



# CONTINUING EDUCATION NEWS *for* SELF INSURANCE CLAIMS ADMINISTRATORS

April 2008

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E-mail your questions to:  
SIContEDU@lni.wa.gov

Self Insurance  
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## Reporting Credits Earned

Wondering how to report the credits you've already earned? It's easy! Just complete the "Report of Course Completion" form. You'll find it at:  
<http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2265>

Use this form to:

- Report your attendance at a course that L&I has already approved and assigned a course ID
- Request post-approval for a class you've attended that L&I has not yet reviewed
- Request credit for creating and/or teaching a course

## Obtaining Course Approval

How are courses approved for credit? The decision to award credit is made by the Continuing Education Curriculum Review committee. This committee is made up of representatives from the self-insured business community, the labor community, and L&I.

The "Sponsor / Instructor Application for Course Approval" form outlines information the committee needs in order to review a course and make a decision on awarding credit. You can find this form at:  
<http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2264>

The Curriculum Review committee meets monthly, typically during the first week of each month. The materials that will be discussed at each meeting are sent to committee members at least a week in advance. Please plan accordingly when requesting the committee's review.

## Upcoming REQUIRED Training

We are offering a one-day training course this spring. This course will highlight major legislative changes from both the 2007 and 2008 sessions. Attendance is mandatory for those choosing the option of renewing their certification through continuing education. If you don't attend, you must re-take and pass the certification test to retain your status as a department-approved claims administrator.

COURSE TITLE: "Update 2008"  
Course ID: 004-0408-0034

This training will be available on the following dates:

- Tuesday, May 13, 2008
- Thursday, May 29, 2008
- Wednesday, June 4, 2008
- Thursday, June 12, 2008

This course has been approved for 7 continuing education credits.

**All training sessions will be held from 8 AM to 4:30 PM at the L&I self-insurance office in Tumwater, WA.**

Because this course is required for those renewing their certification through continuing education, current department-approved claims administrators will be given priority. **Please register promptly to ensure your place at the session you choose. Space is limited.**

A registration form is included with this newsletter. You can also find this form on the internet at <http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2283>. Registration forms will be accepted as follows:

- Now through April 30: Department-approved claims administrators only
- May 1 forward: Open enrollment

## Newly Accredited Courses

<u>Course Title</u>	<u>Credits Assigned</u>	<u>Course ID</u>
Self Insurance Vocational Services (03/18/08, 03/19/08, 03/21/08, or 03/28/08)	3.5 legal	004-0308-0018
*WSIA Region 5 meeting: The New Vocational Rehabilitation Pilot Project (01/22/08)	1.5 legal	001-0308-0020
*WSIA Region 4 meeting: The New Vocational Rehabilitation Pilot Project (01/24/08)	1.5 legal	001-0308-0021
*WSIA Region 6 meeting: Legal Updates and TTD Calculation Issues (01/25/08)	1(.5 claims process, .5 elective)	001-0308-0022
*WSIA Region 2 meeting: How to Deal with Difficult Cases from the Occupational Medicine Aspect (02/14/08)	1 medical	001-0408-0026
*WSIA IIU Time Loss Calculations Webinar (02/27/08)	0.5 claims process	001-0408-0027

<u>Course Title</u>	<u>Credits Assigned</u>	<u>Course ID</u>
*WSIA Region 1 meeting: Claims Adjuster Targeted Training – Part 1 (03/05/08)	1 claims process	001-0408-0028
*WSIA IIU Loss of Earning Power Calculations Webinar (03/05/08)	0.5 claims process	001-0408-0029
*WSIA IIU Permanent Partial Disability Calculations Webinar (03/12/08)	0.5 claims process	001-0408-0030
Psychological Disorders In Workers' Compensation: Causation, Work-Relatedness, and Complicating Factors (webinar, 05/01/08 & 05/08/08)	3 medical (1.5 each session)	006-0408-0031
*WSIA Claims Administrator Certification Review Course (03/19/08)	2 claims process	001-0408-0032
*WSIA Annual Conference (05/01/08 & 05/02/08)	6.5 (4 claims process, 2 medical, .5 elective)	001-0408-0033
L&I's Update 2008 (05/13/08, 05/29/08, 06/04/08, or 06/12/08)	7 (5 legal, 1 claims process, 1 ethics)	004-0408-0034

*\*For information about courses and events sponsored by the Washington Self-Insurers Association (WSIA), call (360) 754-6416 or (800) 736-7296, or visit their website at <http://www.wsiassn.org/>.*

## Reminder

Many of you have not yet returned the Updated Contact Information forms we sent with our last newsletter. We need up-to-date contact information for every department-approved claims administrator in your organization. Please send in this form as soon as possible.

MAIL COMPLETED FORM TO:  
Department of Labor and Industries  
Self Insurance Section  
PO Box 44890  
Olympia, WA 98504-4890



## Self Insurance Training Course Registration

Fax: (360) 902-6977

*Use this form to register for L&I self insurance courses only.  
Please complete a registration form for each participant.*

### Course Information

Course Title: \_\_\_\_\_

Course ID: \_\_\_\_\_

Date – 1<sup>st</sup> choice: \_\_\_\_\_

Date – 2<sup>nd</sup> choice: \_\_\_\_\_

Check here if you have a disability and require special accommodations to access this event. Please register at least two weeks in advance.

*Registrations are taken on a first come, first served basis. If your choices are already full, you will be placed on a waiting list.*

### Participant Information

Name: \_\_\_\_\_

Department-approved claims administrator?  Yes  No

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work location: \_\_\_\_\_

Confirmation of registration will be sent via e-mail. Attendees will receive certification of attendance.

For more information, please E-mail us at [SIContEDU@lni.wa.gov](mailto:SIContEDU@lni.wa.gov).