



CONTINUING EDUCATION NEWS *for* SELF INSURANCE CLAIMS ADMINISTRATORS

February 2010

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Upcoming REQUIRED Training

Our 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 all of L&I's mandatory courses, you must re-take and pass the certification test to retain your status as a department-approved claims administrator.

COURSE TITLE: "Update 2010"

CHANGE OF COURSE LOCATION: This year, the course will be held in the auditorium at L&I headquarters in Tumwater, WA. The auditorium has a seating capacity of 128, allowing more people the opportunity to participate in this training.

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

- Monday, August 2, 2010
- Friday, August 27, 2010

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 June 1, 2010. 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:

- June 1 through June 30, 2010: Department-approved claims administrators only
- July 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.

All training sessions will be held from 8 AM to 4:30 PM at the L&I headquarters building 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>.

Frequently Asked Questions

What if I completed a course that is not listed on your website?

Our website is updated monthly after each Curriculum Review Committee (CRC) meeting. There are several possible reasons why a course might not appear on our website, such as:

- The sponsor has not submitted it for review.
- The sponsor did not submit it prior to the deadline for that month’s CRC meeting. (The CRC meets on the first Thursday of each month and reviews all course materials submitted by the 20th of the prior month. The committee has no backlog.)
- It was reviewed by the CRC and not awarded credit.

Please contact the course sponsor for the status of any course not listed on our website.

If I have earned extra credits in one category, can I transfer the excess to another category?

Extra credits can be transferred only to the “elective” category.

Who keeps track of the credits I’ve earned?

You are responsible for tracking your credits. Currently, when you apply to recertify via continuing education, you must send us paper documentation of all credits you have earned.

We are working with a team of programmers to create an online database where you will enter and track your credits. We hope to have this system completed in about a year.

View a complete list of accredited courses on our website at:
<http://www.lni.wa.gov/ClaimsIns/Insurance/SelfInsure/ContEd/Default.asp>