



Wisconsin Compensation Rating Bureau

262-796-4540 • Fax 262-796-4400 • www.wcrb.org

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

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

## GENERAL CIRCULAR LETTER 502—DECEMBER 20, 2006

TO: Members of the Bureau  
FROM: Sara Shackelford  
RE: Policy Industry Training Seminars 2007

### ATTENTION: POLICY ISSUING PERSONNEL

On October 11, 2006, Circular Letter 496 was released announcing the Policy Training Seminars that will be held in 2007. The first training seminar which is being held on March 22, 2007 is now filled. Space is still available in the second session which will be held on April 19, 2007. We would like to encourage you to send staff members who are involved in policy issuance.

On January 1, 2008, the WCRB will begin charging a processing fee for all hard copy policy documents. The seminar will assist any carrier who is not reporting electronically or is in a test environment.

During the training, enhancements to our Web site will be demonstrated. These will include an update to the current NTC Look-up product that will allow carriers to view and respond to NTCs electronically, and Policy View, which gives carriers the ability to look at the policy information processed by the WCRB.

As noted in Circular Letter 496, the actual training seminar is a one-day event. On Friday, April 20, we will be available for one-on-one discussions of reporting issues and "hands-on" Web and PEEP training with WCRB staff.

Please review the attached Pre-registration Form and Seminar Overview for detailed information regarding the specifics about the training that will be provided. Please complete the form and fax, e-mail, or send in the information as soon as possible so that we can distribute finalized details of the seminar. Registration will be on a first come/first served basis and registration will be closed as of January 5, 2007.

If anyone is interested in attending, or if there are questions regarding this seminar, please contact:

Sara Shackelford  
WCRB  
262-796-4574; fax 262-796-4416  
sara.shackelford@wcrb.org



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## 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 April 19, 2007 session will be held at the Wisconsin Compensation Rating Bureau Office, 20700 West Swenson Drive, Waukesha, WI, 53186, from 9:00 a.m. to 4:00 p.m. A nominal charge will be assessed to cover the cost of the seminar. On April 20, you are welcome to meet with WCRB staff to discuss reporting issues or other concerns. 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 complete the contact information at the bottom of this form per attendee, print this page, then fax (262-796-4416), e-mail (sara.shackelford@wcrb.org), OR send to Sara Shackelford, PO Box 3080, Milwaukee, WI, 53201-3080.

Name

Organization

E-mail

Phone