

CPAP CALCULATOR



This guide provides a walkthrough for using the CPAP calculator to accurately calculate CPAP factors. It covers each step of the process, from entering policy details to generating results, ensuring users can confidently navigate the tool and produce reliable calculations.

1

When using the CPAP calculator, a list of **Eligible Policies** will be displayed.

Please Note: The CPAP Eligible policies list will be functional when the policy has expired.

This list includes key details for each policy.

Displayed Fields:

- **Effective Date** – The start date of the policy coverage.
- **Coverage ID** – A unique identifier for the coverage.
- **Policy #** – The official policy number.
- **Carrier Name** – The name of the insurer.
- **Employer Name** – The name of the employer associated with the policy.
- **Worksheet Status** – Indicates the status of the worksheet. The worksheet statuses are:
 - Start
 - View
- **Version** – The version number of the worksheet.
- **Credit Factor** – The calculated CPAP factor.

CPAP Calculator @ Premium Audit				NYCIRB					
Eligible Policies									
		EFFECTIVE DATE	COVERAGE ID	POLICY #	CARRIER NAME	EMPLOYER NAME	WORKSHEET	VERSION	CREDIT FACTOR
⋮	>	2025-10-01	1234567	TESTCASE6	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮	>	2025-10-01	1234567	TESTCASE7	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮	>	2025-10-01	1234567	TESTCASE1	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮	>	2025-10-01	1234567	TESTCASE5	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮	>	2025-10-01	1234567	TESTCASE3	NY Tester Insurance Co	ABC Heating and Air Conditioning	View	1	0.00


2

Search Function

- Locate the magnifying glass icon in the upper right corner of the screen.
- Click it to search for specific policies using keywords such as Policy #, Employer Name, or Carrier Name.

CPAP Calculator @ Premium Audit NYCIRB D

Eligible Policies



	EFFECTIVE DATE	COVERAGE ID	POLICY #	CARRIER NAME	EMPLOYER NAME	WORKSHEET	VERSION	CREDIT
⋮	>	2025-10-01	1234567	TESTCASE6	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—
⋮	>	2025-10-01	1234567	TESTCASE7	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—
⋮	>	2025-10-01	1234567	TESTCASE1	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—
⋮	>	2025-10-01	1234567	TESTCASE5	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—
⋮	>	2025-10-01	1234567	TESTCASE3	NY Tester Insurance Co	ABC Heating and Air Conditioning	View	1
								0.00

3

Filter Function

- Select the filter icon, also located in the upper right corner.
- Filtering can be done by:
 - Effective Date
 - Coverage ID
 - Policy #
 - Carrier Name
 - Employer Name
 - Worksheet
 - Version
 - Credit Factor
- Use it to narrow down the list based on criteria.

Tips for Efficient Use:

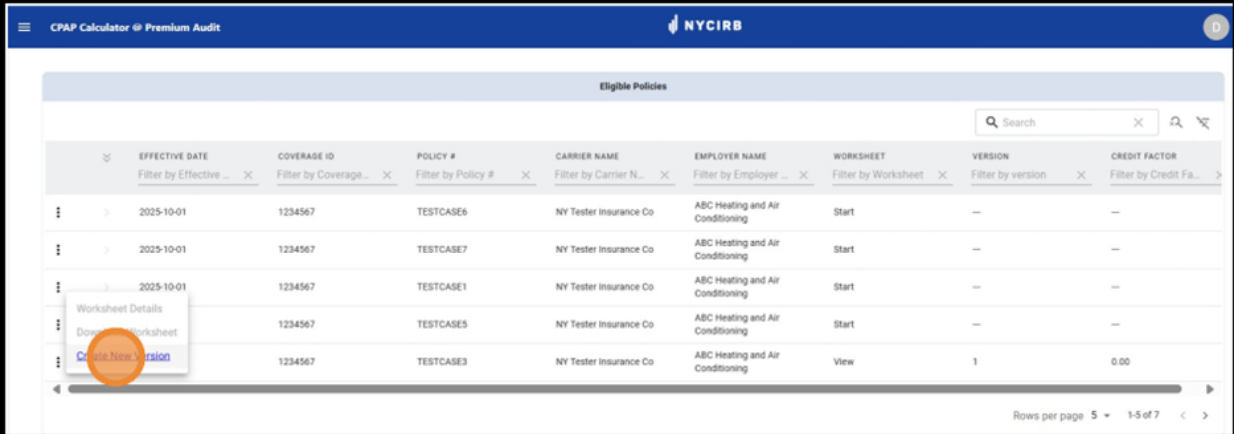
- Combine search and filter to quickly find the exact policy you need.
- Use specific terms (e.g., full Policy # or Employer Name) for faster results.
- Filter by Effective Date to focus on current or upcoming policies.
- Clear filters after use to return to the full list view.

