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CALIFORNIA INSURANCE COMMISSIONER

May 22, 2025

Workers Compensation Adjuster Certification Data Call (WCAC-2025)

To: All companies offering Workers Compensation Insurance in California

Subject: Reporting Obligations Pursuant to California Insurance Code (CIC) 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08

The purpose of this letter is to serve as a formal notice of your company's reporting obligations under California Insurance Code Section 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08. This letter provides specific instructions on how to retrieve the reporting materials from the internet.

What is the WCAC-2025 Data Call?

California Insurance Code Section 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08 require all companies, admitted to transact workers' compensation insurance in California, to submit information on their claims adjusters, medical-only claims adjusters and medical bill reviewers to the department on an annual basis. In cooperation with the California Department of Insurance's Legal Division and Producer Licensing Bureau, the Data Analytics and Reporting Division has developed the WCAC-2025 Data Call. This data call is intended to provide a uniform method of data collection, as well as, to provide companies with a convenient and efficient manner of fulfilling their reporting obligations.

For additional information on CIC 11761, visit the State of California Legislative Information website. The instructions are outlined in the following section:

- For a copy of CIC 11761 visit the State of California Legislative Information website at <https://leginfo.legislature.ca.gov/>.
- Select "INS" from the drop-down list of codes.
- Enter "11761" in the Code Section field.
- Click the "Go" button.

For additional information on California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08, visit the State of California Office of Administrative Law's website. The instructions are outlined in the following section:

- For a copy of CCR Section 2592-2592.08 visit the [State of California Office of Administrative Law website](#).
- Click the "Search" option at the top right.
- Enter "10" in the Title field.
- Enter "2592" in the Section field.
- Click the "Search" button.
- Select the appropriate link from the results page. (Sections 2592 – 2592.08)

Who is Required to Report?

The WCAC-2025 reporting requirements pertain to companies that are admitted to transact workers' compensation insurance in California. For the purposes of the WCAC-2025 reporting requirements, Workers' Compensation Insurance is defined by California Insurance Code Section (CIC) 109.

- This data call does not apply to Surplus Lines and Risk Retention Groups.
- If your company is admitted to transact workers' compensation, as defined by CIC 109, your company is subject to the reporting requirements in CIC 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08. Your company must respond to the WCAC-2025 data call. Companies that have experience to report under this data call are required to complete the WCAC-2025 Acknowledgement of Receipt Form confirming their participation in the WCAC-2025 data call.
- If your company is admitted to transact workers' compensation insurance in California but has no existing workers' compensation business (as determined by your company's California State Page Exhibit – Line 16), please complete the "Admitted company with no experience to report" section in the WCAC-2025 Acknowledgement Form and return this form to the California Department of Insurance.
 - If your company is not currently admitted to transact Workers Compensation Insurance, please complete the "We are currently not marketing business and are not maintaining existing business in workers compensation insurance in California" section in the WCAC-2025 Acknowledgement of Receipt Form and return this form to the California Department of Insurance.
- Non-compliant companies: Companies that fail to submit a completed and signed WCAC-2025 Acknowledgement Form of Receipt by the due date requested will be considered as non-compliant with CIC 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08. Companies will be identified as being in non-compliance under California Insurance Code Section 700 (c) and will be referred to the department's Legal Division for further action.

How Do Companies Fulfill Their Reporting Obligations?

Companies that are admitted to transact Workers Compensation Insurance in California, as defined by CIC 109, must complete the following steps in order to fulfill their reporting obligations under CIC 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08:

- Step 1: Complete & Return the WCAC-2025 Acknowledgement of Receipt Form to the California Department of Insurance. This form can be completed electronically and returned to the department via e-mail. Follow the instructions included in the WCAC-2025 Acknowledgement of Receipt Form.
- Step 2: Download the WCAC-2025 Statistical Plan and WCAC-2025 Data Workbook from the California Department of Insurance's Public Website. Instructions for retrieval of this information are contained in the next section.
- Step 3: Review the reporting instructions in the WCAC-2025 Statistical Plan and collect the information pursuant to instructions and definitions stated in the WCAC-2025 Statistical Plan.
- Step 4: Enter the information required in the WCAC-2025 Data Workbook.
- Step 5: Submit the completed WCAC-2025 Data Workbook to the California Department of Insurance. The instructions are contained in the WCAC-2025 Data Workbook and Statistical Plan.
- Step 6: Complete and return the Annual Certification Forms via US Mail to the Department.

How to Retrieve Reporting Instructions and Forms

As of May 2025, the location of the Statistical Plan website has been relocated and access to the site will only be available using the link provided in this circular letter.

Please follow the instructions provided below to access the Statistical Plans page and to obtain the acknowledgement form, data call instructions, and all related materials.

1. To complete and submit this report, please retrieve the data call package from the California Department of Insurance's website. This website includes the reporting instructions and related forms.
2. Go to the Department of Insurance Statistical Plan website at <https://www.insurance.ca.gov/0250-insurers/0300-insurers/0100-applications/dar-statplan/2025/index.cfm>.
3. Select Reporting Year 2025 Statistical Plans link.
4. A message will appear requesting a user name and password. Enter the following:

User Name: **REPORTYR2425** (case sensitive)

Password: **VIAZOVSKA** (case sensitive)
5. Select Workers Compensation Adjuster Data Call [WCAC-2025], under the Life & Health Section.

From the WCAC-2025 site, you can retrieve:

- **WCAC-2025 Acknowledgement of Receipt Form – Due June 6, 2025.** * This form must be submitted via the Document Upload Program. The submission instructions are included in the workbook.
- **WCAC-2025 Data Workbook – Due July 7, 2025.** This form must be submitted via the Document Upload Program. The submission instructions are included in the workbook.
- **WCAC-2025 Statistical Plan** – Contains detailed instructions on how to complete the tables in the WCAC-2025 Data Workbook and Annual Certification Forms.

* Important: Regardless of your reporting experience, the Acknowledgement of Receipt Form must be submitted no later than June 6, 2025.

Important Dates to Remember

The **WCAC-2025 Acknowledgement of Receipt Form** is due no later than **June 6, 2025**.

The **WCAC-2025 Data Workbook** is due no later than **July 7, 2025**.

Requests for extensions in submitting the WCAC-2025 data call must be received no later than **June 20, 2025**.

All extension requests should be in writing and must be sent by e-mail to: Tony.Solorio@insurance.ca.gov

Should you have an extension request and/or questions related to the statistical plan or programming of the data workbook, please address your inquiries or concerns to the contact person indicated below.

WCAC-2025 Contact Information

Tony Solorio
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Sincerely,

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