

THE INSTITUTES 2024 ORDER FORM FOR STUDY MATERIALS: EDITION 6

Prices and availability are subject to change. See the price list starting on page 3.

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1. Indicate when you plan to take your exam.
2. If this order is to be billed, fill out the account number, purchase order number, and billing address.
3. Provide your shipping address.
4. Select your study materials.
5. Add up your order value on page 2, and enter the sum in the order value blank below.
6. Add the order value, figure discount, tax and handling costs if applicable. See page 2 for shipping information.

PLEASE INDICATE THE MONTH/YEAR IN WHICH YOU PLAN TO TAKE YOUR EXAM

1. January 15–March 15, 2025 April 15–June 15, 2025 July 15–September 15, 2025 October 15–December 15, 2024

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Billing Account #	Purchase Order #
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Firm Name—if business address	
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ORDER

6. Order Value (from other side)	\$
Net Amount	
Shipping Charge You will pay the published UPS rate for your order. If you need to know the rate before placing your order, contact CustomerSuccess@TheInstitutes.org or call (800) 644-2101.	UPS Published Rate
Handling Charge <input type="checkbox"/> Ground Deliveries = No Charge <input type="checkbox"/> Second Day Air, Overnight Delivery, or International Orders = \$10.00	
Subtotal (Net Amount plus Shipping and Handling, if applicable.)	
Sales Tax Applicable sales tax will be charged for your delivery address location	Applicable Sales Tax
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<input type="checkbox"/> American Express <input type="checkbox"/> Diners Club <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA	
Account No. _____	Exp. Date _____ CSV _____
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4. ITEM #	DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
				\$
Order Value (Carry this total to front of order form.)				\$

5. Visit us at TheInstitutes.org to fast track your risk management or insurance career with certifications and designations that will get your noticed!

Questions? Just call Customer Success at (800) 644-2101. We will be glad to answer questions and help you select the appropriate course!

SHIPPING AND HANDLING INFORMATION

All in-stock materials are shipped within two business days of our receiving the order.

Shipping Charges: All orders are shipped by UPS. You will be charged the UPS published rate for shipping. Orders shipped to Alaska, Hawaii, and Puerto Rico will be shipped by UPS Second Day Air. An additional \$10 handling fee will be charged for 2nd Day Air and Overnight Air deliveries.

If you need to know the shipping rate before placing your order, contact CustomerSuccess@TheInstitutes.org or call (800) 644-2101.

International Orders: Place your order on our website TheInstitutes.org. Shipping charges will be added at the time of your order. International deliveries are subject to additional charges for duties and taxes that are assessed at the time of customs clearance. Due to increased fuel costs, please note that a UPS fuel surcharge will be added to all international orders. The surcharge fluctuates by month, and notice of the exact surcharge will be included with your shipping quote.

Return Information: Before returning any study materials, contact Customer Success at The Institutes [Phone: (800) 644-2101; Fax: (610) 640-9576] for approval and instructions. You are responsible for the shipment until it arrives at our warehouse. Please ship using a traceable method or insure the package. Any printed materials must be returned within 30 days in the same condition received—the sender is responsible for return shipping and shipping charges will not be refunded.

PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE.

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KEY TO ORDER FORM SYMBOLS

Prices for new items are effective immediately. Course topics, program requirements, and pricing are subject to change at any time.

▶ Revised/New Content.

* The studybook is a text/course guide combination.

STUDY MATERIALS		ITEM #	UNIT COST
CPCU DESIGNATION PROGRAM (Foundation Courses)			
CPCU 500	Becoming a Leader in Risk Management and Insurance		
	Recommended Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book)	500CPB	\$469
	Online Learning with Exam Prep , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	C500	379
CPCU 520	Meeting Challenges Across Insurance Operations		
	Recommended Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book)	520CPB	\$469
	Online Learning with Exam Prep , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	C520	379
CPCU 530	Applying Legal Concepts to Insurance		
	Recommended Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book)	530CPB	\$469
	Online Learning with Exam Prep , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	C530	379
CPCU 540	Contributing to Insurer Financial Performance		
	Recommended Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book)	540CPB	\$469
	Online Learning with Exam Prep , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	C540	379
CPCU 550	Maximizing Value with Data and Technology		
	Recommended Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book)	550CPB	\$469
	Online Learning with Exam Prep , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	C550	379

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STUDY MATERIALS		ITEM #	UNIT COST
CPCU DESIGNATION PROGRAM (Concentration Courses)			
CPCU 551	Managing Commercial Property Risk		
	Recommended Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book)	551CPB	\$469
	Online Learning with Exam Prep , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	C551	379
CPCU 552	Managing Commercial Liability Risk		
	Recommended Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book)	552CPB	\$469
	Online Learning with Exam Prep , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	C552	379
CPCU 555	Advancing Personal Insurance Products		
	Recommended Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book)	555CPB	\$469
	Online Learning with Exam Prep , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	C555	379
CPCU 556	Building a Competitive Edge in Personal Lines		
	Recommended Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book)	556CPB	\$469
	Online Learning with Exam Prep , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	C556	379