CPAP Calculator @ Premium Audit									
NYCIRB									
Eligible Policies									
<input type="text" value="Search"/>									
	EFFECTIVE DATE	COVERAGE ID	POLICY #	CARRIER NAME	EMPLOYER NAME	WORKSHEET	VERSION	CREDIT FACTOR	
	Filter by Effective ...	Filter by Coverage...	Filter by Policy #	Filter by Carrier N...	Filter by Employer ...	Filter by Worksheet	Filter by version	Filter by Credit Fa...	
⋮	>	2025-10-01	1234567	TESTCASE6	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮	>	2025-10-01	1234567	TESTCASE7	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮	>	2025-10-01	1234567	TESTCASE1	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—

4 Creating/Calculating a CPAP factor

To create a new version of an existing policy in the CPAP calculator:

1. Locate the desired policy in the Eligible Policies list.
2. Click the kebab menu (three vertical dots) next to the selected policy.
3. From the dropdown menu, select “Create New Version.”



The screenshot displays the NYCIRB CPAP Calculator interface. At the top, there's a header bar with the title "CPAP Calculator @ Premium Audit" and the NYCIRB logo. Below this is a section titled "Eligible Policies" which contains a table. The table has columns for EFFECTIVE DATE, COVERAGE ID, POLICY #, CARRIER NAME, EMPLOYER NAME, WORKSHEET, VERSION, and CREDIT FACTOR. Each column has a filter icon. A search bar is located at the top right of the table. The table lists five policies, all with an effective date of 2025-10-01 and coverage ID 1234567. The first row is selected, and a dropdown menu is open, showing options: "Worksheet Details", "Download Worksheet", and "Create New Version". The "Create New Version" option is highlighted. The table also shows a pagination bar at the bottom right indicating "Rows per page 5" and "1-5 of 7".

	EFFECTIVE DATE Filter by Effective ...	COVERAGE ID Filter by Coverage ...	POLICY # Filter by Policy #	CARRIER NAME Filter by Carrier N...	EMPLOYER NAME Filter by Employer ...	WORKSHEET Filter by Worksheet	VERSION Filter by version	CREDIT FACTOR Filter by Credit Fa...
⋮	2025-10-01	1234567	TESTCASE6	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮	2025-10-01	1234567	TESTCASE7	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮	2025-10-01	1234567	TESTCASE1	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮		1234567	TESTCASE5	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start	—	—
⋮		1234567	TESTCASE3	NY Tester Insurance Co	ABC Heating and Air Conditioning	View	1	0.00

5 Submitting a New Application in the CPAP Calculator

When starting a new application, the interface provides visual cues and helpful resources to guide you through the process.

Navigating the Application Screen

1. Progress Status Bar

- Located at the top of the screen, this bar shows your current stage in the application process:

- **Application**
- **Preview**
- **Results**

2. Instructions Panel

- Found in the upper left corner, this section provides step-by-step guidance to help you complete each stage.

3. Quick Tips Panel

- Located in the upper right corner, this panel offers additional insights and best practices to assist you as you work through the application.

4. Policy Details Displayed

- Below the status bar, you'll see key policy information:

- **Policy Effective Date**
- **Coverage ID**
- **Policy #**
- **Carrier Code**
- **Carrier Name**

5. Templates/Application Two options **"DOWNLOAD TEMPLATE"** and **"UPLOAD APPLICATION"**. "This will provide the necessary worksheet to input your data.

