

LCCP

Louisiana Certified Claims Professional

The Louisiana Certified Claims Professional program is designed to enhance the level of professionalism within the industry and to raise the industry's overall image. This process will encourage greater education and involvement, which will be recognized and publicized as a certification program. Earning the certification can enhance career opportunities, lend prestige, and recognize leaders in the industry.

How to Obtain Certification

LCCP Candidates must satisfy minimum requirements in the following categories each year:

- * Academic Study - minimum 8 credits
- * Personal Service - minimum 10 credits
- * 2 Years employment in the Claims Industry

Candidates for LCCP certification must submit the following by February 15th of the year after completing the requirements:

- < \$25 enrollment fee for LCA members; \$35 enrollment fee for non-members.
- < Completed application form, which includes their employment history in the claims industry.
- < Documentation to show proof of continuing education units earned at approved Educational Seminars.
- < Letter from the President or other officer of the appropriate claims group indicating attendance and/or service to the organization.

Certificates suitable for framing will be mailed to each candidate who completes the certification requirements.

Academic Study

Educational Seminars

1 credit per CEU (continuing education unit) earned by attending approved educational workshops. The Louisiana Claims Association sponsors an Educational Conference each summer with top professional speakers in the claims industry. Additionally, LCA may provide additional opportunities to receive credits at local claims meetings. Other approved sponsors for educational workshops are: PIA, NBI, IAA, LASIE, and LABIE. Three academic credits must be earned by attending an LCA sponsored educational conference or workshop. At least one hour credit must be earned in Ethics.

Personal Service

Attendance at Area Claims Association Meetings - 1 credit each

Local Claims Associations hold meetings throughout the state on a monthly basis.

Local Claims Association Board of Directors - 4 credits

Any candidate elected to a Local Claims Association Board of Directors can earn one credit per board meeting up to a maximum of four in one year.

State Claims Association Board of Directors - 4 credits

Any candidate elected to the Louisiana Claims Association Board of Directors can earn one credit per board meeting up to a maximum of four in one year.

Industry-Employment Service

Employment credits may be earned according to the following scale:

Number of years employed in the industry:	3	4	5	6	7+
Credits:	1	2	3	4	5

Maintaining Certification

To remain certified, LCCP's must continue to earn the following credits each year and submit a Recertification form with a check for \$15 no later than February 15th of the year following completion of your credits.

- * Academic Study - minimum 8 credits
- * Personal Service - minimum 5 credits

**Initial Application for
Louisiana Certified Claims Professional**

Check Here if renewing certification 9

**Louisiana Claims Association
P O Box 14806
Baton Rouge, LA 70898
Phone: 225-291-2806 Fax: 225-291-2811**

Full Name: _____
(First) (Middle) (Last)

Mailing Address: _____
(Street) (City) (State) (Zip)

Telephone No. _____ Social Security No. _____

LCCP Candidates must satisfy minimum requirements noted in each of the following categories each calendar year. All requirements must be fulfilled between January 1st and December 31st. Completed applications must be received in the LCA office no later than February 15th of the next year.

Academic Study - 8 credits required

Attach to this application all continuing education certificates earned from approved sponsors. 1 credit per CEU (continuing education unit) earned by attending approved educational workshops. Three academic credits must be earned by attending LCA sponsored educational conferences or workshops and all other courses must be approved sponsors, i.e. PIA, NBI, IAA, LASIE or LABIE. **At least one hour credit must be earned in Ethics.**

Personal Service - 10 credits required

LCCP Applicants must attach to this application a letter from the President of the applicant's local Claims Association verifying meeting attendance or board of director service as described in this section.

Attendance at Area Claims Association Meetings - 1 credit each - Local Claims Associations hold meetings throughout the state on a monthly basis.

Local Claims Association Board of Directors - 4 credits - Any candidate elected to a Local Claims Association Board of Directors can earn one credit per board meeting up to a maximum of four in one year.

State Claims Association Board of Directors - 4 credits - Any candidate elected to the Louisiana Claims Association Board of Directors can earn one credit per board meeting up to a maximum of four in one year.

Industry-Employment Service - Minimum of 2 years industry employment

Employment credits may be earned according to the following scale:

Number of years employed in the industry:	3	4	5	6	7+
Credits:	1	2	3	4	5

Applicants must provide employment history in the industry for years preceding the date of this application.

Date From	Date To	Employer Name & Address	Type of Business

The applicant assumes responsibility for compliance with these requirements prior to the submission of the form. I hereby certify that all the information in this application is true and correct to the best of my knowledge.

Signature of Applicant

SWORN AND SUBSCRIBED BEFORE ME ON _____

NOTARY PUBLIC