



## REGISTRATION INFORMATION

To register for a Certified Idaho Workers' Compensation Specialist (CIWCS) course, visit <https://iic.idaho.gov/ciwcs/> to register.

## UPCOMING DATES

### 2025

#### Foundation Course

- |   |           |                         |
|---|-----------|-------------------------|
| <input type="checkbox"/> January 28-31 – 9 a.m. to 1 p.m. | Zoom      | <b>Test:</b> January 31 |
| <input type="checkbox"/> July 15-16 – 8 a.m. to 5 p.m.    | In-Person | <b>Test:</b> July 16    |

*Attendees signing up for the Foundation Level and passing the final exam with 85% or higher will be recognized as a "Certified Idaho Workers' Compensation Specialist–Foundation Level," for a period of three years.*

#### Advanced Course

- |   |           |                           |
|---|-----------|---------------------------|
| <input type="checkbox"/> March 11-14 – 9 a.m. to 1 p.m.                   | In-Person | <b>Test:</b> March 14     |
| <input type="checkbox"/> May 6, 7, 8, 13, 14, 15, & 16 – 8 a.m. to 5 p.m. | Zoom      | <b>Test:</b> May 16       |
| <input type="checkbox"/> September 16-19 – 8 a.m. to 5 p.m.               | In-Person | <b>Test:</b> September 19 |

*Attendees signing up for the Advanced Level and passing the final exam with 85% or higher will be recognized as a "Certified Idaho Workers' Compensation Specialist–Advanced Level," for a period of three years.*

## COURSE SELECTION

- Foundation Course – \$155<sup>00</sup>:** Appropriate for employers and medical providers  
*(not available for adjusters or attorneys)*

*Tuition includes course outline and reference materials, certificates of attendance and completion and 8 PDC.s from SHRM*

- Advanced Course – \$235<sup>00</sup>:** Appropriate for those in the workers' compensation industry

*Tuition includes course outline and reference materials, certificates of attendance and completion, 22 continuing education credits (includes 3 Ethics credits) from the Department of Insurance, 12.5 PDC.s from SHRM, 19.75 (includes 1 Ethics credit) MCLE Credits from the Idaho State Bar Association (credits subject to change).*

**To register for an upcoming class visit, <https://iic.idaho.gov/ciwcs>.**

*- Additional Information -*

*Cancellations by attendees must be received by the Commission prior to distribution of course materials or tuition will not be refunded. Course information, with location map, will be sent by email one week prior to the course date.*

Revised 08/24



**CIWCS**  
*Certified Idaho Workers Compensation Specialist*





## TESTIMONIALS OF PAST ATTENDEES

“Such a great starting point for someone just getting into the world of workers’ comp. It will be a huge asset moving forward. Thank you!”

**-Amanda Brown**

“Entertaining and informative. I have a much better handle on my responsibilities of work and that I have to call when I need help.”

**-Rhonda Anderson**

“I specifically liked when we would break into groups. It helped with brainstorming and keeping everyone involved. It was really great. I learned a ton and you ladies kept it entertaining!”

**-Kate Hahn**

“This class and training was amazing and Angie and Jennifer were absolutely the best teachers! Everything was fully explained, and they were patient as we all had questions. The class moves quickly but that’s because of the amount of material that needs to be covered. Angie and Jennifer always made sure they took the time to answer and explain all questions. I took this class having almost no experience with Idaho claims and walked away feeling accomplished and that I could effectively adjust Idaho claims. More states should put on trainings like this! It was beyond incredible! Highly recommend for anyone learning Idaho law or just needing a refresher! Also this was the first time it was presented via Zoom and it work great!”

**-Jody Venecia**

# WHAT IS CIWCS?

Don’t miss the opportunity to register now and embark on the journey to becoming an esteemed Idaho Certified Workers’ Compensation Specialist.

Our Foundation Course has been meticulously crafted to cater to the needs of employers and medical providers who are eager to enhance their understanding of the intricate workers’ compensation system. By participating in this course, you will gain invaluable knowledge and insights that will empower you to navigate the complexities of the system with confidence and expertise. Whether you are seeking to improve your understanding for professional growth or to better serve your organization, this course is the ideal platform for you.

The Advanced Course is specifically tailored for adjusters and attorneys who want to take their knowledge to the next level. Building upon the concepts covered in the Foundation Course, our advanced program will delve into benefits eligibility requirements and computations, equipping you with the expertise needed to excel in your field.

Join us as we delve into the core principles, regulations, and practical applications of workers’ compensation. Through interactive sessions, case studies, and real-world examples, you will gain a comprehensive understanding of the system and learn how to effectively manage claims, ensure compliance, and optimize outcomes. Our team of experienced instructors will guide you every step of the way, ensuring that you leave the course equipped with the skills and knowledge needed to excel in your field.

## LEVELS OF CERTIFICATION

We offer two levels of certification, with the respective curricula as follows:

### FOUNDATION LEVEL

*Recommended for employers and medical providers*

- Review of statutes and decisions
- Compensability
- Claims reporting requirements
- Medical fee payments and disputes
- Lump sum settlements (LSS)
- Change of Physician
- Subrogation

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### ADVANCED LEVEL

*Recommended for adjusters and attorneys*

In addition to the Foundation Level, the Advanced Level curriculum includes:

- Average weekly wage/income benefit calculations
- Disability (temporary, permanent, partial, total)
- Permanent Partial Impairment and Disability-In-Excess
- Death benefits, second injury fund
- Attorney fee regulations

Attendees signing up for the Advanced Level and passing the final exam with 85% or higher will be recognized as a “Certified Idaho Workers’ Compensation Specialist–Advanced Level,” for a period of three years.

## ABOUT OUR INSTRUCTORS

**Angie Howe** has a bachelor’s degree from the University of Oregon in Psychology. She has over 20 years of experience working as an adjuster in the workers’ compensation industry. She is a Program Analyst in the Claims and Benefits Department.



**Michelle Wong** has a Bachelor of Business Administration from Boise State University. She has over 20 years of experience as a claims adjuster. She has been with the Industrial Commission since May 2024 as a Benefit’s Analyst in the Claims and Benefits Department.