CPAP Calculator @ Premium Audit

NYCIRB

Submit a New Application

1 Policy Detail 2 Application 3 Preview 4 Results

2 INSTRUCTIONS

- Download the provided Excel template to submit a CPAP application.
- In the template, fill out the CPAP Input tab following the instructions on the first sheet.
- Submit your completed application using the UPLOAD APPLICATION button on the right.
- If application fails validation, fix all displayed errors and upload again.
- If application passes validation, you will need to click CALCULATE CPAP before submission is final.

5 DOWNLOAD TEMPLATE

UPLOAD APPLICATION

3 Quick Tips

- Additional information on CPAP is available on NYCIRB Learning Center.

4 Policy Detail

Policy Effective Date	Coverage ID	Policy #	Carrier Code	Carrier Name
10/01/2025	1234567	TESTCASES	96001	NY Tester Insurance Co

For additional questions or comments, please email CPAPTransition@nycirb.org.

BACK NEXT

6 Downloading the Template

Select "DOWNLOAD TEMPLATE"

The screenshot displays the NYCIRB CPAP Calculator Premium Audit interface. The top navigation bar includes the NYCIRB logo and a user profile icon. The main heading is "Submit a New Application". Below this, a progress bar shows four steps: 1. Policy Detail (active), 2. Application, 3. Preview, and 4. Results. On the right, a "Quick Tips" box provides additional information on CPAP availability.

INSTRUCTIONS

- Download the provided Excel template to submit a CPAP application.
- In the template, fill out the CPAP Input tab following the instructions on the first sheet.
- Submit your completed application using the UPLOAD APPLICATION button on the right.
- If application fails validation, fix all displayed errors and upload again.
- If application passes validation, you will need to click CALCULATE CPAP before submission is final.

The "DOWNLOAD TEMPLATE" button is highlighted with an orange circle. Below the instructions, a "Policy Detail" section contains a table with the following data:

Policy Effective Date	Coverage ID	Policy #	Carrier Code	Carrier Name
10/01/2025	1234567	TESTCASE6	96001	NY Tester Insurance Co

At the bottom, there is a text field for additional questions or comments, an email address (CPAPtransition@nycirb.org), and "BACK" and "NEXT" buttons.

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An Excel spreadsheet will be provided to support your work. Follow these simple steps to access and save your own version:

1. Download the Spreadsheet

- Click the provided link to download the file directly to your device.
- Open the file using Microsoft Excel or a compatible spreadsheet program.

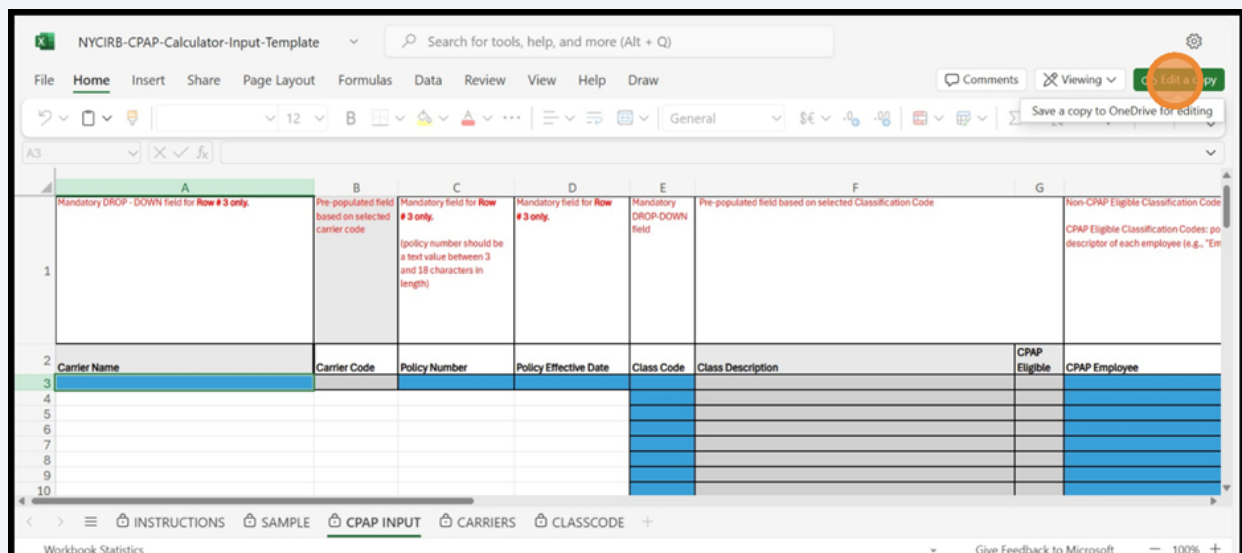
2. Edit a Copy (If Download Isn't Preferred)

• If you're viewing the spreadsheet online (e.g., via OneDrive or SharePoint), select "File" > "Edit a Copy".

