



# CONTINUING EDUCATION NEWS *for* SELF-INSURANCE CLAIMS ADMINISTRATORS

August 2011

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- New web content
- Update 2011

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## Claims Administrator & Continuing Education Now on the Web

Find what you're looking for on our new web pages at

<http://www.ini.wa.gov/ClaimsIns/Insurance/SelfInsure/ClaimsAdEd/Default.asp>

Here are some examples of what you can do:

- [Look up a claims administrator.](#)
- [Learn about continuing education](#) including:
  - View [continuing education courses](#).
  - See how the [Curriculum Review Committee](#) works.
  - [Submit Proof of Attendance](#).
- Apply to take the claims administrator test and upcoming test dates found at <http://www.ini.wa.gov/ClaimsIns/Insurance/SelfInsure/ClaimsAdEd/Sicats/Default.asp>

Be sure to logon to [Secure Access Washington \(SAW\)](#) to add continuing education courses you have taken during your current certification period. Then you will be able to view your courses and credits, and keep track of additional courses needed by category.

We will enter attendees for department courses, and are in the process of adding the attendee roster for:

- Body Parts, Psych & Pain Oh My.
- ABC's of IMEs.

You will be able to view your courses and credits, and keep track of additional courses needed by category.

## Registration & Credits for Mandatory Training

Attendance at the "Update 2011" course is mandatory for those choosing the option of renewing their certification through continuing education. Register on the web (see registration instructions below) and plan to register by:

- August 16 for August 23, 2011.
- September 9<sup>th</sup> for September 28, 2011.

Course content for Update 2011 was reviewed by the Curriculum Review Committee when they meet in August. The course was awarded 6.0 credits:

- 4.5 legal.
- 1.5 process.

The credit assignment for this course is now published on our website at <https://fortress.wa.gov/Ini/sicatspub/ContinuingEducationPublicCourseSearch.aspx>.

## Registration Instructions

Registration will be on-line. There are 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 23<sup>rd</sup>

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.

## Questions?

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