

2021 WCIA training reimbursements - what you need to know

By Patti Crane

Several changes have occurred with our Training Reimbursement Program since last year. Below is a timeline and steps to take for a successful submittal of training reimbursements.

Timeline:

November 2020 - The reimbursement process moved from the website to a new home - Member Origami Portal. Also, the responsibility for reimbursement submittals was shifted to the Designated Origami User within each member entity.

January 2021 - New program funding parameters! Each WCIA member is allowed up to 1% of their total liability assessment in reimbursement funds. Members can manage their funds by choosing the dollar amount to spend up to the threshold of their 1% allotment.

First step - Identify your WCIA Delegate or Alternate and the Designated Origami User

These are the key people for ensuring an effectively submitted reimbursement request.

- **WCIA Delegate and Alternate** Both have oversight on the selection of training reimbursement programs. Please talk with either of them for authorization on reimbursement submittals.
- **Designated Origami User** is the only person who can submit the training reimbursement request on your behalf and has already been assigned to each member.

To identify your Delegate or Alternate or Designated Origami User within your entity, please contact WCIA Member Services at memberservices@wciapool.org or 206-575-6046.

Second step - Get your documents together to provide to the Designated Origami User

Once training is completed, obtain a copy of the invoice for proof of payment and if a certificate is provided that is needed as well.

Last step for making training reimbursement requests

Training Reimbursement Programs are posted on the [WCIA Website](#)

- **Note:** We have a **new website** which requires WCIA members to create a new profile to access the information!
- **Next:** Once you have your profile - place cursor on **SERVICES**, click on **MEMBER TRAINING** to locate the documents under **Related Materials**.

Member Services Team

Patti Crane, Member Services Manager
Maria Orozco, Member Services Coordinator
Katie Madsen, Member Services Assistant
memberservices@wciapool.org; 206-575-6046

