

Worksheet **Directions:**

Tabs at the bottom of the worksheet provide access to the different sections of this document
Public Safety; Public Works; Parks & Recreation; Office; Schools; Order Worksheet

1. Use the course worksheets to determine the number of courses to be purchased. Review the course listings and place the number of employees who need to take that course next to the title.
2. Complete this exercise for all functional areas of your organization.
3. Go to the Order Worksheet. Enter the total number of courses per functional area here.
4. Select the applicable member category to determine the course rate to be applied.
5. If the total number of courses being purchased is 50 or greater, calculate the applicable volume discount.
6. Mail completed order worksheet and check to:
VML Insurance Programs
P.O. Box 3239, Glen Allen, VA 23058-3239
ATTN: Anne Schwartz.

For further assistance please contact Beth Rosenthal or Tina Stevens at 1-800-963-6800.

Public Safety

Public Works

Parks & Recreation

Office

Schools

Order Worksheet

Worksheet Directions

PUBLIC SAFETY COURSE SELECTION

VML Core	
General	# of employees per course
Avoiding Collisions	
Back Safety	
Chemical Release - Emergency Response	
Compressed Gas Safety	
Confined Space Entry	
Defensive Driving	
Drug Free Workplace Orientation	
Ergonomics, General	
Fire & Explosion Hazards	
Hazard Communication	
HIPAA Privacy for Healthcare Providers	
Personal Protective Equipment	
Preventing Discrimination	
Sexual Harassment Prevention	
Slips, Trips, & Falls	
Stress Management	
Workplace Diversity	
Workplace Violence	
Management	# of employees per course
Bloodborne Pathogens	
Coaching Job Skills	
Developing Performance Goals & Standards	
Effective Discipline	
Essential Skills of Communicating	
Essential Skills of Leadership	
Forming Effective Safety Committees	
Hiring Winning Talent	
Providing Performance Feedback	
Resolving Conflicts	

VML Continuing Education	
General	# of employees per course
Emergency and Disaster Preparedness	
Emergency Evacuation & Egress Safety	
Fall Protection	
Fire Prevention	
Hand & Power Tool Safety	
Hearing Conservation	
Hydrogen Sulfide Awareness	
Introduction to OSHA - General Industry	
Ladder Safety	
Lockout/Tagout	
Respiratory Protection	
Working Outdoors in Warm Weather Climates	
Management	# of employees per course
Conflict Management	
Improving Work Habits	
Interviewing & Hiring	
Legal Issues in Interviewing	
Managing Complaints	
Motivation in the Workplace	
Office Safety	
Preventing Harassment in the Workplace - (Supervisors)	
Supervising Difficult Behavior	
Supporting Change	

Total Courses for Public Safety

Public Safety

Public Works

Parks & Recreation

Office

Schools

Order Worksheet

Worksheet Directions

PUBLIC WORKS COURSE SELECTION

VML Core	
General	# of employees per course
Avoiding Collisions	
Back Safety	
Compressed Gas Safety	
Confined Space Entry	
Defensive Driving	
Drug Free Workplace Orientation	
Electrical Safety	
Ergonomics, General	
Fire Prevention	
Hand & Power Tool Safety	
Hazard Communication	
Hydrogen Sulfide Awareness	
Intro to OSHA – General Industry	
Ladder Safety	
Lockout/Tagout	
Personal Protective Equipment	
Preventing Discrimination	
Sexual Harassment Prevention	
Slips, Trips, & Falls	
Stress Management	
Trenching & Excavation Safety	
Welding, Cutting & Brazing	
Workplace Diversity	
Workplace Violence	
Management	# of employees per course
Bloodborne Pathogens	
Coaching Job Skills	
Developing Performance Goals & Standards	
Effective Discipline	

VML Core	
Management	# of employees per course
Essential Skills of Communicating	
Essential Skills of Leadership	
Hiring Winning Talent	
Office Safety	

VML Continuing Education	
General	# of employees per course
Chemical Release - Emergency Response	
Emergency and Disaster Preparedness	
Fall Protection	
Fire & Explosion Hazards	
Hearing Conservation	
Respiratory Protection	
Working Outdoors in Warm Weather Climates	
Management	# of employees per course
Conflict Management	
Improving Work Habits	
Interviewing & Hiring	
Legal Issues in Interviewing	
Managing Complaints	
Motivation in the Workplace	
Office Safety	
Preventing Harassment in the Workplace -	
Supervisors	
Supervising Difficult Behavior	
Supporting Change	

Total Courses for Public Works

Public Safety

Public Works

Parks & Recreation

Office

Schools

Order Worksheet

Worksheet Directions

PARKS & RECREATION COURSE SELECTION

VML Core	
General	# of employees per course
Avoiding Collisions	
Back Safety	
Defensive Driving	
Drug Free Workplace Orientation	
Ergonomics, General	
Fire Prevention	
Hand & Power Tool Safety	
Hazard Communication	
Hearing Conservation	
Personal Protective Equipment	
Preventing Discrimination	
Sexual Harassment Prevention	
Slips, Trips, & Falls	
Working Outdoors in Warm Weather Climates	
Workplace Diversity	
Workplace Violence	
Management	# of employees per course
Bloodborne Pathogens	
Coaching Job Skills	
Developing Performance Goals & Standards	
Effective Discipline	
Emergency and Disaster Preparedness	
Essential Skills of Communicating	
Essential Skills of Leadership	
Hiring Winning Talent	
Hydrogen Sulfide Awareness	
Intro to OSHA - General Industry	
Office Safety	