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STUDY MATERIALS		ITEM #	UNIT COST
ASSOCIATE DESIGNATION PROGRAMS AND OTHER INSTITUTES COURSES			
SM 18	Essentials of Supervision		
	Basic Print Package (includes Text and Course Guide)	18RP	\$129
SM 19	Supervisory Skills		
	Basic Print Package (includes Text and Course Guide)	19RP	\$129
AINS 101	Increasing Your Insurance IQ		
	Online Learning with Exam Prep Package , 1st edition (Interactive video course with study guides, complete exam prep, and simulated credentialing exam)	C101	\$329
AINS 102	Understanding Personal Insurance		
	Online Learning with Exam Prep Package , 1st edition (Interactive video course with study guides, complete exam prep, and simulated credentialing exam)	C102	\$329
AINS 103	Exploring Commercial Insurance		
	Online Learning with Exam Prep Package , 1st edition (Interactive video course with study guides, complete exam prep, and simulated credentialing exam)	C103	\$329
AIS 320	▶ Delivering Dynamic Insurance Services		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIS320	\$329
AIT 24	General Insurance for IT and Support Professionals		
	Bonus Package —1st ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)	24PRP	\$329
	Standard Package , 1st ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)	24SP	229
API 320	▶ Evaluating and Underwriting Personal Lines Risks		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAPI320	\$379
API 321	▶ Effectively Managing a Personal Lines Portfolio		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAPI321	\$379

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STUDY MATERIALS		ITEM #	UNIT COST
AIC 300	Claims in an Evolving World		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIC300	\$379
AIC 301	Expanding Your Claims Perspective		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIC301	\$379
AIC 302	Successfully Evaluating Auto Claims		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIC302	\$379
AIC 303	Successfully Evaluating Liability Claims		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIC303	\$379
AIC 304	Successfully Evaluating Property Claims		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIC304	\$379
AIC 305	Successfully Evaluating Workers Compensation Claims		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIC305	\$379
AIC 330	Leading a Successful Claims Team		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIC330	\$379
SPPA 30	Public Adjuster Claim Handling Principles and Practices		
	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	SPPA30CP	\$309
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order	SPPA30CPB	379
	Basic Print Package (includes Text, Course Guide, and Practice Exams Access)	SPPA30RP	219
AIM 330	Leading in an Evolving Risk Environment		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIM330	\$379
AIM 331	Managing Strategic Threats and Opportunities		
	Online Learning with Exam Prep Package , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIM331	\$379

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STUDY MATERIALS		ITEM #	UNIT COST
ARM 400	Risk in an Evolving World		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	400CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C400	379
ARM 401	Holistically Assessing Risk		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	401CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C401	379
ARM 402	Successfully Treating Risk		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	402CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C402	379
ACRM 401	▶ Effectively Managing Cyber Risk		
	Online Learning with Exam Prep Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	CACRM401	\$379
ACRM 402	▶ Successfully Implementing Cyber Coverages		
	Online Learning with Exam Prep Package , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	CACRM402	\$379
AU 60	Evaluating Commercial Underwriting Risks		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	60CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C60	379
AU 61	Underwriting Organizations' Property Risks		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	61CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C61	379
AU 62	Underwriting Organizations' Liability Risks		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	62CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C62	379
AU 67	Managing Underwriting Success		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	67CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C67	379

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PBP 401	▶ Becoming a Strategic Program Administrator		
	Online Learning with Exam Prep Package, 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	CPBP401	\$379
PBP 402	▶ Understanding Program Administrator Contracts and Submissions		
	Online Learning with Exam Prep Package, 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)	CPBP402	\$379
AAI 301	Becoming a Successful Insurance Agent		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI301	\$279
	Segment A Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI301A	\$159
	Segment B Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI301B	\$159
AAI 302	Growing a Book of Business		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI302	\$279
	Segment A Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI302A	\$159
	Segment B Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI302B	\$159
AAI 303	Understanding Coverage Solutions		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI303	\$279
	Segment A Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI303A	\$159
	Segment B Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI303B	\$159
AAI 330	Managing a Thriving Agency		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)	CAAI330	\$279
APA 320	Understanding Premium Auditing		
	Online Learning with Exam Prep, 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAPA320	\$379
APA 321	Auditing Premiums for Insurance Products		
	Online Learning with Exam Prep, 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAPA321	\$379
AIAF 320	▶ Insurer Accounting and Finance Principles		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIAF320	\$379
AIAF 321	▶ Managing Insurer Risk and Capital		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIAF321	\$379

