

SAMPLE UNACCEPTABLE COURSE OUTLINE

ADVANCED WORKERS COMPENSATION SEMINAR

8:00 a.m. – 12:00 p.m.	I. Introduction
	II. Policy coverage
	A. Benefits to injured workers
	B. Employer liability
	III. Writing workers compensation coverage with Middle Atlantic Life and Casualty
	A. Sales support to agents
	B. Price and service comparisons to competitors
	IV. Use of technology by agents to service clients
	A. Wonder Wizard Claim Reporting Software
	B. Visit the Middle Atlantic Life and Casualty interactive website
Working luncheon	
12:00 p.m. – 1:00 p.m.	V. Reserving
1:00 p.m. – 4:00 p.m.	VI. Loss control activities
	VII. Case studies
	VIII. Panel discussion with experts

Deficiencies in this outline:

1. Insufficient detail on subject matter covered.
2. Insufficient detail on amount of time spent on each topic.
3. Sales and marketing topics are not eligible for credit.
4. Company-specific procedural or marketing content is not eligible for credit.
5. Training for office technology or use of the Internet is not eligible for credit.
6. Where case studies are used, a description of the case study must be included with the course outline.
7. Where panel discussions are used, a description must be provided along with a description of the topic(s) to be addressed and backgrounds of the panel members.
8. Breaks are not noted on the outline.

Any one of the above deficiencies may result in disapproval of the course submission.