

**WESTPORT  
RISK MANAGEMENT CREDIT REQUIREMENTS**

<b>Agency Staff Size</b>	<b>*Attendees Required at Live Seminar (Minimum 6-hours of classroom time)</b>	<b>Position in Agency</b>	<b>Live Seminar or On-line Attendance</b>	<b>Position in Agency</b>	<b>Total Attendees Required</b>
1	1	Active Agency Principal, Owner, Partner, or Officer	Not applicable		1
2-7	1	Active Agency Principal, Owner, Partner, or Officer	1	Producer or CSR	2
8-20	2	1 - Active Agency Principal, Owner, Partner, or Officer And 1 – Active Agency Principal, Owner, Partner, Officer, Operations Manager, or Producer	2	Producer or CSR	4
21-50	3	1 - Active Agency Principal, Owner, Partner, or Officer And 1 - Active Agency Principal, Owner, Partner, Officer, Operations Manager, or Producer And 1 – CSR	3	Producer or CSR	6
51+	5	1 - Active Agency Principal, Owner, Partner, or Officer And 2 - Active Agency Principals, Owners, Partners, Officers, Operations Managers, or Producers And 2 - CSRs	5	Producer or CSR	10

Seminars qualifying must be approved by the Westport.

**\*On-line attendance can be substituted for live seminar attendance as needed when live seminar scheduling would prevent an agency from meeting the qualification attendance requirements.**