

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. Once you have determined which courses you wish to take, go to the RMU website at www.EIARMU.org and select *Log Into Courses*.

The Course Run Time is the actual video run time. Upon completion of the video you will be required to take a short, non-graded quiz, which is intended to enhance the learning experience, then complete a brief course feedback survey and print your certificate of course completion.



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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.

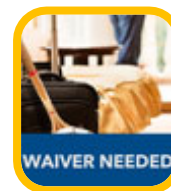
Course Run Time: 13 Minutes



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



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

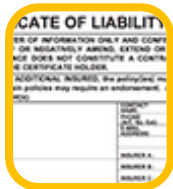


28. Fundamentals of Certificates of Insurance

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



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



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



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



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



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



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



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



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



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

UPCOMING COURSES

Look out for these soon to be released Risk Management University courses. Members' ideas, comments and suggestions for future courses are welcome. Please email us at RMU@EIIA.org.

Entertainment Contracts – Ins and Outs

The Well-Planned Event

WHAT DO OTHERS HAVE TO SAY?

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

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

Who can I contact for more information? You may email questions to RMU@EIIA.org or call:

John Roskopf
Vice President
Risk Management University
(888) 255-4511

Monica Turner
Associate Director
Risk Management University
(888) 255-4835

