

## COURSE CATALOG

Risk Management University (RMU) offers online courses on a variety of risk management topics. The catalog provides a brief summary of each course. You may access the desired course(s) through your institution's [SafeColleges](#) learning platform. Administrators may also assign courses through the SafeColleges learning management system.

The Course Run Time is the actual video run time. Upon completion of the video, you will be required to take a short quiz which is intended to enhance the learning experience. You may then provide course feedback and/or print a certificate of completion.

If you need assistance with your [SafeColleges](#) login or to identify your institution's administrator, please contact Risk Management University at 1-888-568-5548 or [RMU@EIIA.org](mailto:RMU@EIIA.org).

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### 1. Fundamentals of Property Insurance

**Description:** In this course you will learn about what property is covered, what perils are insured against, and how damaged property is valued.

**Course Run Time:** 9 Minutes

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### 2. Business Interruption and Extra Expense

**Description:** Learn the fundamentals of Business Interruption coverage, which reimburses the institution for fixed expenses and lost profit when facilities are idle due to a property loss.

**Course Run Time:** 13 Minutes

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### 3. International Travel – Insurance Basics

**Description:** This is the first of two courses on institution-sponsored international travel. This course focuses on the key components of the EIIA international travel insurance program, including emergency medical expenses and different types of evacuations.

There is also a RMU course on pre-travel planning, which covers best practices when preparing for travel, legal responsibilities of the institution and the need to report all claims immediately.

**Course Run Time:** 19 Minutes

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#### 4. International Travel – Risk Management Considerations

**Description:** This course covers pre-travel planning for international travel, including best practices, legal responsibilities of the institution and the need to report claims immediately.

There is also a RMU course on the key components of the EIIA international travel insurance program, including emergency medical expenses and different types of evacuations.

**Course Run Time:** 14 Minutes

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#### 5. Introduction to Risk Management

**Description:** In this course we will examine the fundamentals of the risk management process and provide a framework for an effective risk management program on your campus.

**Course Run Time:** 13 Minutes

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#### 6. Fundamentals of Workers' Compensation Insurance

**Description:** In this course you will learn about the legal underpinnings of workers' compensation, the benefits provided, and how those benefits are determined. A companion course will address claims management.

**Course Run Time:** 21 Minutes

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#### 7. Keystone Valuation System

**Description:** Keystone is a proprietary property tracking and valuation system developed by EIIA specifically to meet the needs of higher education. Learn how to record building, content and business interruption values and maximize the use of the available Keystone valuation data.

**Course Run Time:** 15 Minutes

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## 8. Fine Art Insurance and Reporting Requirements

**Description:** In this course you will learn what can be covered as fine art, the insurance coverage, policy limits and sub-limits and the inventory reporting requirements to record your property. Most importantly, you will learn the benefits of maintaining an accurate fine art inventory.

**Course Run Time:** 18 Minutes

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## 9. Liquor Liability

**Description:** Do you know the two basic types of liability relating to selling and serving alcohol? In this course we discuss the difference between liquor liability and host liquor liability. Learn your institution's liability for serving alcohol on your campus and identify best practices to help reduce your risk.

**Course Run Time:** 15 Minutes

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## 10. Introduction to Transitional Duty Programs

**Description:** In this course you will learn how a transitional duty program can benefit your institution, benefit an injured employee and speed up their recovery, and reduce long-term workers' compensation costs.

The companion course, *Implementing Transitional Duty Programs*, discusses how to implement a successful Transitional Duty program.

**Course Run Time:** 13 Minutes

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## 11. Implementing Transitional Duty Programs

**Description:** This course provides practical advice on the development of a Transitional Duty program, its components and the benefits of a successful program.

The companion course, *Introduction to Transitional Duty Programs*, addresses the importance of transitional duty programs for the employee and the institution.

**Course Run Time:** 13 Minutes

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## 12. The Power of a Motivated Safety Committee

**Description:** What are the benefits of an effective safety committee? What do you want to accomplish? This course outlines what an engaged safety team looks like and how valuable it can be to your institution. Learn more about the benefits of an effective safety committee and how to re-energize your teams.

The companion course, *Managing and Motivating Your Safety Committee*, outlines how to build an effective safety committee and identifies three keys to keeping your committee on track.