- This creates a personal editable version that you can modify and save.

3. Save Your Work

• After editing, save the file to your preferred location (e.g., desktop, cloud storage). Note: Do not change the name of the file when saving to ensure compatibility and proper tracking,



8 Navigating the Excel Spreadsheet

This spreadsheet contains multiple tabs, each serving a specific purpose. Here's a breakdown of what you'll find and how to use each tab effectively:

Spreadsheet Tabs Overview

1. INSTRUCTIONS

- Provides step-by-step guidelines for completing the application.
- Read this tab first to understand the process and avoid common mistakes.

2. SAMPLE

- Offers a completed sample application for reference.
- Use this as a visual guide to format and structure your own entries.

3. CPAP INPUT

- This is where you enter data used to calculate the CPAP Factor.
- Double-check your inputs for accuracy—this tab directly affects your results.

4. CARRIERS

- Lists available carriers.
- Use this tab to identify and select the appropriate carrier for your application.

5. CLASS CODE

- Contains a list of class codes relevant to your application.
- Refer to this tab when assigning codes to ensure consistency and correctness.

General Tips for Using the Spreadsheet

- Start with the INSTRUCTIONS tab to get a clear overview before entering any data.
- Use the SAMPLE tab as a template to guide your input.
- Save your work frequently, especially after entering data in the CPAP INPUT tab.
- Use filters or search within the CARRIERS and CLASS CODE tabs to quickly find what you need.
- Reach out for support if any tab or field is unclear—better to ask than guess!

NYCIRB-CPAP-Calculator-Input-Template

Search for tools, help, and more (Alt + Q)

File Home Insert Share Page Layout Formulas Data Review View Help Draw

Comments Viewing Edit a copy

12 B General \$€ .00 .00

B3 This template as of 8/25/25

	A	B	C	D	E	F	G
1	INSTRUCTIONS						
2							
3	1 This template as of 8/25/25						
4	2 At this time, each spreadsheet can only hold 1 CPAP application (Carrier Code - Policy # - Policy Eff Dt combo) at a time.						
5	3 Use the CPAP Input tab to enter data for the CPAP application, starting at Row # 3. Row # 1 has NOTES for specific columns.						
6	4 Fill in the BLUE fields only. The GREY fields will be auto-populated. WHITE cells will not be read. See Sample						
7	5 The Carriers and Class Code tabs are reference tabs and are used to populate dropdowns.						
8	6 For any questions, contact cpaptransition@nycirb.org						
9							
10							
11							
12							
13							
14							
15							
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18							
19							
20							
21							

1 2 3 4 5

INSTRUCTIONS SAMPLE CPAP INPUT CARRIERS CLASSCODE

9 CPAP Input

To begin entering CPAP-related details, follow these steps and tips to ensure accurate data entry.

Access the CPAP Input Tab

- Navigate to the "CPAP INPUT" tab.
- Each column header includes red text instructions—read these carefully to understand how each field should be populated.

Field-by-Field Instructions & Tips

Carrier Name

- Start typing the carrier's name and select the correct option from the drop-down list.

Carrier Code

- **Auto-Populated:** This field fills in automatically once the carrier name is selected.

Policy Effective Date

- Enter the date associated with the selected policy from the eligible list.

Class Code

- Include all class codes listed on the policy.

Class Descriptions

- **Auto-Populated:** This field will fill in based on the class code.

CPAP Eligible

- **Auto-Populated:** Indicates whether the classification code is CPAP eligible.

CPAP EMPLOYEE

- For **Non-CPAP Eligible Classification Codes:** Leave this field blank.
- For **CPAP Eligible Classification Codes:** Enter a personal identifier for each employee (e.g., "Employee A", "Employee 1").

