The Certification Institute offers a comprehensive training and development program to help your PEO’s risk management team more effectively implement WC risk management principles as defined by industry best practices.

On-site training by CI’s Risk Manager is customized to:
- Address the unique needs of your PEO
- Further develop the skills and knowledge of your risk management, sales and client service teams
- Improve your risk management program
- Increase your bottom-line profitability

**Location:**
- On-site at your facilities
  (saves your staff’s time and travel costs)

**Training Format:**
- Lecture/case studies customized for your operations
  and open to an unrestricted number of participants
- Individual sessions customized for risk management,
  sales and client service staff

**Instructor:**
- CI’s consultant, Don Parker, is an experienced risk
  manager with extensive PEO and insurance carrier risk
  management experience

**Fees:**
- Training is provided to an unlimited number
  of participants in as many sessions as desired. A discounted
  fee is provided for WC certified PEOs:
  - Certified PEOs: $950/day plus travel expenses
  - Non-Certified PEOs: $1,950/day plus travel expenses

**Training Benefits:**
- Enhanced staff risk management skills
- Introduction of PEO-specific concepts for new staff
  unfamiliar with the industry
- Improved risk management processes
- Increased understanding of the certification process
  and efficiency in completing and maintaining WC
  certification
- Increased bottom-line profitability

**Contact:**
To schedule a training session, contact CI at 501-975-3099
or info@CertificationInstitute.org

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**Session Topic Options:**
You can request best practices training in the following categories
for your risk management, sales & client service staff:

### Risk Management:
- Loss prevention’s role in the risk assessment process
- Performing pre & post contract risk assessment surveys
- Developing detailed descriptions of operations that can
  be used to properly classify risk and apply correct WC
  class codes
- Developing exposure and hazard details and how this
  information is used to develop recommendations
- Hazard identification
- Determining future service needs and creating action
  plans to meet those needs
- WC carrier proposal preparation
- Best practices and claims management for effective
  cost containment

### Sales:
- Key concepts of risk management
- Importance of focusing on appropriate target markets
- Obtaining information required for risk selection
  process
- Developing description of operations and its role in the
  risk selection process

### Client Service:
- Risk management principles
- Loss-prevention and claims management services
  available to the client

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**PEO Training Feedback:**

“*Our staff received valuable insights that will allow us to
improve our risk selection process and better focus our
loss prevention efforts to achieve an improved
bottom line.*”

“We recently added new loss-prevention personnel who
were unfamiliar with the PEO industry. The training was
a great way to bring them up to speed on best practices
specifically related to a PEO’s operations.”