**Course Run Time:** 15 Minutes

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## 13. Managing and Motivating Your Safety Committee

**Description:** We will answer the one big question, “How do I manage the safety committee and keep everyone motivated?” Learn the three keys to keeping your committee on track and productive.

The companion course, *The Power of a Motivated Safety Committee*, addresses why you should have a safety committee and what you want to accomplish.

**Course Run Time:** 16 Minutes

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## 14. Fundamentals of Automobile Insurance

**Description:** *Institution-owned vehicles, employee-owned vehicles used on institution business and short-term rental vehicles...* Do you know how insurance coverage works for each? The course provides a high level overview of these three classes of vehicles and identifies four key criteria recommended for your institution’s vehicle use policy.

**Course Run Time:** 14 Minutes

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## 15. Insuring Art Exhibits



**Description:** This course discusses insurance coverage for exhibits that are not owned by the institution, including exhibits from artists or museums, objects on loan for educational or research purposes and student or faculty artwork on display.

The companion course, *Fine Art Insurance and Reporting Requirements*, addresses how to value and report institution-owned fine art.

**Course Run Time:** 13 Minutes

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## 16. Creating Effective Facilities Use Agreements

**Description:** Do you know your liability when a third party uses your campus facilities for a special event? Do you know how to protect your institution? In this course we answer these questions and others pertaining to third party facilities use. Learn how to minimize your liability risk and implement effective Facilities Use agreements.

**Course Run Time:** 14 Minutes

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## 17. Principles of Contract Management

**Description:** This course focuses on contract basics and why your institution should have a formal system to store all of your contracts and certificates of insurance. Most important, you will learn why centralized contract management should be a top priority.

**Course Run Time:** 13 Minutes

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## 18. Property Acquisitions: Purchases and Gifts

**Description:** It does not take much for a seemingly good acquisition to turn into a nightmare. In this course we look at property acquisitions including a basic overview of key risk management and insurance issues. The course material applies to both purchases and donated buildings and land.

**Course Run Time:** 14 Minutes

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## 19. Introduction to Employment Practices Liability Insurance

**Description:** Employment Practices Liability covers your institution for employment-related risks including harassment, wrongful termination and discrimination. In this course we will review the key coverage parts and illustrate common exposures.

The companion course, *Managing Employment Practices Liability Claims*, outlines best practices and policy requirements for reporting and managing claims.

**Course Run Time:** 14 Minutes

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## 20. Managing Employment Practices Liability Claims

**Description:** In this course we review your Employment Practices Liability Insurance policy claim reporting obligations and the insurer's duty to defend you. A detailed outline of best practices for managing claims is also discussed.

It is recommended to also take the companion course, *Introduction to Employment Practices Liability Insurance*, which addresses the basics of the coverage and common sources of claims.

**Course Run Time:** 13 Minutes

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## 21. Minors on Campus

**Description:** In creating a safe environment for students, there is another group of young people, an "invisible population" of minors on campus who require an even greater degree of care. In this course we identify some of the exposures presented by having minors on your campus as well as risk management resources to help you reduce those risks. Included are best practices for safety committees and staff, tips for managing activities including minors and ways to implement *Campus Conduct Hotline*, EIIA's proprietary incident reporting hotline.

**Course Run Time:** 15 Minutes

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## 22. Managing Volunteer Programs

**Description:** For all the good work volunteers do, they can create liability. In this course we focus on various types of volunteers, the importance of a formal review process and best practices for managing volunteer activities. Included in the course are EIIA risk management recommendations to help to ensure your mission is accomplished and that everyone feels good about their contributions.

**Course Run Time:** 14 Minutes

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## 23. Property Loss Control – Engage and Empower

**Description:** This course examines how doing the little things can prevent big things from happening. We examine the two loss control categories, *prevention* and *containment*, the impact of an *event cascade*, and how to maximize the EIIA loss control services. Learn about best practices to engage and empower the entire campus in your loss control program.

**Course Run Time:** 14 Minutes

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## 24. Practical Practicum Agreements

**Description:** Practicum agreements are a Bermuda triangle of ambiguity. Who is responsible for the student? What should the institution know about the practicum setting? What if the student is injured? What if the student causes injury? These are just a few of the questions answered in this course. The course also addresses acceptable contract terms, insurance for the institution and the student and best practices for crafting your practicum agreements.