VML Core	
Management	# of employees per course
Forming Effective Safety Committees	
Providing Performance Feedback	
Resolving Conflicts	
Stress Management	

VML Continuing Education	
General	# of employees per course
Emergency and Disaster Preparedness	
Fire & Explosion Hazards	
Intro to OSHA - General Industry	
Ladder Safety	
Lockout/Tagout	
Respiratory Protection	
Welding, Cutting & Brazing	
Management	# of employees per course
Conflict Management	
Improving Work Habits	
Interviewing & Hiring	
Legal Issues in Interviewing	
Managing Complaints	
Motivation in the Workplace	
Preventing Harassment in the Workplace - Supervisors	
Supervising Difficult Behavior	
Supporting Change	

Total Courses for Parks & Recreation

Worksheet Directions

OFFICE COURSE SELECTION

VML Core	
General	# of employees per course
Avoiding Collisions	
Defensive Driving	
Drug Free Workplace Orientation	
Emergency Evacuation & Egress Safety	
Fire Prevention	
Office Safety	
Preventing Discrimination	
Sexual Harassment Prevention	
Slips, Trips, & Falls	
Stress Management	
Workplace Diversity	
Workplace Violence	
Management	# of employees per course
Coaching Job Skills	
Developing Performance Goals & Standards	
Effective Discipline	
Emergency and Disaster Preparedness	
Essential Skills of Communicating	
Essential Skills of Leadership	
Forming Effective Safety Committees	
Hiring Winning Talent	
Providing Performance Feedback	
Resolving Conflicts	
Stress Management	

VML Continuing Education	
General	# of employees per course
Back Safety	
Intro to OSHA - General Industry	
Management	# of employees per course
Conflict Management	
Improving Work Habits	
Interviewing & Hiring	
Legal Issues in Interviewing	
Managing Complaints	
Motivation in the Workplace	
Preventing Harassment in the Workplace - Supervisors	
Supervising Difficult Behavior	
Supporting Change	

Total Courses for Office

Worksheet Directions

SCHOOLS COURSE SELECTION

VML Core	
General	# of employees per course
Avoiding Collisions	
Back Safety	
Bloodborne Pathogens	
Compressed Gas Safety	
Defensive Driving	
Drug Free Workplace Orientation	
Electrical Safety	
Emergency and Disaster Preparedness	
Emergency Evacuation & Egress Safety	
Ergonomics, General	
Fall Protection	
Fire & Explosion Hazards	
Fire Prevention	
Forming Effective Safety Committees	
Hand & Power Tool Safety	
Hazard Communication	
Ladder Safety	
Lockout/Tagout	
Office Safety	
Personal Protective Equipment	
Preventing Discrimination	
Sexual Harassment Prevention	
Slips, Trips, & Falls	
Stress Management	
Welding, Cutting & Brazing Safety	
Workplace Diversity	
Workplace Violence	

VML Core	
Management	# of employees per course
Coaching Job Skills	
Developing Performance Goals & Standards	
Effective Discipline	
Essential Skills of Communicating	
Essential Skills of Leadership	
Hiring Winning Talent	
Providing Performance Feedback	
Resolving Conflicts	

VML Continuing Education	
General	# of employees per course
Confined Space Entry	
Hearing Conservation	
Intro to OSHA – General Industry	
Respiratory Protection	
Working in Warm Weather Climates	
Management	# of employees per course
Conflict Management	
Hydrogen Sulfide Awareness	
Improving Work Habits	
Interviewing & Hiring	
Legal Issues in Interviewing	
Managing Complaints	
Motivation in the Workplace	
Preventing Harassment in the Workplace - Supervisors	
Supervising Difficult Behavior	
Supporting Change	

Total Courses for Schools

Public Safety

Public Works

Parks & Recreation

Office

Schools

Order Worksheet

Worksheet Directions

WEB BASED TRAINING COURSE ORDER WORKSHEET

Your Order	
Section	Total # of courses selected
Public Safety	
Public Works	
Parks & Recreation	
Office	
Schools	
Total # of Courses to be Purchased	

Total # of Courses Selected		
Cost per Course	x	
Subtotal 1	=	
Quantity Discount (enter factor)	x	
	=	

TOTAL COST FOR ONLINE TRAINING

Cost per Course	
Member Status	Cost
Member of Workers Compensation AND Property/Liability Programs	\$7.50/Course
Member of Workers Compensation OR Property/Liability Program	\$10.00/Course
NOT Currently a Member of VML Insurance Programs	\$15.00/Course

Contact Information:

Company/Entity: _____

Address: _____

Phone/Email: _____

Designated Administrator: _____

Federal Tax ID#: _____

Quantity Discount		
Quantity	Discount	Factor
0-49 Courses	No Discount	No Discount
50-99 Courses	5% Discount	.95
100-249 Courses	10% Discount	.90
250-499 Courses	15% Discount	.85
500-999 Courses	20% Discount	.80
1000+ Courses	25% Discount	.75

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