



CONTINUING EDUCATION NEWS *for* SELF INSURANCE CLAIMS ADMINISTRATORS

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

Self Insurance
training unit contacts:

Jeannie Parr
(360) 902-6839

Ginny Klapstein
(360) 902-6748

Upcoming **REQUIRED** Training

Our second annual training course has been scheduled. Attendance is mandatory for those choosing the option of renewing their certification through continuing education. If you don't attend the annual, mandatory course each year, you must re-take and pass the certification test to retain your status as a department-approved claims administrator.

COURSE TITLE: "Update 2009"

This one-day training course will be available on the following dates:

- Wednesday, August 26, 2009
- Thursday, August 27, 2009
- Monday, September 21, 2009
- Tuesday, September 22, 2009

We chose to publish these dates as soon as they were determined, to assist you in planning in advance. This course has not yet been reviewed by the Curriculum Review Committee. The course ID and credit assignment will be published in a future newsletter.

We will begin accepting registration forms on July 1, 2009. Each session is limited to 30 enrollees. 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 31, 2009: Department-approved claims administrators only
- August 1 forward: Open enrollment

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.



Washington State Department of
Labor & Industries

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

Reporting Course Completions

Please ensure that you complete the “Report of Course Completion” form in its entirety before submitting it to L&I. It is especially important that you include the Course ID number on each form.

The “Course without department ID #” box is to be used only for post-approval of classes that you have taken independently. This means the sponsor is unlikely to submit the class to the Curriculum Review Committee, and you are requesting accreditation individually. If you are uncertain whether a sponsor plans to submit the course, please contact the sponsor directly.

Course submittals are reviewed by the Curriculum Review Committee, and all credit awards and Course ID numbers are published on our website at:

<http://www.lni.wa.gov/ClaimsIns/Insurance/SelfInsure/ContEd/Default.asp>.

Recertification via Continuing Education

Five-year recertification cycle

Qualified claims administrators electing to participate in recertification through continuing education are placed in a 5-year cycle based on the anniversary of their certification examination. All continuing education credits earned within that 5-year cycle will apply to the current recertification. Additional credits earned cannot be carried over to the next certification cycle.

Process for requesting recertification – Update and Reminder

Recertification through continuing education is an option for those whose certification expires on or after October 1, 2008. For those who are choosing to recertify via continuing education, you must:

- Complete all necessary courses.
- Submit documentation to L&I prior to your expiration date (Report of Course Completion forms, including verification of attendance.)
- Send a cover letter to L&I requesting recertification. Include:
 - Current name (and former name, if name has changed).
 - Current employer and work location.
 - A detailed outline of employment for the last five years, showing a minimum of three years of continued experience in the administration or oversight of claims under Title 51 RCW.
 - The address where you want your recertification letter sent.

Recertification requests must be received by L&I no later than the certification expiration date and no earlier than 6 weeks prior. Please allow 2 to 4 weeks for processing of your recertification request.