



**State of Oklahoma**  
**Employees Group Insurance Division (EGID)**  
**A Division of the Office of Management and Enterprises and Services**  
**Policies and Procedures**

**LOMA and THE ACADEMY FOR HEALTHCARE MANAGEMENT INCENTIVE  
PROGRAMS**

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<b>Effective Date of Policy: 10-29-13</b>	<b>Next Scheduled Review: 7-1-14</b>
<b>Prior Policy: 9-18-13</b>	<b>Policy Number: EGID-007</b>
<b>Last Reviewed: 10-29-13</b>	<b>Replaces Policy Number: OSEEGIB 612</b>
<b>Date Policy Last Revised: 10-29-13</b>	
<b>Approved: Frank Wilson</b>	<b>Approval Date: 10-29-13</b>

**POLICY:**

In accordance with Merit Rule 530:10-7-24, EGID recognizes Life Office Management Association (LOMA) and the Academy for Healthcare Management Programs (AHM) as qualified incentive programs utilized for the purpose of granting skilled based pay to eligible EGID employees who successfully complete either of these programs.

LOMA and AHM Programs are self-study courses with emphasis on insurance, finance and healthcare related industries. These education programs have been developed to provide participants with the knowledge and skill sets to succeed in the life/health insurance and financial services industries. Employees completing these programs learn about all facets of these industries, and as a result, become more knowledgeable and valuable to EGID.

**PURPOSE**

EGID encourages and supports its employees in developing their knowledge and skill sets to enhance their job performance. The division shall provide incentives to employees participating in LOMA and AHM programs.

**IMPLEMENTATION**

**Program Description**

LOMA and AHM Programs are educational programs known and respected by public and private sector industries and professionals throughout the world.

The focal point of LOMA's educational programs is the Fellow Life Management Institute (FLMI) Program. Established in 1932, the FLMI Program is the world's largest university-level education program regarding insurance.

The FLMI designation consists of ten courses, but additional designations can be earned upon completion. Other designations include:

1. Associate Customer Service
2. Associate, Insurance Agency Administration
3. Associate, Insurance Accounting and Finance
4. Associate, Insurance Regulatory Compliance
5. Associate, Annuity and Product Administration
6. Associate, Research and Planning
7. Underwriting Life and Health Insurance
8. Bank Insurance Compliance

Designations available from AHM include the entry level PAHM (Professional Academy for Healthcare Management) and the more advanced level, FAHM (Fellow Academy for Healthcare Management) designation. Both the introductory and the advanced levels must be completed before an employee becomes eligible to receive incentive pay for the AHM accreditation.

### **Eligibility**

Participants must:

1. be a permanent employee;
2. currently be performing at a satisfactory level;
3. take courses to enhance their knowledge and skill set;
4. have approval from their direct supervisor and department director;
5. be committed to complete all courses in which they enroll.

### **Division Responsibilities**

1. EGID will pay for all books, study materials, and exam fees, subject to the conditions noted below.
2. A member of HCM will serve as Exam Proctor for all courses. Requests for participation in the courses shall be approved by the EGID Deputy Administrator or their designee. Upon approval, Department Directors will be responsible for making the appropriate requests for enrollments and course materials.
3. EGID will allow employees time from their work assignments (with pay) to take exams.

## **Employee Responsibilities**

1. The employee shall utilize personal time (self-study) to prepare and complete each course in which they are enrolled.
2. If the employee does not successfully complete an exam and wants to retake the course, the employee will be personally responsible to pay the fee to retake the course. The employee is not allowed to progress to another course until they are successful. EGID will resume paying for materials and exam fees once the employee has met all of these requirements.

## **Incentive**

The Division will provide the following incentives to employees successfully completing the LOMA or AHM Program. The incentive amount shall be paid in a one time, one lump sum payment in accordance with the provisions of OPM Rule 530: 10-7-24.

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| 1. Incentive per course                   | \$50.00    |
| 2. Incentive per designation              | \$200.00   |
| 3. Incentive for full FLMI designation    | \$1,000.00 |
| 4. Incentive for the full AHM designation | \$700.00   |