

22ND ANNUAL VIRGINIA OCCUPATIONAL SAFETY AND HEALTH CONFERENCE

"Back to Basics"

October 18-20, 2017

VIRGINIA BEACH CONVENTION CENTER
1000 19TH STREET
VIRGINIA BEACH, VA 23451
(757) 385-2000



Don't miss keynote speaker
Regina McMichael, CSP, CET
when she presents.....
"Wife Left Behind: The
Making of a Safety Professional"
- an inspiring and compelling
presentation!

Visit us on:



YouTube

or at www.doli.virginia.gov

Presented by the Virginia Department of Labor and Industry
in association with Virginia State Association of Occupational Health Nurses



VOSH PRE-CONFERENCE & SPECIALTY COURSES....

PLEASE NOTE: THESE COURSES ARE HELD **IN ADDITION** TO THE 3-DAY CONFERENCE, AND REQUIRE AN ADDITIONAL FEE. PRE-REGISTRATION IS REQUIRED. ONSITE REGISTRATION IS NOT AVAILABLE FOR THESE COURSES.

OSHA 10 HOUR GENERAL INDUSTRY— 10/17—10/18/17 presented by DOLI staff

This course covers the OSHA policies, procedures and standards; as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA general industry safety and health 10-hour course completion card.

OSHA 10 HOUR CONSTRUCTION — 10/17—10/18/17 presented by DOLI staff

This course covers OSHA policies, procedures and standards; as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA construction safety and health 10-hour course completion card.

OSHA 10 HOUR CONSTRUCTION IN SPANISH — 10/17—10/18/17 presented by DOLI staff

This course covers in Spanish, OSHA policies, procedures and standards; as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA construction safety and health 10-hour course completion card.

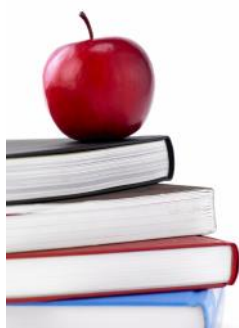
EHS LEADERSHIP— 10/17/17 presented by Carter Ficklen III, CIH, CSP, Program Manager, Mission Technologies, Inc., NASA Langley Research Center

While sound technical and scientific knowledge is paramount in our profession, organizations demand strong leadership and communication skills in their EHS professionals. Understanding key principles of business communication and building strong leadership skills are what make the difference in achieving organizational and individual success.

Everyone wants to make good things happen in a demanding, complex work environment and to be seen by management, peers, and subordinates as an exceptional leader.....but how do we do this??

- One of the key elements to becoming an exceptional leader is to understand our own personality traits and characteristics.
- This course will use the DiSC personality profile as a tool to facilitate learning exercises related to EHS leadership and communication.
- Attendees will engage in discussions relating to their own personalities as well as those of others that they routinely interact with as part of their EHS responsibilities.

Additional course elements will include interactive discussions and exercises on listening and communication skills.



KEYNOTE AND GENERAL SESSION SPEAKERS....

KEYNOTE SPEAKER: Regina McMichael, CSP, CET



Not even 21 years old, Regina was suddenly a widow when her husband fell to his death. You've heard from survivors of incidents and even their spouses – but what about a journey of using a workers' comp settlement to pursue a degree in safety and then become an expert in the industry? Regina McMichael has worked as a safety professional for over 25 years, but only recently began to speak publicly about what it means to start your life over and then dedicate it to saving just one life – just one – in trade for the one that was lost. Hear this compelling story and use her insights to keep your career on track and inline with all the conflicting challenges of being a safety professional. This inspiring program will lift safety professionals to a new perspective on the impact of both the loss of lives and the opportunity to save them. Hear how all the components of safety management must fit together to truly prevent injuries and illness. Translate the passion for what you do into opportunities to truly change your life and those you work with.

