

**RMWCP PREMIUM REDUCTION PROGRAM
DISCOUNT AUDIT 2015**

Please indicate your progress in the program by placing a check mark in the appropriate box.

ELM Program						
COMPONENTS	ACTION REQUIRED	LEVEL OF COMPLETION				
		None	Some but Inactive	In Progress	Completed	Estimated Date of Completion
ELM Learning Administrator	The State Agency Risk Management or RMWCP contact or designee has attended ELM Learning Administrator training prior to or within the first 3 months of the premium period or completed the ELM tutorial training.					
Course Development	One web-based training course on a Risk Management topic specific to agency has been developed and published on ELM during first year of participation.					
Employee Training	Employees are assigned one course per quarter or 4 courses per year through ELM.					
	Employee participation levels of 25% are documented during 1 st year and 50% employee participation for the second year are documented.					

AGENCY/FACILITY: _____

By my signature, I acknowledge and understand the outlined requirements of the program. Risk Management may audit each program annually to determine if requirements have been met. Audits may be performed at the discretion of Risk Management by phone, mail, internet or on-site visit.

Signature: _____ Date: _____