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AMIM 320	▶ Insuring Ocean Marine Risks		
	Online Learning with Exam Prep Package, 1st edition , (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAMIM320	\$379
AMIM 321	▶ Meeting Inland Marine Insurance Needs		
	Online Learning with Exam Prep Package, 1st edition , (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAMIM321	\$379
ARe 320	Serving the Reinsurance Customer		
	Online Learning with Exam Prep Package, 1st edition , (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CARE320	\$379
ARe 321	Exploring Reinsurance Products and Transactions		
	Online Learning with Exam Prep Package, 1st edition , (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CARE321	\$379
ARe 322	Developing and Executing Treaty Reinsurance Contracts		
	Online Learning with Exam Prep Package, 1st edition , (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CARE322	\$379
AFSB 151	Understanding Surety Bond Basics		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	151CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C151	379
AFSB 152	Analyzing Contract Surety Bonding		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	152CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C152	379
AFSB 153	Mastering Commercial Surety Bonding and Crime Insurance		
	Recommended Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	153CPB	\$469
	Online Only Package , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C153	379
ASLI 320	Understanding Surplus Lines Operations		
	Recommended Package , 1st edition (Course book, online course, assignment quizzes, practice exam)	ASLI320CPB	\$469
	Online Only Package , 1st edition (Online course, assignment quizzes, practice exam)	CASLI320	379
ASLI 321	Managing Risks with Surplus Lines Coverage		
	Recommended Package , 1st edition (Course book, online course, assignment quizzes, practice exam)	ASLI321CPB	\$469
	Online Only Package , 1st edition (Online course, assignment quizzes, practice exam)	CASLI321	379

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AIDA 401	▶ Using Data Analytics to Strengthen the Insurance Value Chain		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIDA401	\$379
AIDA 402	▶ Developing and Implementing Data-Driven Strategies		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)	CAIDA402	\$379
ARC 301	Navigating the Insurance Regulatory Environment		
	Online Only Package, 1st edition (Online course, assignment quizzes, practice exams)	CARC301	\$379
RMI 315	Introduction to Risk Management and Insurance —1st ed. (Textbook with Exam Access)	RMI 315-02	\$180
PTC I	Core Property Adjusting Principles (12 online courses plus exams in one package)—Contact Customer Success to order		\$449
PTC II	Exterior Loss Adjusting (12 online courses plus exams in one package)—Contact Customer Success to order		\$449
PTC III	Interior Loss Adjusting (12 online courses plus exams in one package)—Contact Customer Success to order		\$449
PTC I & II	Bonus Package (PTC I and II courses plus exams in one package)—Contact Customer Success to order		\$848
PTC I & III	Bonus Package (PTC I and III courses plus exams in one package)—Contact Customer Success to order		\$848
ACSR 321	Becoming a Successful CSR		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course book, complete exam prep, and simulated credentialing exam)	CACSR321	\$279
ACSR 322	Addressing Coverage Inquiries		
	Online Learning with Exam Prep Package, 1st edition (Interactive course with printable study outline and course book, complete exam prep, and simulated credentialing exam)	CACSR322	\$279
M-AB 131	Examining Workers Compensation Coverage	M-AB 131	\$79
M-AB 132	Understanding P&C Ratemaking and Pricing	M-AB 132	\$79
M-AB 133	Excelling at Account Management	M-AB 133	\$79
M-AB 134	Exploring Today's Risk Management and Insurance Landscape	M-AB 134	\$79
M-AB 135	Closing Business Income Coverage Gaps	M-AB 135	\$79

STUDY MATERIALS		ITEM #	UNIT COST
WCCA 10	Foundations of California Workers' Compensation Claims		
	Recommended Package , 2nd edition (Textbook, online course, practice exams)	WCCA10-RP	\$219
	Online Only Package , 2nd edition (Online course, practice exams)	WCCA10-OL	139
WCCA 11	Establishing Injury and Affirmative Defenses in CA Workers Compensation Claims		
	Recommended Package , 2nd edition (Textbook, online course, practice exams)	WCCA11-RP	\$219
	Online Only Package , 2nd edition (Online course, practice exams)	WCCA11-OL	139
WCCA 12	Medical Benefits in CA Workers Compensation Claims		
	Recommended Package , 2nd edition (Textbook, online course, practice exams)	WCCA12-RP	\$219
	Online Only Package , 2nd edition (Online course, practice exams)	WCCA12-OL	139
WCCA 14	Disability and Death Benefits in CA Workers Compensation Claims		
	Recommended Package , 2nd edition (Textbook, online course, practice exams)	WCCA14-RP	\$219
	Online Only Package , 2nd edition (Online course, practice exams)	WCCA14-OL	139
WCCA 15	Discovery and Litigation in CA Workers Compensation Claims		
	Recommended Package , 2nd edition (Textbook, online course, practice exams)	WCCA15-RP	\$219
	Online Only Package , 2nd edition (Online course, practice exams)	WCCA15-OL	139
WCCP 16	Permanent Disability Rating in CA Workers Compensation Claims		
	Recommended Package , 1st edition (Textbook, online course, practice exams)	WCCP16-RP	\$229
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