



Wisconsin Compensation Rating Bureau

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

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

GENERAL CIRCULAR LETTER 496—OCTOBER 11, 2006

TO: Members of the Bureau
FROM: Elizabeth Rohde
RE: Policy Industry Training Seminars 2007

ATTENTION: POLICY ISSUING PERSONNEL

To assist with the pending implementation of hard copy policy processing charges, the WCRB is planning to offer **policy training seminars**. Training will be presented to allow flexibility in choices of dates for the three sessions. Due to constraints of the training facility, the sessions will be filled on a first come/first served basis. To assist in planning and scheduling, please indicate on the pre-registration form, your first, second, and third choice for attendance. We will attempt to place you in your preferred session where possible.

You will note that the actual training seminar is a one day event. The following day will be set aside to provide an opportunity to meet with WCRB staff. Conference rooms will be available for one-on-one discussions of reporting issues and “hands-on” Web and PEEP training.

Please review the Seminar Overview for detailed information regarding the proposed dates and specifics of what will be provided.

Please complete the pre-registration form and fax, e-mail, or send in the information. Please submit this preliminary information as soon as possible so that we can advise you of your assignment. All sessions will be closed for registration December 1, 2006.

If you are interested in attending or if you have any questions regarding these seminars, please contact:

Elizabeth Rohde
WCRB
262-796-4551; fax: 262-796-4416
betty.rohde@wcrb.org

PRE-REGISTRATION FORM

2007 Training Seminar Overview

WCRB WEB PRODUCTS

Member Products

- Electronic Notice to Carrier (NTC)
- Policy View
- Inspection History
- Experience Modification
- WCPAP Lookup

Public Products and Future Enhancements

General Overview

POLICY REPORTING ISSUES

Electronic Data Reporting Information

- WCPOLS Change Transactions
- PEEP (Policy Entry and Edit Package)

General Policy Reporting Issues

- Top 10 NTC Paragraphs
- Hard Copy Policy Charges

Who should attend?

Those staff members responsible for Underwriting or Policy Issuance for Wisconsin.

Seminar Details

The sessions will be held at the Wisconsin Compensation Rating Bureau Office, 20700 Swenson Drive, Waukesha, WI, 53186. A nominal charge will be assessed to cover the cost of the seminar. Training materials and lunch will be provided. Supplementary information regarding this training seminar will be sent out in January which will include a finalized agenda, registration form, and hotel information.

Please select your preferred dates and submit form to the WCRB as soon as possible.

March 22, 2007 9:00 a.m.– 4:00 p.m.
March 23, 2007 Meet the WCRB Staff

March 22 would be my: (choose only one)
1st Preference 2nd Preference 3rd Preference

April 19, 2007 9:00 a.m.– 4:00 p.m.
April 20, 2007 Meet the WCRB Staff

April 19 would be my: (choose only one)
1st Preference 2nd Preference 3rd Preference

April 26, 2007 9:00 a.m.– 4:00 p.m.
April 27, 2007 Meet the WCRB Staff

April 26 would be my: (choose only one)
1st Preference 2nd Preference 3rd Preference

Please print this page, then fax (262-796-4416), e-mail (betty.rohde@wcrb.org), OR send to Elizabeth Rohde, PO Box 3080, Milwaukee, WI, 53201-3080.

Name

Organization

E-mail

Phone