To: The Members of the Board

Construction Classification Premium Adjustment Program
Revised Explanatory Endorsement - WC 31 03 19 F
Effective Date - February 1, 2011

In accordance with the authorization of the NYCIRB Underwriting Committee, and approval by the New York State Insurance Department, please find an amendment to the New York Workers Compensation & Employers Liability Manual regarding revised language for the New York Construction Classification Premium Adjustment Program Explanatory Endorsement, WC 31 03 19 E.

This new endorsement (WC 31 03 19 F) now reflects: a) the revised timeframe for submission of online or paper applications; b) the new address of the Rating Board; and c) an amended chart of examples.

Attached is the revised NY CPAP Explanatory Endorsement, WC 31 03 19 F, which has an effective date of February 1, 2011. Also attached is an updated Page R-1, Rule 1 B. “Standard Policy” of the Manual exhibiting this new endorsement number.

These amendments will also be included in an updated version of the New York Workers Compensation & Employers Liability Manual which is available via our website at: www.nycirb.org.

Very truly yours,

Monte Almer

President

WVT:tg
Encl.
NEW YORK CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM
EXPLANATORY ENDORSEMENT

The New York Construction Classification Premium Adjustment Program (NYCCPAP) allows premium credits for some employers in the construction industry. These credits exist to recognize the difference in wage rates between employers within the same construction industries in New York.

The declarations section of this policy will show a credit of 0.00% if you are not eligible for this credit, or if you are eligible for this credit and have not yet applied for a credit. Credits are earned for average wages in excess of $15.50 per hour for each eligible class. If your policy shows one of the following classification codes, and you are experience rated, you are eligible to apply for an NYCCPAP credit:

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0042  5057  5193  5429  5491  5606  6003  6229  6325  9526
3365  5059  5213  5443  5506  5610  6005  6233  6400  9527
3724  5069  5221  5445  5507  5645  6017  6235  6701  9534
3726  5102  5222  5462  5508  5648  6018  6251  7536  9539
3737  5160  5223  5473  5536  5651  6045  6252  7538  9545
5000  5183  5348  5474  5578  5651  6045  6252  7538  9545
5022  5184  5402  5479  5545  5703  6216  6306  7555  9555
5037  5188  5403  5480  5547  5709  6217  6319  8227
5040  5190  5428
```

The basis for determining the credit is the limited payroll of each employee for the number of hours worked (excluding overtime premium pay) for each construction classification (other than employees engaged in the construction of one or two-family residential housing) for the third quarter, as reported to taxing authorities, for the year preceding the policy date. Total payroll is to continue to be reported for employees engaged in the construction of one or two-family residential housing. For example:

<table>
<thead>
<tr>
<th>POLICY EFFECTIVE DATE</th>
<th>THIRD QUARTER PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/09 thru 3/31/10</td>
<td>2008</td>
</tr>
<tr>
<td>4/1/10 thru 3/31/11</td>
<td>2009</td>
</tr>
<tr>
<td>4/1/11 thru 3/31/12</td>
<td>2010</td>
</tr>
<tr>
<td>4/1/12 thru 3/31/13</td>
<td>2011</td>
</tr>
<tr>
<td>4/1/13 thru 3/31/14</td>
<td>2012</td>
</tr>
<tr>
<td>4/1/14 thru 3/31/15</td>
<td>2013</td>
</tr>
</tbody>
</table>

If you have any eligible classes on your policy, you should have been notified by your insurance carrier or the New York Compensation Insurance Rating Board approximately nine months prior to the inception date of this policy. If you believe you may be eligible for a credit and have not received an application, you should immediately contact your agent, insurance carrier, or the New York Compensation Insurance Rating Board.

Credits are calculated by the New York Compensation Insurance Rating Board. You must submit a completed application to: Attention: Field Services Department, New York Compensation Insurance Rating Board, 733 Third Avenue, New York, New York 10017.

Applications must be received by the Rating Board three (3) months prior to the policy renewal effective date. The Rating Board will accept and process an application if it is received between the policy effective and expiration date, however, it must be accompanied by a letter stating the reason for the delay. Under no circumstances will an application be accepted for any policy if it is received after the expiration date of the policy. For short-term policies the application must be received prior to the expiration date of the short-term policy. If it is received after the policy expiration, no credit will be calculated.

The New York Workers Compensation and Employers Liability Insurance Manual, and not this endorsement, govern the implementation and use of the NYCCPAP.

For online entry of the information requested on this form refer to: [http://cpap.nycirb.org/](http://cpap.nycirb.org/)
PART ONE—RULES

RULE I - GENERAL

A. WORKERS COMPENSATION

Workers Compensation as used in this manual means workmen's compensation, workers compensation or occupational disease.

B. STANDARD POLICY

Standard Policy means the standard provisions Workers Compensation and Employers Liability Insurance Policy and the Information Page approved by the New York State Insurance Department. Every policy affording coverage under the New York Workers' Compensation Law must have the following endorsements attached:

- WC 31 03 08 - New York Limit of Liability Endorsement;
- WC 31 03 19F - New York Construction Classification Premium Adjustment Program Explanatory Endorsement;
- WC 00 04 14 - Notification of Change in Ownership
- WC 00 04 19 - Premium Due Date Endorsement;
- WC 00 04 21C - Catastrophe (Other Than Certified Acts of Terrorism) Premium Endorsement
- WC 00 04 22A - Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement

Exception: The Standard Policy shall not be used to provide coverage for employees subject to the New York Volunteer Firefighters' Benefit Law or the New York Volunteer Ambulance Workers' Benefit Law. Such coverage can be afforded only by means of a Volunteer Firefighters’ Benefit Law Policy or a Volunteer Ambulance Workers’ Benefit Law Policy, respectively.

C. ENDORSEMENT FORMS

Endorsement forms means authorized endorsements listed in the Alphabetical List of Endorsements in Part Four of this manual. All endorsements must be used in the form prescribed in this manual.

D. POLICY AND ENDORSEMENT FORMS

Refer to the Policy Forms and Authorized Endorsement section of this manual for a complete description of coverages and instructions on use of policy and endorsement forms.

E. APPLICATION OF MANUAL RULES

Rules apply separately to each policy, except as allowed by Rule VII - Premium Discount.

F. EFFECTIVE DATE

1. Manual

This manual applies only from the anniversary rating date which occurs on or after the effective date of this manual.