OPENING SESSION SPEAKER: Richard Mendelson



Richard Mendelson started his career as a summer intern Clerk at OSHA's Long Island Area Office in 1988. He moved up through the ranks as a Safety Technician and then a Compliance Officer before being promoted to the New York Regional Office in 1996. At the Regional Office he served in Federal State Operations as a Safety Specialist and the Regional Construction Coordinator. In 2000 he was promoted to Area Director of the Manhattan Area Office, and in 2009 to Deputy Regional Administrator of OSHA Region 2. In January 2016, Richard was selected as Regional Administrator for OSHA Region 3 in Philadelphia, which covers Pennsylvania, Delaware, Maryland, Virginia, West Virginia, and the District of Columbia.

CLOSING SESSION SPEAKER: Mark Ames



Mark Ames joined AIHA in November 2016 from ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers). At ASHRAE, he co-led their D.C.-based Government Affairs Office, providing strategic direction in the development of their public policy priorities and representing the organization's membership to Congress, the White House, and multiple Federal Agencies. Mark was responsible for the development of policy recommendations in all issue areas at ASHRAE, and provided direction to ASHRAE's State, local, and non-U.S. government affairs activities. Working with their Board and leaders from 182 Chapters and over 100 technical and other committees, he has played a central role in streamlining ASHRAE's government affairs activities, improving coordination, messaging, and effectiveness, and producing consistent results. Prior to ASHRAE, Mark worked at the National Association of Secondary School Principals (NASSP), and the Native American Contractors Association (NACA) on a wide variety of diverse issues.

Mark holds a Master's Degree in Applied Politics and a Bachelor's Degree in Political Science from The American University and is a graduate of the university's Public Affairs and Advocacy Institute.

CONFERENCE WORKSHOPS & POSTER SESSION....



PLEASE NOTE: THESE WORKSHOPS ARE OFFERED AT THE BEGINNING OF THE 3-DAY CONFERENCE AND DO NOT REQUIRE REGISTRATION OR AN ADDITIONAL FEE

DRIVE SMART VIRGINIA

OCTOBER 18, 2017 · 9AM –11AM

Managers worry about the safety of their employees and the most dangerous part of any employees day is the time they spend driving. So, how do you get employees to concentrate on safe driving when they're on the job? Do the employees always wear their seat belts? Do you have a cell phone policy for employees who drive for work? How is that policy enforced? Research points to distracted driving as the cause of 80% of traffic crashes. This session will help you understand the importance of focusing on traffic safety strategies for employees.

ASBESTOS ABATEMENT

OCTOBER 18, 2017 · 9AM –11AM

This workshop will be presented by the Virginia Department of Labor and Industry. The asbestos workshop will be inclusive of the asbestos construction standard 1926.1101, the asbestos general industry standard 1910.1001, Neshap EPA regulations, and National Emission Standard for Hazardous Air Pollutants. Discussion will also cover the requirements for these regulations and information on the lead standard 1926.62.

ASSE STATEWIDE BRIEFING

OCTOBER 18, 2017 · 9AM –11AM

Join fellow members of the American Society of Safety Engineers from around the Commonwealth at a meet and greet, discuss meeting plans for the year, marketing and membership opportunities and hear from ASSE leadership. If you're an ASSE member, plan to attend this great networking opportunity! If you're not an ASSE member but are interested in joining, please join us!

Find out how you can add strength to your chapter's numbers!

POSTER SESSION

OCTOBER 18, 2017—9AM

Don't miss the Safety and Health Poster Session being presented by the VOSH Consultation Division at the 20th Annual Virginia Occupational Safety and Health Conference. The Poster Session will consist of presentations displayed on bulletin boards by an individual or small group and a brief narrative mixed with illustrations, tables, graphs, and similar presentation formats.

The poster will communicate a specific safety and health hazard, best practices, or other noteworthy topics from the occupational safety and health field and will be displayed for the duration of the conference.

SESSION DESCRIPTIONS....



“3C’S AND NUMBER 2”, CONVERSATIONS ABOUT OCCUPATIONAL CANCER PREVENTION –

This presentation discusses the cancer as not only one of the major killers of Americans, but discusses strategies that can be implemented to minimize the exposures that can be controlled.