**Course Run Time:** 15 Minutes

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## 25. Trustee Liability Insurance Program

**Description:** Your EIIA trustee liability (directors' and officers' liability) coverage is part of a broad master educators' legal liability policy tailored to the unique needs of higher education. In this course we review the coverage afforded by the trustee liability policy, including personal coverage for trustees, identify some common causes of claims and what to do in the event of a claim.

**Course Run Time:** 13 Minutes

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## 26. Managing Liability Related to Greek Organizations

**Description:** This course examines the exposures, legal and regulatory trends and critical steps to effectively manage campus groups, with a focus on Greek organizations. The course outlines resources and best practices to manage exposures, create a positive relationship and protect your institution's reputation.

**Course Run Time:** 17 Minutes

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## 27. Crafting Enforceable Waivers

**Description:** Waivers, waivers and more waivers! Did all participants sign? Now what do we do with all these forms? When is a new waiver needed? What activities require a waiver? So many questions and the paperwork feels never ending for both students and staff. In this course we look at the logic behind waivers, how to create effective waivers and how to reduce the administrative burden of collecting and managing the paperwork.

**Course Run Time:** 15 Minutes

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## 28. Fundamentals of Certificates of Insurance

**Description:** This course addresses three big questions about certificates: What is a certificate of insurance? Why do I want a certificate? What do I do with it? The course material also provides tips on reviewing certificates.

This is the first course in the series on certificates of insurance. It is recommended to also take the companion courses: *Understanding Liability Certificates of Insurance* and *Understanding Property Certificates of Insurance*.

**Course Run Time:** 14 Minutes

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## 29. Understanding Liability Certificates of Insurance

**Description:** This course visually analyzes a liability certificate of insurance. Whether you are new to COIs or an expert, this course provides step by step instructions on how to read and review a liability certificate and identify potential pitfalls.

This is the second course in the series on certificates of insurance and builds on the introductory course: *Fundamentals of Certificates of Insurance*.

**Course Run Time:** 12 Minutes

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## 30. Understanding Property Certificates of Insurance

**Description:** Review useful tips on how to read and review a property certificate of insurance and examine some common issues involving certificates that Members might be required to provide to vendors.

This is the third course in the series on certificates of insurance and builds on the first two courses: *Fundamentals of Certificates of Insurance* and *Understanding Liability Certificates of Insurance*.

**Course Run Time:** 12 Minutes

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## 31. Managing Property Losses

**Description:** Successful loss management is a matter of creating order out of chaos. Learn best practices from EIIA's extensive experience in handling property losses for our Members. Included is a discussion on cost versus extent of damages and replacement cost versus actual cash value.

**Course Run Time:** 13 Minutes

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### 32. Foundations of a Successful Building Project

**Description:** This course outlines best practices, guidelines and key steps you should take to make your building project a success. The discussion is presented in three stages: what to do before you break ground; how to select the right general contractor and things to do once construction is underway.

**Course Run Time:** 13 Minutes

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### 33. Self-Funding Health Plans

**Description:** This is the first course in the *EIIA Vocal Point* series. The featured topic is self-funded health plans. Learn about the advantages of a self-funded versus fully insured health plan, how this alternative saves on administrative costs and premium taxes and how you can gain control in a strategic way over plan designs, reinsurance and claims management.

**Course Run Time:** 10 Minutes

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### 34. Managing Effective Institution Policies

**Description:** Institution policies. Every institution has them, sometimes several hundred. If your policies are in disarray, out of date, poorly written or not enforced, they become a barrier rather than a tool to sound governance. In this course we examine the elements of a good policy, best practices in policy administration and common pitfalls to avoid. The reference handout includes additional guidelines not covered in the course video.

**Course Run Time:** 14 Minutes

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### 35. Your EIIA Captives

**Description:** This is the second course in the *EIIA Vocal Point* series. How do captives work? How are they regulated? This course answers these two questions and explains how the two EIIA captives benefit Member institutions through broad tailored coverage, claims administration and control over costs.

**Course Run Time:** 13 Minutes

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### 36. Managing Student Organizations

**Description:** Student organizations are often the first opportunity students have to develop leadership skills. While enriching the student's educational experience, there are risks for both the student and the institution. This course outlines best practices and insurance requirements for institution-recognized clubs operating on your campus.

