



Rules & Regulations

CPWC Initial Qualification

Claims Practitioner in Workers' Compensation (CPWC) is a Workers' Compensation program that includes both professional designation and professional certificate tracks. Participants completing the requirements for the CPWC Claims Practitioner in Workers' Compensation program must successfully complete the one of the following tracks.

Professional Designation Tracks

1. **CPWC IND:** [Indemnity Workers' Compensation Adjustor](#)
2. **CPWC MO:** [Medical Only Adjuster](#)
3. **CPWC MBR:** [Medical Bill Review Adjuster](#)

*The **designation** is conferred to individuals successfully receiving a 70% or better grade in each of the required modules

Professional Certificate Tracks

1. **CPWC MCM:** [Workers' Compensation for Medical Case Managers](#)
2. **CPWC SUR:** [Workers' Compensation for Surveillance Investigators](#)
3. **CPWC AOE:** [Workers' Compensation for AOE/COE Investigators](#)
4. **CPWC HRB:** [Basic Workers' Compensation for HR Professionals](#)
5. **CPWC HRA:** [Advanced Workers' Compensation for HR Professionals](#)
6. **CPWC HCP:** [Workers' Compensation for Health Care Professionals](#)
7. **CPWC S&R:** [Workers' Compensation for Risk and Safety Professionals](#)
8. **CPWC AGN:** [Workers' Compensation for Insurance Agents](#)
9. **CPWC VEN:** [Workers' Compensation for Vendors](#)

*The **certificate** is conferred to individuals successfully receiving a 70% or better grade in each of the required modules.

Additional Theme Based Tracks

1. **CPWC EXP:** [Exploring Workers' Compensation as a career](#)
2. **CPWC BAS:** [Workers Compensation Basics](#)
3. **CPWC C&I:** [Claim Initiation and Investigation](#)
4. **CPWC B&R:** [Medical Benefit Issues and Resolution](#)
5. **CPWC DIS:** [Disability](#)
6. **CPWC D&R:** [Claim Discovery, Evaluation and Resolution](#)

*These tracks do not earn a certificate.

Continuing Education (CE) Requirements

- Each CPWC Designation holder must complete 6 hours of continuing education between January 1 through December 31 each year.
- Each CPWC Certificate holder must complete 3 hours of continuing education between January 1 through December 31 each year.
- Earned CE hours may apply to multiple IEA Designation or Certification Requirements.
- The annual continuing education requirement begins the year following the achievement of the designation.
- IEA allows a maximum of 6 CE hours for Designation holders and 3 CE hours for Certificate holders to be carried over to the following year.

Example: A CPWC Designation holder attends a 30-hour CE hour approved class. Only a maximum of twelve continuing education hours will be credited; up to six hours will be credited to the current calendar year and the remaining six continuing education hours will be credited to the following calendar year. The remaining eighteen hours cannot be applied to CPWC Designation CE.

Example: New Certificate holder completes their final course in May 2016. In November 2017, the new Certificate holder completes a three-hour approved CE course. The three CE hours will be credited to the first annual continuing education period January 1 – December 31, 2018.

Continuing Education (CE) Options: IEA Direct Programs

- IEA's Direct CE options are found on IEA's website (www.ieatraining.org) and offered direct to students by IEA in the form of seminars, workshops, courses, webinars, etc.
- The continuing education hours credited toward the CPWC designation or certificate will be the same number of hours as the program is scheduled.

**The student is responsible for uploading a copy their proof of CE Credit completion showing how many CE Credits a course is worth to their CE Credit Tracker in their dashboard.

Independent CE:

- Programs not offered directly through IEA or not pre-approved may still be considered for CE.
- A Designee may submit the non-IEA educational program for review.
 - IEA will apply CE in full hour increments only. The Designee is responsible for completion and uploading of the processing fee and supporting materials to the CE Credit Tracker on their IEA dashboard.
 - The processing fee is \$25 per credit hour.
 - Designee must include adequate supporting material that will allow IEA to evaluate the educational program including:
 - Hand out materials, educational outlines, brochures, an agenda, etc.
 - Presenter's contact information must be included.

