

## 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 organization whether or not you are self-administered for workers' compensation.

### **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 health care facilities, it is often at the principal business address which houses your Human Resources department. The Risk Manager's office may be appropriate if you have one.

### **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 HealthCare and are available on P&C Bridge (refer to the claim kit link on the home page) or by contacting your Keenan HealthCare 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 HealthCare 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@keenan.com](mailto:cgerbasi@keenan.com) or contact your Keenan HealthCare Account Manager or Claims Analyst.

Keenan & Associates is not a law firm and no opinion, suggestion, or recommendation of the firm or its employees shall constitute legal advice. Clients are advised to consult with their own attorney for a determination of their legal rights, responsibilities and liabilities, including the interpretation of any statute or regulation, or its application to the clients' business activities.