

# Business Practices for Minnesota Contractors



## Course Description

This seven hour video course focuses on the primary responsibilities of running a successful contracting business in Minnesota according to the rules and regulations surrounding the industry. All contractors should be aware of the business related requirements of their profession. This especially includes statutory regulations regarding warranty, contract and solicitation laws. Lien laws, advertising requirements, MNOSHA, lead and asbestos regulations are covered as well. Finally, one hour of advanced building techniques that utilize energy efficient methods is included to satisfy the Department of Industry and Labor energy requirement.

Learning objectives are provided to facilitate student understanding and progress. Incremental assessments (quizzes) appear at the end of each chapter. The final assessment ensures mastery of content covered. Students must answer 70% of the questions correctly in order to receive credit/certification for the course.

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## COURSE OUTLINE

### Chapter 1- Contractor Registration Program

**\*Learning Objectives:** 1) Understand the contractor registration requirements and who must comply. 2) Learn how the registration process works. 3) Be able to identify the prohibited activities related to contractor registration.

1. Independent contractors
2. Employee/Employer relationship
3. Independent Contractor criteria
4. Exemptions from the registration process
5. Registration website
6. Prohibited activities
7. Enforcement and Penalties

## **Chapter 2 - Introduction to MNOSHA**

**\*Learning Objectives:** 1) Describe the role MNOSHA plays in administering safety regulations. 2) Distinguish who is responsible for compliance. 3) Recognize and describe recordkeeping and reporting requirements.

1. Chapter 182 Minnesota Occupational Safety and Health
2. OSHA Mission
3. Employer responsibilities
4. Employee responsibilities
5. Inspections and penalties

## **Chapter 3 - Lead and Asbestos Requirements**

**\*Learning Objectives:** 1) Understand who needs to be RRP certified. 2) Explain the difference between renovation and abatement work. 3) Describe the MN asbestos ban and asbestos licensing requirements.

1. 326B.106 Subd. 13,14 Pre-1978 structures and lead certification
2. Lead Poisoning Prevention Act
3. 325F.01 Asbestos ban
4. 326.71 (4) Asbestos related work
5. 326.70-81 Penalties

## **Chapter 4 - Written Contracts, Roofing Contracts, Unenforceable Clauses and Records**

**\*Learning Objectives:** 1) Recognize the circumstances under which contracts must be written, and what language must be used. 2) Understand the right to cancel provisions for roofing contracts. 3) Explain recordkeeping requirements.

1. Management
2. Materials/Craftsmanship
3. Daily Log Book
4. Standards

## **Chapter 5 - Home Solicitation Sales Act**

**\*Learning Objectives:** 1) Outline the mechanics of a Home Solicitation sale, including how to calculate the right-to-revoke period. 2) Identify what must be included in every

contract covered by the Home Solicitation Sales Act. 3) Understand the process of cancellation.

1. Definitions
2. Right to Cancel
3. Return of Goods and/or Payment

## **Chapter 6 - Statutory Housing Warranty Claim Process I**

**\*Learning Objectives:** 1) Understand the language involved in statutory warranties, and be able to describe coverage for both dwellings and home improvements. 2) Identify the key warranty concepts that must be included in a written contract. 3) Identify what is, and what is not covered by the statutory housing warranty.

1. Definitions
2. Types of Warranties
3. Limitations
4. Exclusions

## **Chapter 7 - Statutory Housing Warranty Claim Process II**

**\*Learning Objectives:** 1) Understand the obligations of the contractor when served a Notice of Claim. 2) Describe the process of the dispute resolution process.

1. Notice of Claim
2. Time Limits
3. Repairs and Inspections
4. Dispute Resolution
5. Remedies

## **Chapter 8 - Contractor Recovery Fund**

**\*Learning Objectives:** 1) Gain an understanding of the Contractor Recovery Fund, and the fees contractors must pay. 2) Describe the provisions and limitations of reimbursement.

1. Definitions
2. Fees
3. Application and Review

#### 4. Hearings and Compensation

### Chapter 9 - MN Lien Law

**\*Learning Objectives:** 1) Identify pre-lien notice requirements and the steps to filing a lien claim. 2) Be able to describe the line claim foreclosure process.

1. Required Notifications
2. Non-Payment, Penalties and Remedies
3. Foreclosure of Liens

### Chapter 10 - Falsifying Information

**\*Learning Objectives:** 1) Understand the requirements surrounding advertising. 2) Define false information, grounds for sanction and fraudulent, deceptive behavior.

1. License Requirements
2. Grounds for Sanctions
3. Fraudulent, Deceptive or Dishonest Practices

### Chapter 11 - Energy Efficient Building I

**\*Learning Objectives:** 1) What is advanced framing, and what are some of the techniques used? 2) List the uses of insulated headers and energy heel trusses. 3) Understand the benefits of pre-fabricated walls.

1. Advanced Framing Techniques
2. Raised Heel Trusses
3. Double walls
4. Prefabricated walls

### Chapter 12 - Energy Efficient Building II

**\*Learning Objectives:** 1) Identify strategies to encourage employee and subcontractor compliance using energy efficient methods. 2) Determine the purpose of air barriers, and what materials and methods are used.

1. Planning
2. Air Sealing
3. Airtight Drywall Approach
4. Structural Insulated Panels
5. Insulated Concrete Forms

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