

# Reading Guide – Prepping for Class

The Essentials Series books are some of the most popular publications developed by The National Alliance Research Academy because they each contain a wealth of knowledge about risk management and insurance terms, concepts, coverages and exclusions, and include abundant examples to help explain these fundamentals in language that is easy to understand. We recommend using them as tools to prepare for CIC institutes, CRM courses, and CISR courses, and enhance your understanding of the material to be presented in class. The table below acts as a guide to the chapters of the books which correspond with the material taught in the CIC, CRM, and CISR Programs.



## CIC Commercial Casualty Institute

### *The Insurance Essentials Handbook:*

- Chapter 1 General Insurance
- Chapter 2 Property and Casualty Insurance Basics
- Chapter 6 Liability Essentials
- Chapter 7 Commercial General Liability
- Chapter 8 Commercial Auto Insurance
- Chapter 9 Workers Compensation
- Chapter 10 Umbrella/Excess Liability Policies

## CIC Commercial Property Institute

### *The Insurance Essentials Handbook:*

- Chapter 1 General Insurance
  - Chapter 2 Property and Casualty Insurance Basics
  - Chapter 11 Commercial Property
  - Chapter 12 Commercial Inland Marine
  - Chapter 15 Businessowners Policy (BOP)
- Optional Topic:**
- Chapter 13 Commercial Crime Coverage
  - Chapter 14 Equipment Breakdown Insurance

## CIC Personal Lines Institute

### *The Insurance Essentials Handbook:*

- Chapter 1 General Insurance
- Chapter 2 Property and Casualty Insurance Basics
- Chapter 4 Homeowners 2000 Policy, Section I and II
- Chapter 5 Personal Automobile
- Chapter 6 Liability Essentials
- Chapter 10 Umbrella/Excess Liability Policies

### **Optional Topic:**

- Chapter 3 Dwelling Policy

## CIC Life & Health Institute

### *Life & Benefits Essentials:*

- Chapter 1 Life Insurance
- Chapter 2 Health Insurance
- Chapter 3 Disability Income Insurance
- Chapter 4 Annuities
- Chapter 5 Long Term Care Insurance

### **Optional Topic:**

- Chapter 6 Medicare, Medicare Supplement and Medicaid
- Chapter 7 Retirement Planning

## CIC Agency Management Institute

### *The Insurance Essentials Handbook:*

- Chapter 1 General Insurance
- Chapter 2 Property and Casualty Insurance Basics

## CRM Principles of Risk Management Course

### *Risk Management Essentials:*

- Chapter 1 Introduction to Risk Management
- Chapter 2 Property and Casualty Insurance Basics
- Chapter 3 Financial Statements
- Chapter 4 Ethics and Risk Management Policy

## CRM Analysis of Risk Course

### *Risk Management Essentials:*

- Chapter 5 Gathering Loss Data
- Chapter 6 Qualitative Analysis
- Chapter 7 Cash Discounting
- Chapter 8 Forecasting

## CRM Financing of Risk Course

### *Risk Management Essentials:*

- Chapter 9 Simple Risk Financing
- Chapter 10 Loss Sensitive Financing
- Chapter 11 Alternative Financing
- Chapter 12 Actuarial, Auditing, and Accounting

## CRM Control of Risk Course

### *Risk Management Essentials:*

- Chapter 13 Risk Control Fundamentals
- Chapter 14 Risk Control and Mitigation
- Chapter 15 Workers Compensation Experience Modifiers
- Chapter 16 Claims Management
- Chapter 17 Crisis Management

## CRM Practice of Risk Management Course

### *Risk Management Essentials:*

- Chapter 18 The Risk Manager
- Chapter 19 Your Risk Management Team
- Chapter 20 Information Technology
- Chapter 21 Allocating Cost of Risk
- Chapter 22 Executive Risk
- Chapter 23 Due Diligence
- Chapter 24 Enterprise Risk Management

## CISR Insuring Commercial Casualty Exposures Course

### *The Insurance Essentials Handbook:*

- Chapter 1 General Insurance
- Chapter 2 Property and Casualty Insurance Basics
- Chapter 6 Liability Essentials
- Chapter 7 Commercial General Liability
- Chapter 8 Commercial Auto Insurance
- Chapter 9 Workers Compensation

## CISR Insuring Commercial Property Course

### *The Insurance Essentials Handbook:*

- Chapter 1 General Insurance
- Chapter 2 Property and Casualty Insurance Basics
- Chapter 11 Commercial Property
- Chapter 12 Commercial Inland Marine

## CISR Insuring Personal Auto Exposures Course

### *The Insurance Essentials Handbook:*

- Chapter 1 General Insurance
- Chapter 2 Property and Casualty Insurance Basics
- Chapter 5 Personal Automobile
- Chapter 10 Umbrella/Excess Liability Policies

## CISR Insuring Personal Residential Property Course

### *The Insurance Essentials Handbook:*

- Chapter 1 General Insurance
- Chapter 2 Property and Casualty Insurance Basics
- Chapter 3 Homeowners 2000 Policy, Section I and II

## CISR Agency Operations Course

### *The Insurance Essentials Handbook:*

- Chapter 1 General Insurance
- Chapter 2 Property and Casualty Insurance Basics