

Certificate Description

This certificate prepares individuals to work as an Insurance Claims Specialist in the area of Water Mitigation. Course work will prepare individuals to use technical knowledge regarding insurance claims processing, cutting edge technology related to water damage restoration techniques and appropriate customer service procedures. This type of work provides for both full and part time employment in a changing industry. Successful completers of the course work shown below will prepare one to take state insurance exams, obtain industry certification for water mitigation, and become eligible for employment with a local company, Harmon Solutions (CodeBlue). Employment potential with other area insurance companies or restoration contractors is also promising. Admission requirements for this certificate include: a high school diploma or equivalency.

Helpful background: Strong science aptitude, strong basic math skills, exceptional oral and written communication skills, detail-oriented with good organizational skills, strong reading and problem-solving skills, computer literacy and outgoing and enjoy working with people.

Required Courses – Spring 2009 Schedule

All courses are co-requisites and should be taken concurrently. Maximum class size in all classes is limited to 20.

Course Title (Click for Description and course prerequisites)	Course Number	CRN	Start Date End Date	Days	Time	# Weeks	Credit	Fee*	Building/ Room
Insurance Term. & HO-3 Policy	162-410-901	90638	3/24/2009 3/26/2009	TWTh	6:00pm- 9:00pm	1	0.9 CEUs	\$28.26	EC Business Education Center 226
AIC 33-Claim Hndlg Princ/Pract	162-411-901	90642	4/7/2009 4/23/2009	TTh	6:00pm- 10:00pm	3	2.6 CEUs	\$67.08	EC Business Education Center 226
		AND	4/25/2009 4/25/2009	S	9:00am- 11:00am				EC Business Education Center 222
Midwest Work Ethic	162-412-901	90640	4/2/2009 4/2/2009	Th	6:00pm- 7:55pm	1	0.2 CEUs	\$8.85	EC Business Education Center 226
AIC 35-Property Loss Adjusting	162-413-901	90644	5/5/2009 5/28/2009	TTh	6:00pm- 10:00pm	4	3.4 CEUs	\$86.49	EC Business Education Center 226
		AND	5/30/2009 5/30/2009	S	9:00am- 11:00am				EC Business Education Center 222
Ins: Gramm-Leach-Bliley Act	162-414-901	90641	4/2/2009 4/2/2009	Th	8:00pm- 9:00pm	1	0.1 CEUs	\$8.85	EC Business Education Center 226
Water Mitigation	162-415-901	90643	4/27/2009 5/1/2009	MTWThF	8:00am- 5:00pm	1	4 CEUs	\$101.05	EC Emergency Service Ed Center 120
Telephone Techniques	162-416-901	90639	3/31/2009 3/31/2009	T	6:00pm- 8:00pm	1	0.2 CEUs	\$8.85	EC Business Education Center 226
Legalities-Claims Note-taking	162-417-901	90645	5/4/2009 5/4/2009	M	6:00pm- 9:00pm	1	0.3 CEUs	\$13.71	EC Business Education Center 226

*Fees do not include the cost of any required textbooks, materials or exam fees. The approximate cost for AIC 33 & 35 textbooks is \$495.00; Water Mitigation is \$125.00. These costs are subject to change without prior notice.

Total Approximate Cost

Tuition, books, exam fees and supplies will cost approximately \$1,400. (These prices are subject to change without prior notice).

To register for classes at CVTC:

By Phone

Toll Free 1-800-518-8211 or 715-833-6487 or TTY 715-833-6509

By Mail

Mail the Registration Form to:

Chippewa Valley Technical College, Registration Office, 620 West Clairemont Ave, Eau Claire, WI
54701-6162

By Fax

Fax the Registration form to 715-833-6470, Attn Registration

In Person

You may register in person at any of the regional campus locations

On-line

<http://www.cvtc.edu/pages/1097.asp>