects!) so that you can focus your efforts on programs that will deliver results.

YOUR ONLINE PRESENCE IS EVERYTHING: What you need to do to make the most of it

To thrive in 2020, you need more than a solid reputation. In this seminar we go through all the elements of your online presence, demonstrating and explaining why it's so much more than your website. By understanding the elements that go into it, you can take action to constantly improve it and beat the competition.

INTERESTED IN SIGNING UP FOR A CLASS?

Contact Sarah Hannon-Nein, Education Program Manager



sarah@biaofclarkcounty.org



(360) 989-4086

Please Note: A minimum of 6 students is required to hold a class