

Self-Insurance Continuing Education Application for Course Approval and Attendance

This form is for Certified Claims Administrators to apply for continuing education (CE) credits for a course attended that has not been approved for credits.

- **Do use this option** if the sponsor has or will be requesting course approval.
- Continuing education courses must be designed to **increase** the participant's knowledge or skill regarding the administration of workers' compensation under Title 51 RCW.

Course Approval and Attendance Process

1. Submit this application and supporting course information to Labor & Industries (L&I). Attach all supporting documentation regarding the course (PowerPoint slides, handouts, speaker notes, agenda with time allotments, instructors biographies, etc.) for review by the committee to determine credits. Approval and credit determinations will be based **solely** on the documentation submitted.
2. Attach a copy of your certificate of completion for the course.
3. Your application will be pre-screened for completeness, and may be returned to you if it lacks all the necessary information. If returned to you, you must resubmit the entire package.
4. The Self-Insurance Curriculum Advisory Committee will review courses submitted for CE credit approval.
5. To obtain CE credit approval, topics covered must be classified under one or more of the following categories (see [Continuing Education Credits and Categories](#) on our website for more information on the categories):
 - Claims Management
 - Safety
6. You will be notified in writing of acceptance or denial of the course and, if accepted, the number of credits assigned. Once the committee has reviewed the materials, no additional documentation will be accepted.
7. If approved, L&I will update your account, giving you credit for the course.

The Department of Labor & Industries is responsible for establishing continuing education requirements and credits. For additional information on CE credits and assignment, visit [Continuing Education Credits and Categories](#) on our website.

Post-approval requests must be received within 60 days of course completion.

Questions?

- Visit our website: www.Lni.wa.gov/SelfInsurance
- Call 360-902-6904

Self-Insurance Continuing Education Application for Course Approval and Attendance

Self-Insurance Program
PO Box 44890
Olympia WA 98504-4890

Fax: 360-902-6977

Email: SIContEDU@Lni.wa.gov

For Department Use Only			
<input type="checkbox"/> Approved	Course ID #: _____	<input type="checkbox"/> Denied	Date: _____
Course of Credits Assigned			
Claims Management:		Safety:	

This form is for Certified Claims Administration to apply for continuing education credits for a course attended that has not been approved for credits. **Do not use this option** if the sponsor has or will be requesting course approval. Credit hours requested cannot exceed the total time spent in a classroom or during a live webinar.

Attendee Name		
Address		
City	State	Zip Code
Phone Number	Email Address	

COURSE	Course Title		
	Location		
	Date(s) or Date Span	No. of Attendees (or No. Expected)	Indicate below the number of credit hours requested per category.

COURSE DELIVERY METHOD	<input type="checkbox"/> Classroom <input type="checkbox"/> Live webinar <input type="checkbox"/> Online/Self-Guided Instruction		
	<input type="checkbox"/> Other Course Delivery Method (Explain in Detail)		

CATEGORY DEFINITION THAT APPLY	<input type="checkbox"/> Claim Management — Requesting		Credit hour(s)
	<input type="checkbox"/> Safety		Credit hour(s)

SPONSOR	Sponsor Name		
	Address		
	City	State	Zip Code
	Contact Person	Contact Phone Number	

INSTRUCTOR	Instructor(s) Name	
	Phone Number	Email Address

The following must be provided for the committee to be able to award credit(s):

- A course agenda showing detailed time allotments.
- A copy of course texts, references, handouts, PowerPoints slides, speaker notes, webinar materials, etc.
- Approval and credit determinations will be based **solely** on the documentation submitted.

The information you supply must support the number of credit hours requested.

Your application will be pre-screened for completeness, and may be returned to you if it lacks adequate information. Once your materials are reviewed by the Curriculum Advisory Committee, additional documentation will not be accepted. Once reviewed by the Curriculum Advisory Committee, you will be notified of approval or denial of the course.

Print Name of Requestor

Signature of Requestor

Either a copy of the signed certificate of completion must be attached OR the shaded area below must be completed by the sponsor/instructor.

SPONSOR/INSTRUCTOR VERIFICATION OF COURSE COMPLETION	
I certify that the class information provided above is true and correct and that the applicant attended this course.	
_____ Signature of Sponsor/Instructor	_____ Date
_____ Printed Name of Sponsor/Instructor	_____ Contact Phone Number