

The ICPA Certificate Program

The certificate program contains three different levels of credentialing: ICPA Level I, ICPA Level II, and ICPA Level III. Each level provides a specific level of expertise to the DOD Injury Compensation Program Administrator (ICPA) at various points in their career.

ICPA Level I Training will provide the ICPA new to the workers' compensation field the skills needed to perform the day-to-day tasks associated with administering a Federal Employees' Compensation Act (FECA) program. Level I training will provide the ICPA with the following skills:

- Ability to counsel employees and advise supervisors regarding claims, the claim process, and benefits available under FECA
- Ability to electronically file and review Office of Workers' Compensation Program (OWCP) claim forms
- Ability to file, retrieve, and protect FECA information
- Ability to administer an agency Continuation of Pay (COP) program
- Ability to challenge claims involving basic FECA concepts
- Ability to communicate effectively
- Ability to understand and analyze an agency Chargeback List

Prerequisites: An ICPA at any experience level can work towards their Level I certificate. The individual must be in a position requiring FECA administration/management duties.

Requirements: Pass either the pre-test or the post-test with a score of 80% or greater for all ICPA Level I lessons that have a testing requirement.

ICPA Level II Training will provide the experienced ICPA with a wider view of the FECA program, and explain how it interacts with other programs. This training will help the ICPA become the technical expert in this field. Level II training will provide the ICPA with the following skills:

- Ability to provide expert guidance on complex FECA issues
- Ability to manage agency light duty and return to work program
- Ability to recognize and take action on fraudulent claims
- Ability to challenge claims involving complex concepts
- Ability to brief senior management on performance of the agency's FECA program
- Ability to handle instances of dual benefit claims
- Ability to ensure correct personnel actions are taken on FECA Claims
- Ability to train supervisors and employees on the basics of the FECA program

Prerequisites: ICPA must hold a certificate for ICPA Level I and have at least two years of experience in a position requiring FECA administration/management duties.

Requirements: Complete ICPA Level II training and pass the Level II comprehensive examination with a score of 75% or greater.

ICPA Level III Training will provide the experienced ICPA the skills to become a Program Manager. Level III training will focus on programmatic skills such as developing metrics, gaining support for program improvements, and developing agency policies.

- Ability to develop program improvements
- Ability to use data analysis to support case for program improvement/changes
- Ability to get command buy-in from stakeholders for the changes (Safety, Occupational Health, unions, managers, supervisors)
- Ability to develop command level policies and procedures
- Ability to disseminate information to agency personnel (web page, training, etc)
- Ability to analyze changes in regulations/instructions for impact on agency program
- Ability to manage resources to achieve command goals
- Advanced computer skills (Excel, PowerPoint)

Prerequisites: If the ICPA has four or more years experience in a position administering an agency FECA program, then all that is required is a Level II Certificate. If the ICPA has less than four years' experience in a position administering an agency FECA program, then the ICPA must have held a Level II certificate for at least a year before enrollment in Level III Training.

Requirements: Complete Level III Training and successfully complete practical assignment.

Certificate Program FAQs

What is the ICPA certificate program?

The Injury Compensation Program Administrator (ICPA) certificate program was developed by the Defense Civilian Personnel Advisory Service, Injury & Unemployment Compensation Branch to provide an objective measure and credentialing of the skills ICPAs acquire throughout their career. The certificate program is open to Department of Defense personnel assigned duties within the field of Federal Workers' Compensation. The program is at no cost to participants and provides access to on-line courses tailored to the ICPA. There is a testing component as well as experience requirements for the various levels of credentialing.

How do I obtain a certificate?

A certificate is obtained for the various levels by meeting all prerequisites and completion requirements for the desired level. Completion of the requirements will be verified. Once verified, the individual will be sent a certificate.

Are there any prerequisites for the ICPA Certificate program?

Yes, Level II and Level III both have prerequisites that have to be met before access to that training will be granted. Level II training prerequisites require that the ICPA must hold a certificate for ICPA Level I and have at least two years experience in a position requiring FECA administration/management duties. Level III prerequisites require that the ICPA must hold a certificate for ICPA Level II for at least two years and have at least three years of experience in a position requiring FECA administration/management duties.

Can I get credit for attending other FECA related training?

The certificate program does not award credit for attending other FECA related training.

What happens if I lose my certificate? Can I get a duplicate?

Yes, you will need to contact the ICUC program manager and a duplicate will be sent to you.

Can I continue with the certificate program if I move to another position that doesn't involve the FECA program?

No, the certificate program is only open to individuals that occupy a position whose duties involve the administration/management of an agency's FECA program.

I've transferred to another DOD agency and performing duties involving the administration/management of my new agency's FECA program. Can I continue where I left off with the certificate program?

Yes, you can continue with the certificate program. Send an email to dodhra.mc-alex.dcpas.mbx.icuc-learn@mail.mil with the name of your old agency and position title and the name of your new agency and position title along with the date you will start your new position. Once your account information has been modified you will be able to continue in the program.

Can I continue the certificate program if I leave federal service?

No, the certificate program is open only to active DOD employees that occupy a position whose duties involve the administration/management of an agency's FECA program.

Is there a way to request special accommodation for the testing or classroom training?

Yes, to request special accommodation send an email to dodhra.mc-alex.dcpas.mbx.icuc-learn@mail.mil and provide the type of accommodation you require and your contact information. A member of the ICUC staff will contact you to work out the details of the accommodation.