Hours Worked During Policy Period

- Enter the **total hours worked** by the employee during the policy period, including any overtime.

Renumeration During the Policy Period

- For Non-CPAP Eligible Codes: Enter the total remuneration for the classification code.
- For CPAP Eligible Codes: You may enter either:
 - (a) Total remuneration in Column J, or
 - (b) Average base hourly wage in Column K.

- If both columns are filled, Column K will be disregarded.

Average Base Hourly Wage

- For Non-CPAP Eligible Codes: Leave this field blank.
- For CPAP Eligible Codes: Enter either:
 - (a) Total remuneration in Column J, or
 - (b) Average base hourly wage in Column K.
- If both are filled, Column K will be disregarded.
- Important: Enter whole numbers only—no decimals.

10 Once all of the information is entered in the spreadsheet.

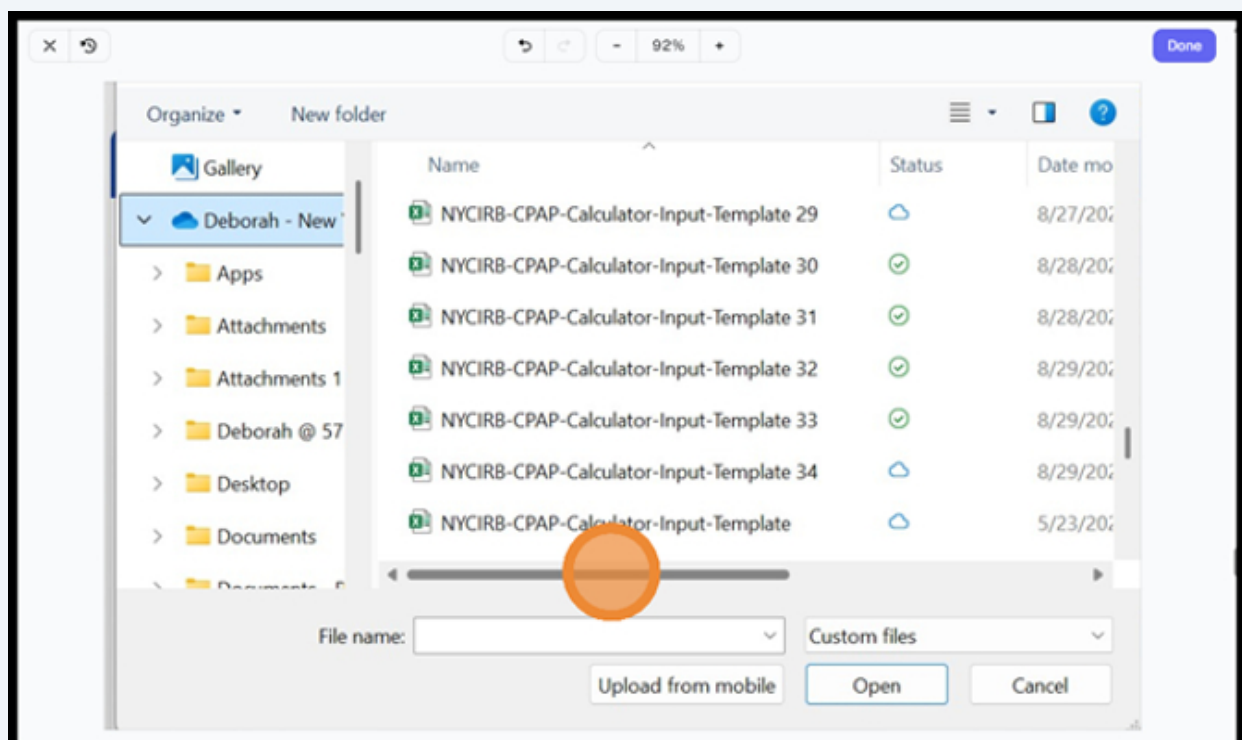
11 Click "UPLOAD APPLICATION"

