



Association of Workers' Compensation Professionals

P.O. Box 2930, Land O Lakes, FL 34639

(800) 642-7774, F: (813) 607-4119

APPLICATION FOR BOARD CERTIFICATION PROGRAM Requirements

By completing this application, I certify that:

- I am a licensed Florida adjuster, HR or Risk manager with a minimum of 3 years' experience in the handling or management of workers' compensation claims
- At least 50% of my employment is devoted to Florida workers' compensation.
- I currently have, and will maintain, an active membership with the WCCP Association.

I further understand that I may not display the CWC designation until I have fulfilled all requirements of this program, including payment of all course fees, and I have received the Course Completion Letter and Certificate. I also understand and agree to abide by the following program policies:

- Submission of a completed application will include a copy of my Florida adjusters license and a **non-refundable application fee of \$50.00**. There is an additional fee of \$40.00 per course which must be paid by or before each class. **(*Note: Two courses are presented each day.)**
- Invoicing for Payment: The WCCP will not invoice for individual course fees (i.e., invoices for one attendee, one course). Special arrangements must be made in advance with the WCCP Association, prior to taking any courses, for invoicing of course fees for multiple attendees.
- Methods of Payment: We accept cash, check and credit card. This program may be paid in full, or classes may be paid by or before each class. We accept Visa, MasterCard, American Express and Discover. Please see credit card authorization on page two of this application.
- Applicants can start the Board Certification program at any time and make up missed classes when the program is next offered. Program must be completed within 3 years of starting. Courses are not available via correspondence.
- Classes are generally offered one day per month, two classes per day, from 8:30 a.m. – 3:30 p.m., over a 5-month period. Following each class, students must complete an online exam with a passing score of 70%. If you do not pass the exam, you will be offered a second attempt at a rate of \$25.00. If you do not pass the exam after two attempts, you must retake the class. Retake of a class with online exam requires payment of \$40.00.

Name: _____ *Adjuster Lic# _____

Program Location Desired _____ Employer: _____

Preferred Mailing Address: _____ City _____ State _____ Zip _____

Daytime Phone #: _____ Fax # _____ Email: _____

(NOTE: Please provide email address to be used for all correspondence including online course & exam enrollment.

Years Workers' Compensation Claims Handling Experience: _____ % of work in W/C claims: _____

Describe Professional Discipline (Job Title/Responsibilities) _____

I certify that the above information is correct and that I make and affirm the certification requirements as indicated above:

Applicant's Signature: _____ Date: _____

Supervisor/Manager/Sponsor: _____ Date: _____

Complete program eligibility requirements and credit card authorization are on the reverse side of this Application

I have enclosed a check:_____Cash_____ Please charge my credit card: _____

Credit Card Authorization - Please charge my account \$ _____

Name (as it appears on credit card): _____

Charge Card#_____Exp Date:_____Sec Code:_____

Billing Address:_____City:_____State____Zip_____

I hereby authorize the WCCP to charge \$ _____ to my credit card.

Signature:_____Email Address: _____

Completed Applications and Credit Card forms can be faxed to: (813) 607-4119

If paying by check, please mail completed application and payment to:

The WCCP Association PO Box 2930, Land O Lakes, FL 34639

Program Eligibility Requirements

The following are requirements for admission into the WCCP's Workers' Compensation Board Certification program. Eligibility requirements differ, depending upon discipline, and should be read carefully:

Eligibility and Certification Requirements for Adjusters:

To enter this advanced program and earn the "CWC" designation, adjuster applicants must meet the following requirements:

- Be a Florida-licensed claims adjuster, HR or risk manager professional
- Have a minimum of 3 years workers' compensation handling experience A current supervisor or manager must attest to this experience by signing the application
- Earn a minimum passing grade of 70% on all online exams
- Payment must be received for all course work *before* Certificates will be issued
- WCCP membership must be current and always maintained to participate in the program
- Once you have earned your CWC designation, to retain your designation, you must remain a WCCP member in good standing

Additional Policies Include:

- Applicants can start the Board Certification program at any time and make up any missed classes at other locations or when the program is next offered. *The program must, however, be completed within 3 years of starting*
- Classes are offered one day per month, two classes per day, from 8:30 a.m. – 3:30 p.m., over a 5-month period. Each class is immediately followed by an online exam. Dates are subject to change due to speaker or facility conflicts. *Classes may be taken for CE credit only with a course fee of \$25.00*
- Payment is due by or before attendance at each course offering. We will not invoice for individual course fees.
- Course exams are administered online. Directions are included in the coursebook
- Once the program is completed, your CWC designation will become active, and considered earned, upon issuance of your CWC Certificate