ADVANCED BASICS OF EMPLOYEE RESPONSE TO AN ACTIVE SHOOTER

This training will consist of power point, lecture, discussion and actual demonstrations. Listed below are the topics covered in the training program:

- Define an Active Shooter
- Run Hide Fight concept in-depth
- Run Hide Fight interactive scenarios
- Survivor Mindset (Mental preparation and Mental Practice)
- Mitigation Factors
- Physical Security Mitigating Factors
- Characteristics of an Active Shooter
- Problems with Solutions to RUN HIDE FIGHT
- Various barricade devices and techniques
- Workplace Weapons available to defend against attack
- Emergency Action plans and how they contribute to survivability.
- Breakdown of individual responsibilities
- Actions of First responders and expected employee responses.
- Post Event Actions
- Physiological experience
- Weapons Disarming demonstration
- Control holds demonstration

BOILER AND PRESSURE VESSEL SAFETY

This session will present an overview of the Division of Boiler Safety Compliance and its responsibilities. It will be a general description of the Boiler Safety Law, the rules and regulations, and the codes that we operate by. Some background material on how the codes came into

being will be discussed and how they continue to change to conform to present day requirements and evolving technology. The session will include department operations and how we track boilers and pressure vessels in our database. There will also be added information on some of the accidents that have occurred recently and things that are being done to prevent future occurrences.

BULLYING, HARASSMENT AND VIOLENCE PREVENTION IN THE PUBLIC SECTOR

This presentation discusses the issue of bullying, harassment and violence in the public-sector workplace. Specifically, it discusses connections, strategies for prevention and recognition of this threat to worker safety and health.

DOLI CONSULTATION AND SHARP PROGRAMS

Find out the latest information on the requirements and benefits of these VOSH safety and health recognition programs. See if your workplace measures up.

IMPULSE NOISE

This presentation is intended to introduce the audience to the current limitations occupational health and safety professionals face when trying to assign risk to the exposure of impulse noise from weapons fire. In fact OSHA offers little guidance and definitive statements when it comes to impulse noise exposure. NIOSH is currently revisiting their impulse noise exposure guidance. There are many differences between continuous noise and impulse noise including key terminology and damage risk assessment. There is a great debate among impulse noise subject matter experts and until much needed research is performed there may not be a consensus on the horizon. This presentation will introduce the audience to equipment that accurately and not so accurately measures the peak of an impulse waveform.

SESSION DESCRIPTIONS....



LABOR LAW AND EMPLOYMENT LAW UPDATES

Are you in compliance with the labor and employment laws of the Commonwealth? Are you up to speed with recent changes to Department of Labor and Industry policy? Are you aware of the suggested changes to current legislation regarding employment in Virginia? If you answered no to any of these questions, this session is for you.

LEADERSHIP BASICS: INVESTING IN YOUR FIRST-LINE SUPERVISORS

Now more than ever, organizations are looking for ways to further integrate safety into day-to-day operations. The most underutilized and least prepared resource for many companies in their pursuit for safety excellence involves the first-line supervisor. This discussion provides insight into how you can better prepare your supervisors for the leadership roles they can and should be fulfilling. Practical take-aways will be provided that can be immediately applied for the development of your supervisors and the growth of your organization.

PLAN, RESPOND AND ORGANIZE IN THE EVENT OF AN INJURY, PUT THE PRO IN PROACTIVE

Learn how to be PROactive dealing with workplace injuries and their many facets. This session will help you to prepare for some of the problems and professionals that you may come across while handling an injury. This class will discuss planning, investigating, documenting and resolving an injury at your site.

PUBLIC SECTOR SAFETY CHALLENGES ROUNDTABLE

Public Sector employers often struggle with limited resources and employ multiple contractors for much of their work. This can raise issues managing multi-employer worksites and cause difficulties with competing budgets vying for essential available resources. Come meet with others in local, state and federal organizations who struggle with these same challenges. Pick up some lessons-learned and share valuable information with your neighbors and partners across the public-sector.

