Personal Lines Coverage Basics
(for employees with 3-9 months experience)

Curriculum
Wk 1: Intro to Property Insurance
Wk 2: Intro to Liability Insurance
Wk 3: Dwelling Insurance
Wk 4: Homeowners Insurance
Wk 5: Personal Auto Insurance
Wk 6: Miscellaneous Personal Insurance

2020 PL Course Schedule

<table>
<thead>
<tr>
<th>Orientation Week Of</th>
<th>Course Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20</td>
<td>1/20 – 2/28</td>
</tr>
<tr>
<td>March 16</td>
<td>3/16 – 4/24</td>
</tr>
<tr>
<td>May 18</td>
<td>5/18 – 6/26</td>
</tr>
<tr>
<td>July 20</td>
<td>7/20 – 8/28</td>
</tr>
<tr>
<td>September 16</td>
<td>9/16 – 10/30</td>
</tr>
<tr>
<td>November 16</td>
<td>11/16 – 1/1/21</td>
</tr>
</tbody>
</table>

Commercial Lines Coverage Basics
(for employees with 3-12 months experience)

Curriculum
Wk 1: Commercial Package Policy & BOP
Wk 2: Commercial Property Insurance
Wk 3: Ocean & Inland Marine Insurance
Wk 4: Commercial General Liability Insurance
Wk 5: Commercial Auto Insurance
Wk 6: Commercial Crime Insurance
Wk 7: Workers Compensation
Wk 8: Miscellaneous Commercial Insurance

2020 CL Course Schedule

<table>
<thead>
<tr>
<th>Orientation Week Of</th>
<th>Course Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 17</td>
<td>2/17 – 4/10</td>
</tr>
<tr>
<td>April 20</td>
<td>4/20 – 6/12</td>
</tr>
<tr>
<td>June 15</td>
<td>6/15 – 8/7</td>
</tr>
<tr>
<td>August 17</td>
<td>8/17 – 10/9</td>
</tr>
<tr>
<td>October 19</td>
<td>10/19 – 12/11</td>
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</tbody>
</table>

Orientation: This 30 minute self-managed process, for first time MERG users, will familiarize you with the online campus. Staff are available to assure you are ready to go on the following Monday.

Time to complete the course: 3 hrs weekly max.

Attention Supervisors: Progress reports are posted weekly. Ask student for ID code.

Time online: Less than 1 hr weekly.
Work can be completed off-line, then paste online.

Student Activity
1. Read a chapter and/or e-lecture.
2. Perform at least one activity in the week, using the agency as a “learning lab”. The activities send you into the agency as a proactive learner, observing procedures and asking questions.
3. Post your observations about the activity.
4. Participate in a discussion question weekly with classmates and the facilitator.
5. Take occasional quizzes and a final exam.

Attention Supervisors: Progress reports are posted weekly. Ask student for ID code. No state CE credit.

PL: $295 PIAW member, $355 non member
CL: $305 PIAW member, $365 non member

Registration

Name________________________
Agency_____________________
Street Address_________________
City/State/Zip________________
Phone_____________________
Email_____________________

Session Start Date: ______________________
Total $ __________________
☐ My check is enclosed.
Charge To: ☐ MC ☐ VISA ☐ AMEX ☐ DIS
Card #: ______________________
Name on Card__________________Exp Date________________

Confirmation & login instructions will be emailed or faxed to the student. Course text shipped via UPS during orientation week.

Mail, email or fax your completed registration form to:
PIA of Wisconsin, Inc.
6401 Odana Rd.
Madison, WI 53719
Fax 608-274-8195
bsteinbach@piaw.org
www.piaw.org

Cancellations prior to orientation, 100% refund. Cancellations between orientation and 1st week of class, 70% refund. No refund after 1st week of class. Refund is contingent on books returned new and unused.

Brought to you by the Managing Education Resource Group (MERG) in conjunction with PIA of Wisconsin, Inc.
For more information on curriculum and all course processes contact Sue Radwan at (517) 256-4786 or suzypadwan@aol.com.