**Course Run Time:** 13 Minutes

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### 37. Getting Summer Camp Savvy

**Description:** Summer camps can improve your institution's visibility, enhance your reputation and even play a part in recruitment. This course identifies potential risks summer camps pose and provides best practices to minimize those risks and maximize the experience for institution-sponsored camps. Basic tips to successfully manage third-party camps are also included.

**Course Run Time:** 14 Minutes

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### 38. Entertainment Contracts – Ins and Outs

**Description:** Comedians, concerts, musical and performing arts groups, hypnotists and magicians are just a small sample of the various types of performers your institution might host over the course of an academic year. And if you do host these types of acts, an entertainment contract is the binding agreement you'll want to execute.

This course summarizes a top-ten list of considerations for this unique type of contract along with event risk management best practices and policy recommendations.

**Course Run Time:** 14 Minutes

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### 39. The Well-Planned Event

**Description:** This course outlines the components of an effective event plan, some common pitfalls and key best practices for planning and hosting an institution-wide event. While this is not a "how-to" of event planning, the course concentrates on issues that have a risk management component focusing on protecting your campus community, visitors and your institution's reputation.

**Course Run Time:** 13 Minutes

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#### 40. Theatre Safety Takes Center Stage

**Description:** Behind the production scenes one might find: paint and chemicals, power tools, students working at odd hours, ladders, catwalks and elevated platforms, costume and prop storage, and the list goes on. These are just a few of the potential exposures related to theatre production.

This course offers best practices and procedures for developing a culture of theatre safety. Included are tips for theatre crew, volunteers, student workers and technical directors.

**Course Run Time:** 14 Minutes

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#### 41. Lifecycle of a Successful Campus Visit

**Description:** A prospective student's campus visit is an opportunity to showcase the best of your campus – from world-class educational opportunities to a vibrant campus life. What are some of the risks in hosting students and visitors? More than you might guess.

Learn ways to manage potential risks and exposures for both the institution host and the prospective student and their guests. The course includes tips, best practices, and procedures to consider before, during and after the visit.)

**Course Run Time:** 13 Minutes

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#### 42. Crowd-Proofing Your Campus Event

**Description:** Events and crowds are part of campus life. Proper crowd management is a smart way to safeguard your people, your institution, and your reputation. This course addresses crowd *behavior* and crowd *management* and crowd *control*. Provided are resources to raise awareness, provide training, and templates to organize your crowd management team.

**Course Run Time:** 15 Minutes

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#### 43. Part-Time Coach, Full-Time Focus

**Description:** Many college athletic programs engage part-time and volunteer coaches. Their commitment and dedication to student athletes are invaluable. This course provides proven approaches to manage and minimize the risks inherent in the job of a part-time or volunteer coach. Also included are EIIA resources for training, policy templates, and reference documents.

**Course Run Time:** 13 Minutes

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## MORE ABOUT RMU

### What do others have to say?

*“I’ve sat through a lot of videos on safety committees as part of my job over the years. This was one of the best that I’ve seen. It was relevant to all areas of campus (physical plant, science department, office personnel, etc.). I especially liked the focus on changing behavior, not just on the physical hazards. Excellent!”*

*“Another excellent video on Safety Committees. Thank you!”*

*“Good course. Contains applicable and relevant information for a newcomer to workers’ comp and to an experienced workers’ comp manager.”*

*“It was very helpful in giving me a better understanding of what a [safety] committee is responsible for.”*

*“Good course. It was just the right length of time and contained the right information for all employees who are required to know about risk management.”*

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### Photo Acknowledgements

Photos enliven the learning experience, and nothing helps to illustrate risk management concepts like actual photos from our Member institutions. We are always looking for general photos like library interiors, science labs, art exhibits, sporting events and, of course, Old Main. If you have photos or a source we can contact when we have specific needs, please let us know. You will receive recognition for having added a touch of reality to one of our courses.

You may view a sample of photos used in published courses on the Photo Acknowledgements page of the RMU website: [www.EIARMU.org](http://www.EIARMU.org).

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**Who can I contact for more information?** You may direct your questions, comments, or feedback to your EIIA Risk Management Director or contact:

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[www.EIARMU.org](http://www.EIARMU.org)