UPDATE ON ACCOMODATION RESOURCES AVAILABLE IN VIRGINIA

New partnerships are being developed in Virginia between manufacturers, vocational rehabilitation, skills training and employers with employees who are aging in place. Come hear about some of these resources that are available to you and leave with steps you can take to help your current employees, expand your good faith efforts, and connect with new candidates thru non-traditional means.

VISION 20/20: PREVENTING OPPORTUNITY BLINDNESS

This session is designed to show you how to identify opportunities by being mindful of the power of assumptions, by applying process thinking principles and by understanding how human nature helps us in the decision-making process. Examples and stories bring this session to life. Join us to experience a new way of looking at challenges and help your employer innovate past the competition.

2017 VOSH CONFERENCE AGENDA....

OSHA 10-Hour Courses (Pre-Conference)

- General Industry
- Construction
- Construction in Spanish

Each course will start on Tuesday, October 17, 2017 and end mid-morning on Wednesday, October 18, 2017.

Sign in will begin promptly at 7am on both days. The courses will begin promptly at 7:30am on both days.

Course Attendance:

Attendees are expected to attend all sessions/length of course. **Those who do not attend the entire length of the course will not receive a course completion certificate/card.**

Attendees will be required to sign-in upon arrival on Tuesday, October 17, after return from lunch on Tuesday, October 17 and upon arrival on Wednesday, October 18. Each 10-Hour Course is limited to 40 students per course.

EHS Leadership and Communication Skills (Pre-Conference)

This six-hour course will be held one day on Tuesday, October 17, 2017 at 8:30 am.

Sign in for this course will begin at 8:00 am

This course is limited to 40 students.

Wednesday, October 18, 2017

9am Conference Registration Open

9am Exhibits Open

9am Poster Session

9-11am **CONFERENCE WORKSHOPS**

DRIVE SMART Virginia—
Janet Brooking

ASSE Workshop

Asbestos Workshop—Doug Wiggins,
VA Department of Labor & Industry

11:45am **OPENING REMARKS**

C. Ray Davenport, Commissioner,
VA Department of Labor & Industry

Warren Rice, Director,
Cooperative Programs
VA Department of Labor & Industry

12:00pm **LUNCH**

1:15pm **OPENING GENERAL SESSION**

Richard Mendelson
Regional Administrator
OSHA Region III

2:15pm **SESSIONS**

1. Public Sector Safety Challenges Roundtable—
Scott Kalis, City of Virginia Beach
2. EM 385—Rod Markley, Mid-Atlantic OSHA
Training Institute
3. DRIVE SMART VA— Janet Brooking &
Rich Jacobs, DRIVE SMART VA

4. Advanced Basics of Employee Response to an Active
Shooter—Michael Britt & Donny Hawkins,
Sentinel Security Group, LLC
5. Process Safety Management- How Complicated Is
It?— John Moore III, MS, CIH, CSP, Control EHS
6. How to Run a Successful Fatigue Management
Program —Korrie Mapp, MS, CPE, Control EHS

3:15pm **BREAK**

3:35pm **SESSIONS**

1. Overview of Walking and Working Surfaces—
TBD
2. Vision 20/20: Preventing Opportunity Blindness-
J.A. Rodriguez Jr., CSP, SGE, Raytheon Company
3. DRIVE SMART VA— Janet Brooking &
Rich Jacobs, DRIVE SMART VA
4. Focus 4 Caught In, Struck By, Electrocution and Falls
— Gregory Tate, CSP & Nicholas DeJesse,
US Department of Labor/OSHA
5. Process Safety Management- How Complicated Is
It?— John Moore III, MS, CIH, CSP, Control EHS
6. How to Run a Successful Fatigue Management
Program —Korrie Mapp, MS, CPE, Control EHS