- Certificate of attendance.
- Types of educational programs that would qualify for CE credit
 - includes industry sponsored programs,
 - law firm presentations,
 - medical specialist presentation,
 - insurance company employee training programs, etc.
 - ******Programs that are “sales” type presentations of products/services offered by a company will not be approved.

Failure to satisfy CE requirements Grace Period

- Failure to satisfy continuing education requirements by December 31st of each year will result in the Designation or Certificate lapsing as of Dec 31st of that year.
- IEA offers a 90-day grace period in which Lapsed Designees satisfy their continuing education requirements by completing the necessary hours and submitting supporting documentation by March 31st of the year following the lapse.

Example: A CPWC Certificate holder has completed no CE hours for 2017. On March 15, 2018, the lapsed Designee completes an 8-hour workshop. 6 hours CE credit will apply to the calendar year of January 1 through December 31, 2017. The remaining two (2) hours are credited to the 2018 calendar year.

****** Prolonged medical illness, lengthy family emergency, pregnancy, and other similar situations may be reviewed by IEA to establish grounds for waiving an annual continuing education requirement. Such requests must be made in writing and received at IEA prior to December 31.

Post Grace Period

Designation and Certificate holders who do not obtain required CE hours by March 31st of the following year will continue have their designation or certification lapsed along with all the rights and privileges connected to the designation or certification. If the designation or certification has lapsed past the grace period, the student will have the following options to have their designation reinstated.

1. Take an appropriate IEA advanced **semester** course and receive a grade of “C” or better. IEA can assist in selecting an appropriate course.
2. If you can demonstrate 6 hours of continuing education since January of the previous year, for a re-instatement fee of \$329.00, your CPWC will be reinstated, and put on the current year Credit Tracker. Acceptable forms include:
 - a. Courses related to Workers’ Compensation that you have take
 - b. Courses related to Workers’ Compensation that you have taught
 - c. Conferences relating to Workers’ Compensation that you have attended
 - d. Articles relating to Workers’ Compensation that you have published

Submit your request for re-instatement along with the evidence of your continuing education to info@ieatraining.org. Once we approve, we will forward you instructions on how to access

your reinstated designation or certificate.

3. Test Out. For testing fee of \$259, you can [register here](#) for a 100-question exam that comprises random questions from the track modules. A passing score of 70% is required to be re-instated. If you do not pass the first time, additional attempts may be purchased.

Designation and Certificate Holder Responsibilities and Rights

- It is the responsibility of the Designation or Certificate Holder to maintain current contact information in their student record.
- It is the Designation or Certificate Holder's responsibility to manage the status of their CE hours.
- The Designation or Certificate Holder is authorized to use the letters CPWC following his/her name on business cards, letterhead, LinkedIn or other business documents that would normally contain the individual's name.
- The designation or certificate is awarded and can be used immediately upon receiving notice of successful completion (70% better) in each of the required modules. Certificates may take 6 - 8 weeks to issue.
- The Designation or Certificate holder should not claim or imply that the designation or certificate represents anything other than the completion of the approved courses and satisfying the annual continuing education requirement.
- CPWC designation or Certificate recipients have an ethical obligation to notify the IEA of any unauthorized use of the designation or certification.

Miscellaneous Rules

- The CPWC (Claims Practitioner in Workers' Compensation) designation and certification name and educational material are protected by Trademark and Copyright Law of the United States.
- Individuals that have not been properly conferred with the designation or certification by the Insurance Educational Association are not permitted to use the CPWC (Claims Practitioner in Workers' Compensation) identification.

Charges for Duplicate Designation Certificates

- CPWC Designation Certificates
 - IEA will charge \$30.00 to duplicate or replace each Designation Certificate regardless of the date requested.

CPWC® © Copyright © Insurance Education Association (IEA) 2017. All rights reserved.

CPWC is protected by Federal Trade/Service Mark Laws of the United States since 2017.

All rights reserved.
