



Wisconsin Compensation Rating Bureau

262-796-4540 • Fax 262-796-4400 • [www.wcrb.org](http://www.wcrb.org)

P.O. Box 3080 • Milwaukee, WI 53201-3080

Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

## GENERAL CIRCULAR 518—MARCH 31, 2008

TO: Members of the Bureau

FROM: Kay Higgins, Sara Shackelford

RE: Survey of Interest in a WCRB Industry Training Session

A future Industry Training Session for WCRB members is being discussed. We would like your input and are asking you to review the information below, and provide us with any suggestions you might have for future training requests or topics. The information we receive from the survey will be used to develop an Industry Training Session at WCRB and will also assist us in determining when the training should be held.

An on-line survey is also available on the WCRB Web site ([www.wcrb.org](http://www.wcrb.org)) by selecting the Industry Training Survey quick link found on the home page. Please complete, print, and return any suggestions or comments to us by April 30, 2008.

Previous Training Session Discussion Topics:

### ***WCRB Web Site and Web Tools***

- Site Overview—Home Page, Products, Forms, Circulars, FAQ, Search, Links, Contact Us, About Us
- Detailed Explanation of: Products Page; Members and Public Products Sections
- Membership; Structure of Members Area, How to Become a Member
- Overview of All Member Area Products

### ***WCRB Electronic Reporting***

- Electronic Data Reporting for Policy
- Electronic Data Reporting for Unit Statistical Cards
- CDX Overview; Carrier Group Administrator functions, Benefits, File Naming Convention, Electronic Transmittal Record (ETR) Search, Status of Submitted Files
- Detailed Instruction for Policy Entry and Edit Package (PEEP)
- Detailed Instruction for Desktop and Web-based Bureau Edit and Entry Package (BEEP)

### ***Policy Reporting***

- Filing Requirements
- Notice to Carriers (NTCs)—What they are, how to respond, how to avoid, etc.
- Termination of Coverage—Non-renewal requirements as they relate to Wisconsin statutes
- Wisconsin Inspection Surveys
- Expense Constant and Minimum Premium Rules
- Named Insured/Legal Status
- Wisconsin Locations
- Endorsements
- Anniversary Rating Dates
- Employee Leasing Companies

***USR Training***

- WCRB Stat Plan and Reporting Requirements
- WCRB/Carrier Communication
- Editing Process/Correction Process
- Frequent Edit Errors
- Basic and Advanced Statistical Reporting Training

If you have questions regarding this proposed training session, please contact:

Kay Higgins  
WCRB  
262-796-4570; fax 262-796-4416  
[kay.higgins@wcrb.org](mailto:kay.higgins@wcrb.org)

Sara Shackelford  
WCRB  
262-796-4574; fax 262-796-4416  
[sara.shackelford@wcrb.org](mailto:sara.shackelford@wcrb.org)

# **WCRB INDUSTRY TRAINING INTEREST SURVEY**

## **March 2008**

We would be interested in the following areas:

### ***WCRB Web Site and Web Tools***

Site Overview: Home Page, Products, Forms, Circulars, FAQ, Search, Links, Contact/About Us

Detailed Explanation of Products Page, Member and Public Products Sections

Membership: Structure of Members Area, How to Become a Member

Overview of All Member Area Products

Other Suggested Topic:

### ***WCRB Electronic Reporting***

Electronic Data Reporting for Policy

Electronic Data Reporting for Unit Statistical Cards

CDX Overview; Carrier Group Administrator Functions, Benefits, File Naming Convention,  
Electronic Transmittal Record (ETR) Search, Status of Submitted Files

Detailed Instruction for Policy Entry and Edit Package (PEEP)

Detailed Instruction for Web-based Bureau Edit and Entry Package (BEEP)

Other Suggested Topic:

### ***Policy Reporting***

Filing Requirements

Notice to Carriers (NTCs)—What they are, how to respond, how to avoid, etc.

Termination of Coverage—Non-renewal requirements as they relate to Wisconsin statutes

Wisconsin Inspection Surveys

Expense Constant and Minimum Premium Rules

Named Insured/Legal Status

Wisconsin Locations

Endorsements

Anniversary Rating Dates

Employee Leasing Companies

Other Suggested Topic:

# WCRB INDUSTRY TRAINING INTEREST SURVEY

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## ***USR Training***

WCRB Stat Plan and Reporting Requirements

WCRB/Carrier Communication

Editing Process/Correction Process

Frequent Edit Errors

Unit Statistical Report Training

Other Suggested Topic:

Carrier Name:

Contact Name:

Contact E-Mail Address:

Please enter the number of staff members that may attend each of these sessions:

***WCRB Web Site and Web Tools***

***WCRB Electronic Reporting***

***Policy Reporting***

***USR Training***

Please complete and print this two-page survey and then fax, e-mail, OR mail to WCRB:

Wisconsin Compensation Rating Bureau  
PO Box 3080  
Milwaukee, WI 53201

Fax 262-796-4416

[kay.higgins@wcrb.org](mailto:kay.higgins@wcrb.org) **or** [sara.shackelford@wcrb.org](mailto:sara.shackelford@wcrb.org)