5:00pm **RECEPTION IN VENDOR AREA**

Thursday, October 19, 2017

8:00am **SESSIONS**

1. Advanced Basics of Employee Response to an Active
Shooter—Michael Britt & Donny Hawkins,
Sentinel Security Group, LLC
2. VPP and Best Practices—DOLI—VPP Staff
3. Vision 20/20: Preventing Opportunity Blindness-
J.A. Rodriguez Jr., CSP, SGE, Raytheon Company

2017 VOSH CONFERENCE AGENDA....

4. Focus 4 Caught In, Struck By, Electrocution and Falls — Gregory Tate, CSP & Nicholas DeJesse, US Department of Labor/OSHA
5. Silica in Construction—Deonna Hargrove, Virginia Department of Labor and Industry
6. Safety in Robotics Cyber Security—Michael MacEwen, Virginia Department of Labor and Industry & J. Wesley Kleene, PhD, PE, CISM, Virginia Information Technologies Agency

9:00am **BREAK**

9:20am **KEYNOTE ADDRESS:**
Regina McMichael, CSP, CET
President
The Learning Factory

10:20am **SESSIONS**

1. Virginia Labor and Employment Law Updates — Jermial Gray, Virginia Department of Labor & Industry
2. Put the PRO into PROactive — Crystal Main, Virginia Department of Labor & Industry & Jennie Hill, RN, CRRN
3. Impulse Noise —Corey Bender, CIH, CSP, Virginia Department of Labor & Industry
4. “3C’s and Number 2”, Conversations about Occupational Cancer Prevention—
I. David Daniels, MHRM, CSA, SHS, HSO, CFO, ID2 Solutions, LLC
5. Silica in Construction—Deonna Hargrove, Virginia Department of Labor and Industry
6. Creating a Safety Culture— Anna Jolly, JD, CHMM, Circle Safety & Health Consultants, LLC

11:45am **LUNCH**

Awarding of Vendor Prizes

1:00pm **SESSIONS**

(The following sessions are extended. There will be a break and then the session will continue and conclude at 4pm)

1. Excavation—Brandy Johnson & Edward Shelton, Virginia Department of Labor and Industry
2. Scaffolding — Christine Gillison & Marta Fernandes, Virginia Department of Labor and Industry
3. Respiratory Protection — Craig Collins & Jeremy Rouse, Virginia Department of Labor and Industry
4. Confined Space — Nathaniel Griffin & Sarah Smith, Virginia Department of Labor and Industry
5. Safety and Health Best Practices in Emergency Response
Jeffrey Merryman & Robert Dubé,
Alexandria Fire Department
6. Walking and Working Surfaces & Fall Protection —
Rod Markley, Mid-Atlantic OSHA Training Institute

2:00pm **BREAK**

2:20 PM Sessions continued from 1pm

Friday, October 20, 2017

8:30am **SESSIONS**

1. Fatal Flaws: An Overview of Virginia's Workplace Fatalities —C. Ray Davenport, Virginia Department of Labor and Industry
2. Boiler and Pressure Vessel Safety—Ed Hilton, Virginia Department of Labor and Industry
3. Update on Accommodation Resources Available in Virginia —Katherine Brown, GE Energy Connections
4. Creating a Safety Culture — Anna Jolly, JD, CHMM, Circle Safety & Health Consultants, LLC
5. Safety Issues in Return-to-Work — Monica R. Vannoy, MS, CSP, CET, VPS, Loss Control Innovations
6. Leadership Basics: Investing in Your First-line Supervisors—Joe White, American Equity Underwriters

9:30am **BREAK**

9:40am **SESSIONS**

1. VOSH INSPECTION—Jeannie Buckingham, Virginia Department of Labor and Industry
2. Put the PRO into PROactive — Crystal Main, Virginia Department of Labor & Industry & Jennie Hill, RN ,CRRN
3. Bullying, Harassment and Violence Prevention in the Public Sector —I. David Daniels, MHRM, CSA, SHS, HSO, CFO, ID2 Solutions, LLC
4. Consultation and SHARP — Dennis Edwards, OHST, Virginia Department of Labor & Industry
5. Safety Issues in Return-to-Work —Monica R. Vannoy, MS, CSP, CET, VPS, Loss Control Innovations
6. Apprenticeship—TBD, Virginia Department of Labor & Industry

10:40am **CLOSING GENERAL SESSION**

Mark Ames
Director, Government Affairs
AIHA

AWARDING OF MAJOR PRIZES

12:00 Noon **CONFERENCE ADJOURNS**

CONFERENCE INFORMATION.....