The screenshot shows the NYCIRB CPAP Calculator Premium Audit interface. The top navigation bar includes the NYCIRB logo and a user profile icon. The main heading is "Submit a New Application". Below this is a progress bar with four steps: 1. Policy Detail, 2. Application, 3. Preview, and 4. Results. The "Application" step is currently active. On the left, under "INSTRUCTIONS", there are four bullet points: "Download the provided Excel template to submit a CPAP application.", "In the template, fill out the CPAP input tab following the instructions on the first sheet.", "Submit your completed application using the UPLOAD APPLICATION button on the right.", and "If application fails validation, fix all displayed errors and upload again." To the right of the instructions is a "DOWNLOAD TEMPLATE" button and a red circle highlighting the "UPLOAD APPLICATION" button. Below the instructions is a "Policy Detail" section with a table containing the following information:

Policy Effective Date	Coverage ID	Policy #	Carrier Code	Carrier Name
10/01/2025	1234567	TESTCASE6	96001	NY Tester Insurance Co

At the bottom of the form, there is a "For additional questions or comments, please email CPAPTransition@nycirb.org." and "BACK" and "NEXT" buttons. A "Quick Tips" sidebar on the right mentions "Additional information on CPAP is available on NYCIRB Learning Center."

12 Locate and open the template.



13

Once you upload your template (spreadsheet), the application will automatically validate the data.

- Successful Validation:**

If your file passes all checks, a confirmation message will appear in **green**, indicating that the application has accepted your submission.

- Validation Errors:**

If there are any errors with your template:

- An error message will appear in **red**.
- Specific errors will be listed for your review.

To resolve errors:

1. Open your original spreadsheet template.
2. Correct the issues as indicated in the error message.
3. Re-upload the updated version to the application.

The screenshot displays the NYCIRB CHRP Calculator application interface. At the top, there's a navigation bar with 'CHRP Calculator' and 'NYCIRB'. Below it, a progress bar shows four steps: 'Policy Detail', 'Application', 'Review', and 'Results'. The 'Application' step is currently active. On the right, a 'Back Tip' box provides additional information about the CHRP Learning Center.

The main content area is titled 'INSTRUCTIONS' and lists four steps for submitting a CHRP application. Below this, a 'Policy Detail' section contains a table with the following data:

Policy Effective Date	Coverage ID	Policy #	Carrier Code	Carrier Name
10/01/2025	1234567	TEST123456	98765	ABC Super Insurance Co.

Below the table, a green message box states: 'Submission passed validation. Review your submission details below. Click CALCULATE & PREVIEW to finish.' An orange circle highlights this message.

The 'Your Submission' section contains a table with the following data:

Event Code	Event Description	Event Occurred	Event Reported - Indicate Other Submitter	Vehicle Incident Number Policyholder	Approximate Date Incident Occurred	Approximate Date Incident Reported
5001	CARPENTRY W/O - ALL OPERATIONS TO COMPLETION	Yes	Employee 1	2345	11/00/20	
5001	CARPENTRY W/O - ALL OPERATIONS TO COMPLETION	Yes	Employee 2	3456	12/00/20	
5001	CARPENTRY W/O - ALL OPERATIONS TO COMPLETION	Yes	Employee 3	4567	11/00/20	
5001	CARPENTRY W/O - ALL OPERATIONS TO COMPLETION	Yes	Employee 4	5678	09/00/20	
5001	CARPENTRY W/O - ALL OPERATIONS TO COMPLETION	Yes	Employee 5	6789	10/00/20	

At the bottom, there's a footer with contact information and a 'Calculate & Preview' button.

14 Click "CALCULATE & PREVIEW"

CHP Calculator - Premium Audit

Submit or New Application

Policy Detail Application Premium Results

INSTRUCTIONS

- Download the provided form template to submit a CHP application.
- In the template, fill out the CHP input tab following the instructions on the top sheet.
- Submit your completed application using the UPLOAD APPLICATION button on the right.
- If application fails validation, fix all displayed errors and upload again.
- If application passes validation, you will need to click CALCULATE CHP before submission is final.

[DOWNLOAD TEMPLATE](#)

[UPLOAD APPLICATION](#)

Policy Detail

Policy Effective Date	Coverage ID	Policy #	Center Code	Center Name
10/01/2025	1234567	78901234	88001	ABC Center Insurance Co.

