

TO: ALL MEMBER COMPANY REPRESENTATIVES

RE: NICB INSURANCE FRAUD ANALYST ACADEMY

DATE: January 4th, 2010

The National Insurance Crime Bureau is pleased to announce its NICB Insurance Fraud Analyst Academy. The training provides the step-by-step techniques necessary to identify and analyze fraud "hidden" in your company's claims data. Students will manipulate data to uncover patterns of fraud, create supporting documentation, and prepare reports needed to assist in developing investigational strategies, claims decisions and processes, and where applicable, referral to NICB and law enforcement.

INSURANCE FRAUD ANALYST ACADEMY INFORMATION

Date and Time: March 15th - 19th, 2010
8:30am – 4:30pm Monday-Thursday
8:30am – 12:00pm Friday

Location: NICB
1111 E. Touhy Ave. Suite 400
Des Plaines, IL 60018

Cost: \$250 – Online Credit card payment only

Who should attend: This is a basic course for insurance fraud analysts with 1-5 years of experience. Supervisors responsible for an insurance fraud analytical function may also benefit from attending

Limited registration: Academy registration is **limited to 20 students** per session. If full, students will be placed on a waiting list for next scheduled academy

Registration Deadline: February 28th, 2010

Academy Eligibility: Academy attendance is restricted to the direct (not contracted) employees of member companies and the NICB

Complete the Pre-Test (**a score of 92% or higher is required to pass**). After passing the pre-test, students will register and make payment online

Hardware Requirement: **Students must provide their own laptop with Microsoft Office 2003 and Power Cord**

Dress Code: Attire is Business Casual (no jeans, shorts, sweatshirts, t-shirts, athletic shoes, or hats while attending class)

NICB will provide morning beverages and lunch Monday- Thursday (no lunch on Friday)

REGISTRATION INFORMATION

Students interested in attending the NICB Insurance Fraud Analyst Academy can register **online only**.

*****NOTICE*** Students must pass a Pre-Test prior to registering**

To take Pre-Test please go to: www.nicta.org

PLEASE NOTE: If you are not currently registered as a student with NICTA, you will need to sign up as a new student and establish a new user account. Click on New Student link located at the left margin of the home page, under the Student Login button. Follow the instructions on the Sign Up pages and click Submit. **The first step is passing the Analyst Academy Pre-Test.** Click on Cyber Academy Courses located at the top left of the home page. After the terms and conditions agreement page, select and click on Other Learning. Scroll down to select the *NICB Insurance Fraud Analyst Academy Pre-Test*.

After you take the Analyst Academy Pre-Test with a passing score of 92% or higher, you can either click on the *NICB Insurance Fraud Analyst Academy Registration* course title or the enroll button to complete registration. When you click on either link, the class description page will appear, scroll down and click on enroll to fill out the registration form. Academy fees are paid via credit only (MasterCard or Visa).

Students will receive a confirmation notice and agenda within 5 business days of submitting their registration. Hotel confirmation numbers will be provided as reservations are made. For additional information, please contact Tawana Johnson at 800.447.6282 ext. 7073.

Cancellation Policy: Cancellations received prior to February 28th are refundable, however cancellations received after February 28th are refundable less a \$50 registration service charge. Cancellations received after the start of the class, **are not refundable**, but the fee may be applied toward a future Academy session. Please note that if registered students do not cancel and do not attend, they are still responsible for payment. Substitutions may be made at any time if a student is unable to attend the Academy.

HOTEL INFORMATION

Students requiring lodging will stay at the:

Residence Inn by Marriott- Chicago O'Hare

7101 Chestnut St.

Rosemont, IL 60018

800.331.3131 or 847.375.9000

Website: www.residenceinnohare.com

Please do not have students call the hotel for room reservations. While they are responsible for the cost of their hotel room, NICB is making all reservations to secure the NICB rate currently at \$114.00 plus 13% tax.

Transportation: Airport to Hotel

Follow the signs to the **BUS SHUTTLE CENTER**. The signs will be hanging overhead at all domestic Terminals 1 through 3. When you get to the BUS SHUTTLE CENTER, please look for the courtesy phones on the far end of the hall. Please call the hotel using the courtesy phone to let us know that you arrived. You can also reach the hotel by dialing 847-375-9000 on a mobile phone. Please go to DOOR 2 and the Marriott Residence Inn van will pick you up.

Please look for the white van that says:

MARRIOTT RESIDENCE INN CHICAGO O'HARE

The vans are hotel specific and will only take you to that hotel. The van will arrive every 30 minutes. Please call ahead for the best service.

The Residence Inn by Marriott- Chicago O'Hare **does not** provide shuttle service from Midway airport. If you are arriving at Midway, please visit the following website for shuttle service from Midway to the Residence Inn Chicago O'Hare. The website is www.wisconsincoach.com. The rates are very reasonable.

Transportation: Hotel to NICB & NICB to Hotel

The Residence Inn by Marriott will provide transportation to NICB each day. Please meet in the hotel lobby at 8:00am each morning for shuttle service to NICB. The Training program starts promptly at 8:30am. At the end of each day, the Residence Inn shuttle will pick up students from NICB and take them back to the hotel.

Transportation in the evenings after students have been shuttled back to the hotel will be at the students own expense.

Location. Rosemont is just across from the sprawling complex of the ORD Airport and less than 20 miles from Downtown Chicago. The hotel is located near the Chicago Transit Authority's (CTA) Blue Line that can quickly get you downtown or all over Chicagoland.

FLIGHT INFORMATION

When booking your departure flight, please be sure to schedule the flight after 2:00pm. The Academy ends at 12:00pm on Friday after the final examination. The hotel shuttle will pick you up from NICB and take you to the airport. For those who have later flights, the hotel shuttle will pick you up and take you back to the hotel. If you need to extend your check-out time please contact Tawana Johnson.