3- DAY CONFERENCE REGISTRATION FEE:

Now to Sept. 21, 2017 - \$225

After Sept. 21, 2017
Onsite Registration Only- \$325

ONE DAY ONLY REGISTRATION FEE:

Now to Sept. 21, 2017— \$200

After Sept. 21, 2017 -
Onsite Registration Only—\$275

**No Registrations will be accepted
in-house after Sept. 21, 2017**

PRECONFERENCE/SPECIALTY COURSES

10-HOUR OSHA COURSE REGISTRATION FEE:

Attend any one (1) OSHA 10-Hour
Course for an additional fee.

October 17-18, 2017

- OSHA 10 -Hour General Industry—\$75
- OSHA 10-Hour Construction— \$75
- OSHA 10-Hour Construction
in Spanish—\$75

- OR -

SPECIALTY COURSE REGISTRATION FEE:

Attend Specialty Course for an additional fee.

October 17, 2017

- EHS Leadership— \$25

**REGISTRATION IS LIMITED TO THE
FIRST 40 ATTENDEES FOR ALL COURSES**

**Pre-Registration is required for all
10-Hour and Specialty Courses.**

No onsite registration.

FACILITIES INFORMATION...

Hotel Location:

DoubleTree by Hilton Hotel Virginia Beach
1900 Pavilion Drive · Virginia Beach, VA · 23451
757-422-8900

www.doubletree3.hilton.com

Ready to make your hotel reservation? Call the **DoubleTree by Hilton Hotel Virginia Beach** at (757) 422-8900. **Reservations and deposits must be made by Thursday, September 21, 2017.** You may also go online to the DOLI website at www.doli.virginia.gov, click on the 22nd Annual VOSH Conference and go to our lodging web page, from there click on the Reservations Page link and make your reservation. The Group Name is: Virginia Occupational Safety & Health Conference. **The conference rate is \$99 per person for a single or double, plus tax.**

Conference Location:

Virginia Beach Convention Center
1000 19th Street · Virginia Beach, VA · 23451
757-385-2000

www.vbconventioncenter.com

PARKING IS FREE

REFUNDS:

Cancellations **must be submitted in writing by 4:30pm on Friday, September 15, 2017** in order to receive a refund. An administrative fee of \$25 will be charged for each cancellation. **Substitution of attendees is allowed but notification must be made no later than Monday, September 25, 2017.** "No shows" will not receive a refund. Any **cancellations received after Friday, September 15, 2017 are non-refundable.** There are no exceptions.

1.0 CEU PROVIDED BY NORFOLK STATE UNIVERSITY

CONFERENCE QUESTIONS? (804) 786-5873

PHOTOGRAPH RELEASE: By submitting the registration form I grant DOLI, its representatives and employees the right to take photographs and videotape me in connection with the annual VOSH Conference. I authorize DOLI to use and publish the same in print and/or electronically. I agree that DOLI may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

2017 VOSH CONFERENCE REGISTRATION FORM...

ATTENTION.....ATTENTION..... FAXED REGISTRATIONS MUST INCLUDE PAYMENT

Name _____ Title _____
Company Name _____ Address _____
City _____ State _____ Zip Code _____ Phone () _____
Fax () _____ E-mail: _____

Is this your first time attending the VOSH Conference? If yes, please check the box. ☐

ATTENDING THE 3-DAY CONFERENCE SESSIONS?

Please refer to the conference agenda then note the desired session number next to the day and time below, for example—interested in attending the session on Advanced Basics of Employee Response to an Active Shooter on Wed., Oct. 18 at 2:15pm? Then place the number '4' next to the time slot for Wed., Oct. 18 at 2:15pm. It's that easy!

