



Risk Management Certification

Getting Started

Embark on a journey to elevate your expertise with the **Risk Management Certification**. This comprehensive program equips you with the essential knowledge and skills to navigate the complexities of risk management across a variety of public sector roles. Designed to deepen your understanding and strengthen your capabilities, the certification requires completing **40 units of training** through a blend of conferences, workshops, and mentor-approved courses.

Whether you're honing your skills in **finance, claims management, liability insurance, or emergency preparedness**, the Risk Management Certification offers a structured and versatile curriculum to suit your professional development goals.



Classes are offered through respected organizations, including **OR-PRIMA, CIS, SDAO/PACE, and the GOSH Conference**, with each course meticulously crafted to address the real-world challenges faced by risk managers.



Participants will gain insight into a wide range of topics, such as:

- Internal controls, fraud prevention, and public purchasing.
- Effective claims analysis and trending.
- The critical roles of elected officials and volunteers in risk management.
- Best practices in safety committees, special event risk, and public exposures.

Recommended Topics with Required Units



Claims Management - 3

- Importance of Reporting Policy
- Analyzing and Trending

- Auto
- APD
- Malpractice
- E&O
- Specifications

Contracts - 2

- Structure
- Indemnity
- Insurance
- Public Purchasing

Oregon Tort Claims Act, Other State Law - 1

- Scope of Act
- Notice Requirements/Limitations
- Damages
- Privileges & Immunities
- Indemnification Public Empl.
- Recreational Immunity

Risk Management - 3

- Internal & External Culture
- Risk Identification
- Risk Analysis
- Risk Mitigation & Risk Owners
- Monitor
- Communication

Elected Officials - 1

- Course and Scope of Duty
- Issues regarding their Activities
- Role in Risk Management
- How to Involve Officials in Risk Management

Safety - 6

Safety Committees - 3

- Committee Operations
- Accident Investigation
- Hazard Identification

Elective Course - 1

Emergency Management - 1

- NIMS 100 – Introductory

Project Risk Management - 1

Property Insurance - 2

- Property
- Crime
- Bonds
- Schedules

Special Event Risk - 1

- What is a Special Event
- Typical Risks and Management Practice
- Policy and Management

Federal Law - 1

- Basic (USC & Constitution)
- Differences with State Law
- Issues to note (railroads, ports, etc.)

Public Exposures* - 3

- Public Works
- Parks
- Health & Human Resources
- Land Use
- IT

*Note schools/special districts can pick different issues.

Volunteer Risk - 1

- Who is a Volunteer
- GI & WC Exposures
- Policy and Management of Tools to Use

Finance - 1

- Internal Controls
- Cash Handling
- Fraud

Public Safety - 1

- Jails
- Police/Sheriff

Workers' Compensation - 2

- 801 Reporting
- RTW
- EAIP
- OSHA 300 Log

Human Resources - 2

- Hiring
- Discipline
- Termination
- Whistleblowing
- FMLA/ADA

Risk Management Administration - 1

- Best Practices
- Cost Allocation
- Annual Reports
- Budget Safety

Liability Insurance - 2

- General

Risk Management Units

The Certification requires 40 units of training. Units, or courses, are available from the OR-PRIMA Conference, the CIS Annual Conference, the CIS Learning Center (for CIS members), GOSH Conference, SDAO/PACE, or any training approved by your mentor. A course might be longer than an hour, however only one unit can be earned per course. Courses less than a half-hour will not be accepted and two half-hour courses will count as one unit. A two-day course on the same topic will count as two units. Courses taken by the student before registering for the Risk Management Certification are not eligible and cannot be used to complete this requirement.

Student Documentation

For each unit, the student will prepare a short document for the mentor with the following:

- Summary of the course
- How the course material applies to the student's work

The mentor will maintain a record of units the student has completed.

Student Project

The student must complete a significant risk management project for their workplace. The project must be approved by the mentor. The project will use the risk management training received by the student.

Sample projects might include:

- Implementing an ERM program
- Writing a risk management policy or manual
- Developing an organizational safety program
- Implementing a fleet program
- Implementing a volunteer risk management program



Please acknowledge receipt of these responsibilities and your agreement to fulfill them by signing and returning this document to the Program Coordinator.

Printed Name _____ Signature _____ Date _____
Agency Name _____ Phone Number _____ Email Address _____



The Risk Management Certification is open to all. Obtaining this certification shows a dedication to the field of risk management in Oregon and competency and knowledge for enhanced job performance. **Please Note:** The RM Cert program is a not a professional risk management designation, nor an industry standard, but rather it's a certification issued on behalf of Oregon PRIMA. For more information or for an application please contact Katie Durfee, CIS Senior Risk and Emergency Management Consultant.



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