



Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 506—JULY 6, 2007

TO: Members of the Bureau
FROM: Elizabeth Rohde and Sara Shackelford
RE: PEEP Training Sessions—August 2007

ATTENTION: POLICY ISSUING PERSONNEL

To assist with the pending implementation of hard copy policy processing charges in Wisconsin, the Wisconsin Compensation Rating Bureau is planning to offer two PEEP (Policy Entry and Edit Package) training sessions. This training is specifically for those carriers interested in gaining experience in using PEEP as a tool for entering policy information which will be submitted electronically.

One-day training sessions will be offered on August 9, 2007 and August 10, 2007. Due to constraints of the training facility, we can only accommodate a limited number of participants in each session. The sessions will be filled on a first come/first served basis. To assist in planning and scheduling, please complete the attached registration form indicating your preferred date for attendance. We will attempt to place you in your preferred session where possible.

Each one-day event will consist of a PEEP demonstration as well as ample time for “hands-on” experience using the product. WCRB staff will be available for assistance and to answer questions. Conference rooms will be reserved for one-on-one discussions of reporting issues, if requested.

The training 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. There is no charge for the training, and lunch will be provided.

As soon as we receive your completed registration form, we will inform you of your assignment. The registration form may be faxed, e-mailed, or mailed to us. If you require overnight accommodations, including transportation to and from the airport and the WCRB, please let us know so that we can make arrangements.

If you are interested in attending and have any questions regarding the training, please contact:

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