



CONTINUING EDUCATION NEWS *for* SELF-INSURANCE CLAIMS ADMINISTRATORS

July 2011

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Registration Opens July 1 for Mandatory Training

Plan to register soon for "Update 2011". Attendance is mandatory for those choosing the option of renewing their certification through continuing education. If you don't attend **all** mandatory courses, you must retake and pass the certification test to retain your status as a department approved claims administrator.

COURSE TITLE: "Update 2011"

Topics covered in this course include:

- Case law and significant Board decisions
- Structured settlements
- Vocational updates and how they affect self-insurance
- Provider Networks and COHE
- Other recently passed worker's compensation bills.

Course content will be reviewed by the Curriculum Review Committee when they meet in August. The Credit assignment for this course will be published on our website once the committee has made its decision.

This one-day training course will be held at the L&I Headquarters building in Tumwater, WA from 8 AM to 4:30 PM on the following dates:

- Tuesday, August 23, 2011
- Wednesday, September 28, 2011

Because this course is required for those renewing their certification through continuing education, current department approved claims administrators will be given priority. Registrations will be accepted as follows:

- July 1 through July 22, 2011: Department-approved claims administrators only
- July 23 forward: Open enrollment

Registration information continued

Registration will be on-line. There two ways to register depending on whether you are a department approved claims administrator or not.

Department approved claims administrators:

To register go to your [Secure Access Washington](#) account.

- Choose "Self-Insurance Claims Admin Tracking System".
- Verify your information and choose "Update" to edit information or "No Change" to go on.
- Choose "Continuing Education" under Account Summary on the left portion of the screen.
- Choose "L&I Self-Insurance Courses Currently Open for Registration", then click "Search".
- Choose "View".
- Choose "Enroll" for the date you would like to attend.
- Check the box and fill in the necessary information if you have a disability and need special accommodations, otherwise click "enroll".

You will then receive an e-mail confirming you are enrolled or placed on the waiting list for the course.

For all others:

Enrollment for other than department approved claims administrators does not begin until July 23rd

To register go to our "[Continuing Education Courses](#)" web page then:

- Choose "L&I Self-Insurance Courses Currently Open for Registration", click "search".
- On Update 2011, click "view".
- Click "enroll" for the date you wish to attend.
- Complete Participant Information, click "enroll".
- Click "Finish".

Class rosters will be finalized a week prior to the class date. No new registrations or registration changes will be accepted in the week prior to each class.

Now Accepting Applications for the Certification Test

Applications for the September 21, 2011 test are being accepted on-line. To apply go to [Secure Access Washington](#) and set up an account, then choose:

- Add a new service.
- Labor & Industries.
- Self-Insurance Claims Admin Tracking System and click "Apply" and follow the application process.

Questions?

If you have any problems or questions, please call Gene Anderson at 360-902-5375 or e-mail andq235@lni.wa.gov.