If you are not attending a session for a particular day and time place a '0' on the line.

Also note, the sessions on Thursday, Oct. 19 at 1pm are extended and last approximately 3 hours and include a break.

Wednesday	October 18, 2017	2:15pm _____
Wednesday	October 18, 2017	3:35pm _____
Thursday	October 19, 2017	8:00am _____
Thursday	October 19, 2017	10:20am _____
Thursday	October 19, 2017	1:00pm _____
Friday	October 20, 2017	8:30am _____
Friday	October 20, 2017	9:40am _____

VEGETARIAN?

YES ☐

NO ☐



ATTENDING ONE DAY? (Please check the day below and note your session selections above)

☐ Wed., Oct. 18

☐ Thurs., Oct. 19

☐ Fri., Oct. 20

ATTENDING A PRE-CONFERENCE/SPECIALTY COURSE?

If yes, please check only the course you are attending:

OSHA 10 Hour General Industry Course	Oct. 17-18, 2017	\$75 ☐
OSHA 10 Hour Construction Course	Oct. 17-18, 2017	\$75 ☐
OSHA 10 Hour Construction Course in Spanish	Oct. 17-18, 2017	\$75 ☐
EHS Leadership and Communication Skills	Oct. 17, 2017	\$25 ☐

3-DAY CONFERENCE _____

1 DAY ONLY _____

PRE-CONFERENCE/SPECIALTY COURSE _____

TOTAL AMOUNT DUE = \$ _____

PAYING BY CREDIT CARD? (See Credit Card Authorization Form)

PAYING BY CHECK? (Make check payable to: Treasurer of Virginia)

Payment should be mailed or faxed with registration form to:

Virginia Department of Labor and Industry
Attn: Accounting Dept.—Annual Conference
Main Street Centre, 600 East Main Street, Ste 207
Richmond, VA 23219

804-371-7634 (SECURED FAX LINE)

PURCHASE ORDERS CANNOT BE ACCEPTED

REGISTRATION FORM MUST ACCOMPANY PAYMENT



COMMONWEALTH OF VIRGINIA



DEPARTMENT OF LABOR AND INDUSTRY

CREDIT CARD AUTHORIZATION FORM

Non-Fill able Form

This information is confidential. This form will only be kept by the Department of Labor and Industry Finance Department. Please print, complete and submit with applicable documentation. Incomplete forms may be returned for completion, which will delay processing.

(Please Print Legibly)

Company Name: _____

Federal Employer Identification Number: _____

Name Listed on Credit Card: _____

Cardholder Billing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Daytime Phone Number: () _____ - _____

Email Address: _____

Reference/Invoice/Inspection Number (if applicable) _____ (9 digits)

Credit Card Type: Visa ☐ MasterCard ☐ American Express ☐ (Only Check One)

Credit Card # _____

Expiration Date: _____ / _____ (Month/Year) Payment Amount: _____

Cardholder Signature _____ Date: _____

I certify that I am the authorized holder and signer of the credit card referenced above. I certify that all information above is complete and accurate. I hereby authorize the Department of Labor and Industry to process payment for all charges as indicated above. If additional charges are going to be authorized, a new form will have to be completed.

PLEASE DO NOT EMAIL THIS FORM. FAX OR MAIL ONLY WITH PAYMENT

Mail to:

or

Fax to:

Department of Labor and Industry

Attention: Accounting/Finance

Main Street Centre

600 East Main Street, Suite 207

Richmond, VA 23219

804-371-7634 (SECURED FAX LINE)

Questions? Call (804) 786-5873

FINANCE USE ONLY

PROGRAM:

___ ASBESTOS/LEAD

___ BOILER

___ LABOR LAW

___ APPRENTICESHIP

___ CONFERENCE

___ VOSH

___ FOIA

___ ADMINISTRATION

___ OTHER

FINANCE ID #

DATE: _____

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