



## Exclusive Trainings Guidelines and Member Responsibilities

**Exclusive Trainings** are trainings for Members who seek to train a group of their own employees. This is a cost-shared program between the Member and WCIA, in which limited financial support is provided. Exclusive Trainings defined under this program must:

- Be conducted by an attorney or consultant either recommended by WCIA or selected by the Member and can be conducted in-person or online.
- Have an emphasis on risk management, liability exposure mitigation or leadership development.
- Limited to group training opportunities only

**Note:** Programs listed under the *2021 Eligible Reimbursement Programs* cannot be applied under the *Exclusive Training* program.

**Areas of training applicable under the Exclusive Training program include but are not limited to:**

- Anti-Bias, sensitivity, diversity, and inclusivity training
- Driver improvement training
- Elected officials' roles and responsibilities
- Flagger certification
- Land use decision making
- Supervisory and employment law training
- Workplace communications

**Note:** Other topic areas may qualify. Priority is given to programs that have a risk management component and/or provide mitigation to a covered risk exposure.

**Delegate Approval and Advance WCIA Notification Required:**

- The entity's assigned WCIA Delegate has oversight on the distribution of the funding under the Exclusive Training program. The requesting individual will need to confer with their entity's assigned WCIA Delegate first to grant permission for entity to apply program under the Exclusive Training program.
- Assigned WCIA Delegate **must** notify WCIA Member Services Coordinator, Maria Orozco, [mariao@wciapool.org](mailto:mariao@wciapool.org) to guarantee approval. Failure to notify WCIA in advance may result in reimbursement denial.
- For approval consideration, Delegate must provide an outline or description of the training program, name of the facilitator or agency conducting the agency, proposed date of training, and training fees.
- Funds are available on first-come, first-served basis. Members are encouraged to notify WCIA early in the year to guarantee reimbursement approval.

**Exclusive Training Scheduling and Logistics:**

- Member is responsible for scheduling, confirming, and coordinating all training logistics directly with trainer.
- Member is responsible for securing training venue or teleconferencing platform for online training, accommodating AV requirements needed by trainer, making copies of training materials and disseminating materials to participants, etc.
- If the Member decides to open the training to other jurisdictions, it is at their discretion. The Member is responsible for registration and logistics of external participants. Reimbursement eligibility is limited to the Member paying for training.



### Member Reimbursement

- Member is **accountable for paying for the training invoice first** and then is eligible for partial reimbursement through WCIA.
- Member qualifies for 50 percent reimbursement of the training fee, **not to exceed \$3,000** for a Member, per year. Expenses pertaining to facility rentals, purchase of refreshments, copying charges, or other incurred costs are not eligible for reimbursement.
- Member is required to submit the reimbursement submittal upon program completion **within 30 days** of receipt of invoice. All reimbursement submittals must be provided to WCIA by the annual reimbursement deadline of the **second Friday of December**. Failure to meet deadline will result in reimbursement denial.
- Reimbursement must be submitted via the Origami Member Portal by designated Origami user. Submit under the category **EXCLUSIVE TRAINING**. Must provide a copy of the training invoice and attendance roster for verification.
- Only training that occurs within the current year is eligible for reimbursement. Training from a previous year is not eligible.
- If you have any questions, please contact Member Services Coordinator, Maria Orozco at [mariao@wciapool.org](mailto:mariao@wciapool.org) or 206-687-7895.