Your submission passed validation. Review your submission details below. Click CALCULATE & PREVIEW to finalize.

New Submission

CLASS CODE	CLASS PROHIBITION	CHP SUBSIDY	CHP SUBSIDY TYPE (FROM OTHER SUBSIDY)	ANNUAL WORKING CAPITAL POLICY PREMIUM	NONDISCLOSURE POLICY PREMIUM	ANNUAL WORKING CAPITAL RISK
5403	CURRENTLY NOT - ALL OPERATIONS TO COMPLETION	Yes	Employee 1	2000	110000	
5403	CURRENTLY NOT - ALL OPERATIONS TO COMPLETION	Yes	Employee 2	2400	100000	
5403	CURRENTLY NOT - ALL OPERATIONS TO COMPLETION	Yes	Employee 3	2210	111000	
5403	CURRENTLY NOT - ALL OPERATIONS TO COMPLETION	Yes	Employee 4	2000	80000	
5403	CURRENTLY NOT - ALL OPERATIONS TO COMPLETION	Yes	Employee 5	2000	70000	

Items per page: 5 10 25 50

For additional questions or comments, please email: CHPFunction@nycirb.org

[BACK](#) [CALCULATE & PREVIEW](#) [SUBMIT](#)

15 Verify all of the details and Click "SUBMIT"

CHP Calculator - Premium Audit

Submit or New Application

Policy Detail Application Premium Results

RESULTS

- The results of your submitted application can be viewed below.
- The worksheet has a detailed summary on how the credit factor was calculated.
- These results can also be found in the Online Policy page.

Policy Detail

Policy Effective Date	Coverage ID	Policy #	Center Code	Center Name
10/01/2025	1234567	78901234	88001	ABC Center Insurance Co.

Submission Result

Submission Date	Version	Quality Factor
9/15/2025 10:07:00 AM	5	0.77

New Submission

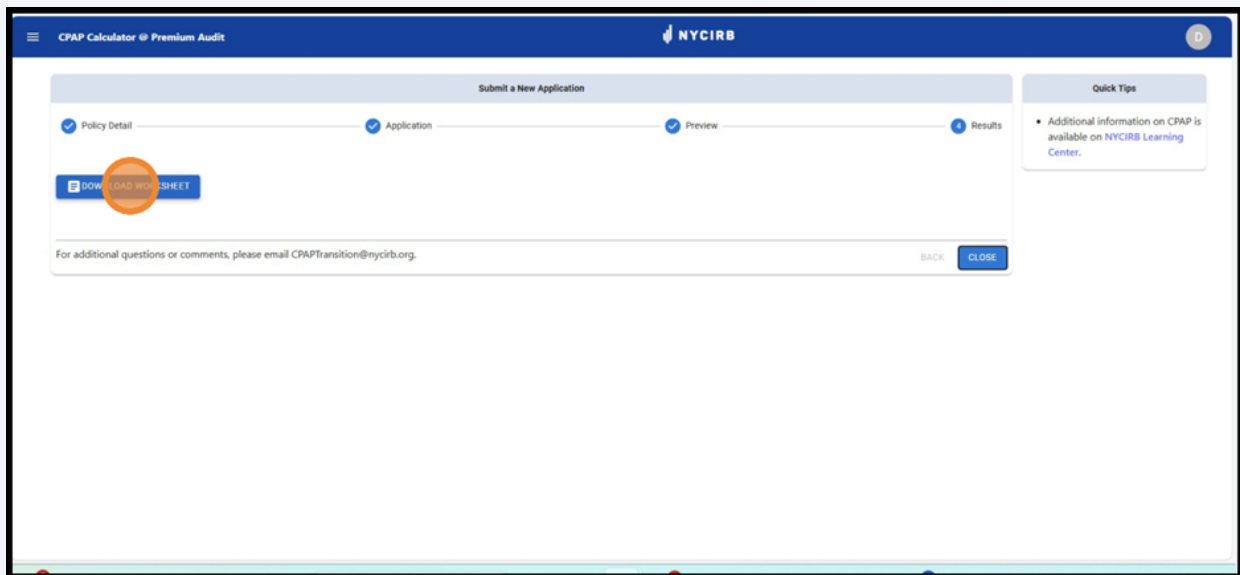
CLASS CODE	CLASS PROHIBITION	CHP SUBSIDY	ANNUAL WORKING CAPITAL POLICY PREMIUM	NONDISCLOSURE POLICY PREMIUM	ANNUAL WORKING CAPITAL RISK	ANNUAL WORKING CAPITAL RISK	ANNUAL WORKING CAPITAL RISK	ANNUAL WORKING CAPITAL RISK	ANNUAL WORKING CAPITAL RISK	ANNUAL WORKING CAPITAL RISK
5403	Employee 1	Y	2,000	N/A	217,000	20%	217,000	20%	10,000	\$24,700
5403	Employee 2	Y	2,400	N/A	217,000	20%	217,000	20%	10,000	\$24,700
5403	Employee 3	Y	2,210	N/A	217,000	20%	217,000	20%	10,000	\$24,700
5403	Employee 4	Y	2,000	N/A	217,000	20%	217,000	20%	10,000	\$24,700
5403	Employee 5	Y	2,000	N/A	217,000	20%	217,000	20%	10,000	\$24,700

