

COURSE EQUIVALENCY APPLICATION FORM



Alberta Motor
Transport Association

PLEASE PRINT CLEARLY

SECTION A

NAME:	COMPANY:	
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	EMAIL ADDRESS:	

SECTION B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY: <i>*Course completion/certificate must be dated within 3 years of application date</i>
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The following must accompany this Equivalency Form:

- *Copy of the course certificate and/or training records*
- *Processing fee payment of \$100.00 +GST (per equivalency request)*
- *Payment must be received before Certificate is issued*

Credit Card Number:

Expiry Date:

CVV:

Card Holder Name:

Signature:

***Submit completed form and
required documentation to:***

*Education Administrator
Alberta Motor Transport Association
E-Mail: training@amta.ca*

Course Description:

Managing Injuries in the Workplace provides participants with an overview of employer accounts, claims management, the appeal process, and account action planning. Participants will learn how claims impact their employer premiums and discuss strategies for improving their organizations' WCB performance.

Outcome	Identify and describe content	Location of content in materials provided
<p>Explain how employers engage with and are responsible to the Workers' Compensation Board (WCB).</p> <ul style="list-style-type: none"> • Review the steps an employer must take to set up and maintain a WCB account. • List the criteria employers must meet to qualify for a WCB account. • What is WCB? <ul style="list-style-type: none"> ○ Who participates? ○ What is covered? • Employer and worker responsibilities • WCB coverage <ul style="list-style-type: none"> ○ Who and what is covered? ○ Personal coverage ○ Penalties for not providing coverage • WCB and continuous improvement <ul style="list-style-type: none"> ○ Clearance Letters 		
<p>Explain the relationship between an employer/industry safety performance and the cost of WCB premiums.</p> <ul style="list-style-type: none"> • Determine an employer's WCB industry classification. • Compare various WCB pricing models. • Examine the impact of both good and poor safety performance on WCB premium costs. 		

<ul style="list-style-type: none"> • Employer classifications • WCB premiums • Pricing methods <ul style="list-style-type: none"> ○ Rate setting ○ Experience rating ○ PIR ○ Industry Custom Pricing ○ Poor Performance Surcharge 		
<p>Manage the WCB claim process on behalf of an employer.</p> <ul style="list-style-type: none"> • Identify work-related injuries • Examine the WCB claim process from start to finish • Prepare a Physical Demands Analysis • Identify various options for modified work • Work-related injury • Employer’s responsibilities in the workplace <ul style="list-style-type: none"> ○ Injury response ○ Injury reporting ○ Employer’s health benefits • Disability management • Modified work • Physical Demands Analysis (PDA) • Modified Duties • Obligation to Reinstate • Undue Hardship 		
<p>Account and Claim Administration</p> <ul style="list-style-type: none"> • Review information and reports available on the myWCB portal • Account access • Reports 		
<p>Develop goals and objectives for action planning.</p>		

<ul style="list-style-type: none">• Use WCB reports to develop action planning goals<ul style="list-style-type: none">○ Review reports to determine opportunities for improvement○ Develop action plan goals, objectives and deliverables• Action plans• Benefits• Resources• Components• Modified work & action plans• Training on the job		
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Additional Notes:
