

CERTIFICATE OF CONSENT TO SELF-INSURE: IMPORTANT REMINDERS REGARDING POSTING REQUIREMENTS

Self-insured employers in California are required to post their Certificate of Consent to Self-Insure. What exactly does that mean? Who exactly does this apply to? How do you know if you are in compliance? This *Briefing* will review posting requirements and provide important reminders to help ensure you are in compliance.

Am I considered “self-insured” and does this requirement apply to me?

If you are a self-insured or permissibly self-insured employer this applies to your agency whether or not you are self-administered for workers' compensation. For our public agency clients, including those who are members of the Protected Insurance Program for Schools (PIPS) program, you are required to post your Certificate of Consent to Self-Insure.

Why am I required to display my agency's Certificate of Consent to Self-Insure?

Labor Code 3550 requires self-insured employers to display the certificate as notice to employees that you are self-insured for workers' compensation.

Where should the Certificate of Consent to Self-Insure be posted?

The Certificate of Consent to Self-Insure, original or a copy, must be “prominently” displayed in your principal place of business [8 CCR 15203.7(a)]. For school districts, it is often displayed in the lobby of the district office and the district office of each member of a Joint Powers Authority (JPA) program. For cities, it is often displayed at the City Manager's or the City Clerk's office. For counties and special agencies, the principal business address which houses your Human Resources department has been utilized. Depending on the size of the entity, the Risk Manager's office may be appropriate.

Am I required to also display the name of the claims administrator for my workers' compensation claims?

Yes. In addition to displaying the Certificate of Consent to Self-Insure, you are also required to display the name of the claims administrator who handles and pays claims [8 CCR 15488(c)]. These posting notices are provided by Keenan and are available on P&C Bridge (refer to the claim kit link on the home page) or by contacting your Keenan Account Manager.

What if I don't have the original, or a copy, of my Certificate of Consent to Self-Insure?

First, it is recommended that you contact your Keenan Account Manager to determine if they have a copy on file. If they do not, then you would need to contact the Department of Industrial Relations Office of Self-Insurance Plans to request a copy:

Requests for Certificates of Consent to Self-Insure should be sent to:

Department of Industrial Relations
Office of Self-Insurance Plans
11050 Olson Drive, Suite 230
Rancho Cordova, CA 95670
Phone: (916) 464-7000
Fax: (916) 464-7007
E-mail: [OSIP Public Box](#)

For questions regarding this *Briefing*, please contact Christine Gerbasi at cgerbasi@keenand.com or contact your Keenan Account Manager or Claims Analyst.

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