

CPDM

Certified Professional in Disability Management

RULES AND REGULATIONS

I. CPDM Qualification

- A. Participants completing the requirements for the CPDM Certified Professional in Disability Management designation program must successfully complete three college level courses. These courses include:

CPDM 1 Essentials of Disability and Absence Management

CPDM 2 Disability Management Implementation and Sustainability

CPDM 3 IDAM Concepts and Tools

- B. The designation is conferred to individuals successfully receiving a “C” or better grade in each of the three CPDM courses.
- C. CPDM designees must complete 6 hours of continuing education (CE) in the field of disability management or similar field of study. The six hours of continuing education is an ongoing annual requirement January 1 through December 31.

II. Designee Responsibilities and Rights

- A. The CPDM designation represents that the individual has successfully completed the above noted educational courses offered by the Insurance Educational Association and continues to successfully satisfy the annual continuing education requirement of the designation. It is the CPDM designee’s responsibility to manage the status of their CE hours. Designees must complete the CPDM or combined WCCP/CPDM CE form and fax it to the IEA at 714-689-0112 to earn CE credit. No other process or procedure can be substituted.
- B. The individual is authorized to use the letters CPDM following their name on business cards, letterhead, or other business documents which would normally contain the designee’s name.

- C. The CPDM designee should not claim or imply that the designation represents anything other than the completion of the approved courses and satisfies the annual CPDM continuing education requirement.
- D. The CPDM Certified Professional in Disability Management designation name and educational material are protected by Trademark and Copyright Law of the United States. Individuals that have not been properly conferred the designation by the Insurance Educational Association are not permitted to use the CPDM Certified Professional in Disability Management designation. CPDM designation recipients have an ethical obligation to notify the IEA of any unauthorized use of the designation.

III. Continuing Educational (CE) Requirements

- A. Each CPDM recipient must complete six (6) hours of continuing education January 1 through December 31 each year.
- B. The workshops approved for continuing education in the IEA class/workshop schedule have the initials CPDM prominently printed near the workshop/class description. The continuing education hours credited toward the CPDM designation will be the same number of hours the program is scheduled. No credit is given for the lunch hour. A continuing education hour is defined as sixty minutes of instruction, which may include a maximum 10 minute break.
- C. Continuing education requirements may be fulfilled by attending IEA approved workshops or classes. Additionally, the Disability Management Employer Coalition DMEC educational programs and Annual National Conference are also approved for CE hours. Educational programs not offered by IEA or DMEC may qualify for continuing education credit. Non-IEA programs not pre-approved through the organizational provider approval process may be considered for CPDM CE credit. A designee may submit the non-IEA educational program for review with the fee noted on the continuing educational form (\$20 per credit hour) along with adequate supportive material that will allow IEA to evaluate the educational program. Usually this can be in the form of hand out material, educational outline, brochures, agenda, etc; it's helpful if the presenter's contact information is also included.
- D. The CPDM recipient is responsible for completion and submission of the CPDM continuing education form. The form can be found on the IEA website at www.ieatraining.com under ce credit on the left navigation bar. Fax the signed form to 714-689-0112 and keep a copy for your files.
- E. CPDM participants who do not complete the required continuing education requirements by December 31 will be subjected to suspension and disqualified from future use of the CPDM designation and all the rights and privileges connected to the designation.

F. Prolonged medical illness, lengthy family emergency or other similar situations may be reviewed by IEA to obtain an extension to complete the CE requirement. Requests must be made in writing no later than 60 days prior to the CE deadline date of December 31.

G. CPDM designees may accumulate a maximum of twelve (12) continuing education hours during any calendar year. Six (6) continuing education hours will be credited to the current year, while the remaining six hours will be credited to the next calendar year.

Example: A CPDM attends a thirty (30) CE hour approved class. Only twelve continuing education hours will be credited; six hours for the current calendar year and the remaining six continuing education hours will be credited to the following calendar year. The remaining eighteen (18) hours (30 hours less 12 hours) do not apply to any calendar year.

H. Designees failing to fulfill the six (6) continuing education requirement by December 31 will be suspended automatically and will forfeit the rights and privileges outlined in the CPDM Rules and Regulations.

IV. REINSTATEMENT OF THE CPDM DESIGNATION

A. The suspended designation may be reinstated if the individual satisfies the six (6) hour continuing education requirement by earning six (6) hours of continuing education credit prior to March 31 of the following year. The designee must satisfy the six (6) hour continuing education credit for the subsequent year.

Example: A CPDM designee has completed no CE hours for 2007. On March 15, 2008, the suspended designee completes an eight (8) hour seminar. Six (6) hours CE credit will apply to the calendar year of January 1 through December 31, 2007. The remaining two (2) hours are credited to the 2008 calendar year. Refer to Section IV, D for the reinstatement process.

B. If the suspended CPDM designee (designee who has passed the March 31 suspension deadline date) and has not reinstated according to Rule IV,A, then the individual must complete **one** of the following courses and receive a grade of “C” or better:

- CPDM 1 – Essentials of Disability and Absence Management
- ARM 54 - Risk Assessment
- CA 10 – Workers’ Compensation Claims
- CA 17 – Labor Code and Current Case Law
- CA 20 – Advanced Issues in Workers’ Compensation

Other courses may be taken with prior approval from IEA.
There is no time limit for retaking these classes.

- C. The reinstated designation will have to satisfy the annual six (6) hour CE requirement by December 31 of the year following the completion of the requirements noted in “IV, A or B” above.
- D. Individuals who have met the reinstatement requirements must send a letter containing the following information:
 - Address and daytime telephone number
 - Classes completed including a copy of your grade

Individuals satisfying the reinstatement requirements will receive a letter from the IEA confirming their reinstated status.

V. **Miscellaneous Rules**

- A. In order to keep the CPDM designee CE files current, it is the responsibility of the CPDM designee to notify the IEA of any name or mailing address changes.
- B. Individuals who complete the required courses and receive the CPDM diploma are automatically bound by the current rules and regulations of the IEA’s CPDM Certified Professional in Disability Management designation program. A current copy of the CPDM Rules and Regulations is available at www.ieatraining.com. It is the responsibility of the designee to be aware of any changes to the CPDM Rules and Regulations.

Please forward CPDM CE form to:
IEA
(FAX) 714-689-0112

January 2010