

**Risk Management Curriculum  
Practice Workshops for Procurement Technicians**

**"Compliance: Certificates & Documentation"**

**Course Objective:**

The object of the course is to familiarize the Procurement specialist with the various documents used to verify compliance with the Indemnity and Insurance provisions after contract award. Special focus of the ACORD Certificate of Insurance and its use in the insurance industry is provided.

**Prerequisites/ Preparation:**

"Dynamics of Risk, Risk Management & Insurance," "Procurement Insurance Concepts & Terminology," and "Module Workshop."

**Competencies:**

After completing the course, each student will understand:

- The visual layout of the ACORD Certificate of Insurance and how to locate and identify data on the form
- How to correlate the data on the ACORD form with the contract Insurance provisions
- The meaning of the terminology used on the ACORD form
- How to use a Risk Management checklist in reviewing a certificate
- The common errors and deficiencies found on many certificates
- The importance of timing in receiving the certificate
- The importance of a suspense system to anticipate expiration of the insurance policies
- The function of the contractor's insurance agent or broker in the process

- **Documentation other than the ACORD form: State of Arizona form; binders, policy declarations, coverage parts, endorsements, cancellation notices, letters**
- **Legality of the certificate; why the certificate is a reference tool and not the actual insurance policy**
- **Use of the certificate by Risk Management in a claim discovery**
- **Why letters and/or loose documents not attached to an insurance policy and/or not signed are weak links in the documentation process; why emails and verbal assertions are not substitutes for certificates**