



## **Risk Management Credentialing Program Guidelines**

### **Program Goal:**

Assist membership with creating a culture of risk management within their entity by creating a risk management credentialing program encompassing municipal risk management principles.

### **Program Information**

- This program is self-paced allowing participants to register and attend courses as their schedule allows.
- Trainings average 2 – 3 hours each and are Free to WCIA Members.
- WCIA will produce periodic eligible program list and scheduled dates for training.

### **Participant Eligibility**

- Risk Management Credentialing will be made available to all member staff, council, and mayor within the entity.
- Participants do not need previous risk management experience, nor have a risk management role within their entity to enroll in the program.
- Application is not necessary, and No pre-requisite trainings required.
- Interested individuals just register for eligible training programs.

### **Participant Expectation:**

- Level 1 and Level 2 encompass the whole program. Participants are encouraged to complete Level 1 first for the basics of risk management.
- Registration and attendance are required. Participation is tracked thru registration.
- Participants are required to complete all trainings indicated within each designated level to receive individual credential certificates.

### **Process for Obtaining Certificates**

- Once all required training attendance is completed in each level, participants can submit a request for certificate through:
  - WCIA's website, [www.wciapool.org](http://www.wciapool.org).
  - Click on the Member Training and Education landing page, and locate Online Resources, to find the link for:  
[Risk Management Credentialing Program Certificate Request](#)
  - Separate certificate requests are issued for Level 1 and Level 2.

### **Program Alerts**

- No credit issued or grandfathering-in for training completed prior to 2022.
- Training Reimbursement Programs do not qualify.



## Programs for Credentialing

### **Level 1 – Fundamentals of Risk Management**

**Participants must complete all 4 trainings below to receive Level 1 credential certificate.  
Completion of Level 1 is recommended first**

- An Introduction to Risk Management Essentials
  - Course covers foundation, overview of municipal exposures and the types of risk controls needed for a sound risk management program, referencing Liability Resource Manual
- WCIA Insurance Cover from A to U
  - Course covers WCIA insurance programs; overviews what is covered, excluded, and recommended.
- Taking the Mystery Out of Insurance and Indemnity Requirements for Contracts
  - Course covers most common types of contracts utilized by member entities, suggested language and insurance requirements. Reference to WCIA ADM. 21 guideline
- Risk Pool Claims Basics
  - Course covers overview of incidents, claims and lawsuits; the importance of documentation and reporting; and claim processing

### **Level 2 – Risk Analysis and Implementation**

**Participants must complete 6 courses total, for Level 2 credential certificate.  
Minimum course completion for each grouping is indicated  
(Sixth course is of your choice in any category below).**

#### WCIA Risk Services Training Programs – Minimum 1 Course

- Public Works 101, Fleet 101, Parks 101, Volunteers 101, Special Events 101

#### WCIA Forums – Minimum 1 Course

- Police, HR, Public Works, City Attorney, Executive Management Forums
- Risk Forums - Specific topical discussion and interaction with other participants-work on scenarios, questions, concerns, etc.

#### WCIA Training Programs – Minimum 3 Courses

- COMPACT Training Topics – General trainings provided by WCIA to management, supervisor, and employee audiences.

### **Questions?**

**Contact Member Services at [memberservices@wciapool.org](mailto:memberservices@wciapool.org) or (206) 575-6046.**