Items per page: 5 10 25 50

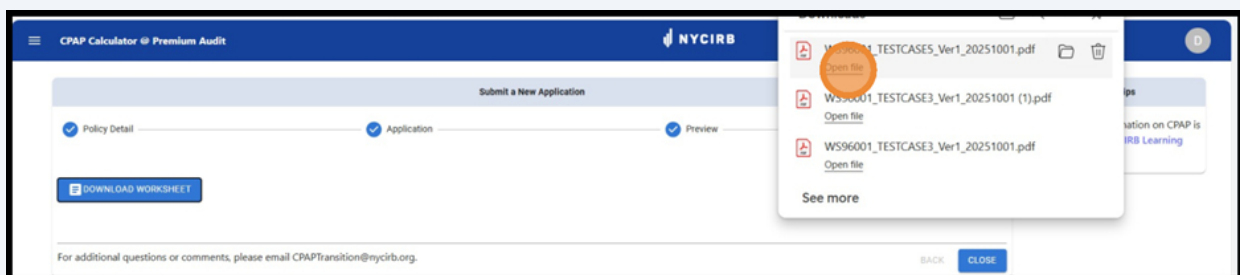
For additional questions or comments, please email: CHPFunction@nycirb.org

[BACK](#) [SUBMIT](#)


16 To view the worksheet, Click "DOWNLOAD WORKSHEET"



17 Open the file



- 18 The worksheet can be viewed.



NYCIRB

CPAP CREDIT WORKSHEET

Carrier Code
96001
 Coverage ID
1234567

Carrier Name
NY Tester Insurance Co
 Employer Name
ABC Heating and Air Conditioning

Policy No
TESTCASE6
 Credit Factor
0.14

Policy Effective Date
10/01/2025

CONSTRUCTION CREDIT CALCULATION

Class Code	CPAP Employee / Non-CPAP Classes	CPAP Eligible	Hours Worked During Policy Period	Remuneration During Policy Period	Average Base Hourly Wage	Credit %	Class Loss Cost	Loss Cost Premium	Loss Cost Level \$ Credit
3737	Employee 1	Y	2,200	\$ 175,000	\$ 79.55	20 %	2,970	\$ 5,198	\$ 1,040
5403	Employee 2	Y	2,400	\$ 150,000	\$ 62.50	20 %	13,610	\$ 20,415	\$ 4,083
5403	Employee 3	Y	2,210	\$ 111,000	\$ 50.23	10 %	13,610	\$ 15,107	\$ 1,511
5403	Employee 4	Y	2,000	\$ 80,000	\$ 40.00	10 %	13,610	\$ 10,888	\$ 1,089
5403	Employee 5	Y	2,350	\$ 75,000	\$ 31.91	10 %	13,610	\$ 10,208	\$ 1,021
8810	Clerical Office Employees - NOC	N	N/A	\$ 250,000	N/A	0 %	0.080	\$ 200	\$ 0
Totals								\$ 62,016	\$ 8,744

Total Policy CPAP Credit (**0.14**) = Total Loss Cost Level \$ Credit (**\$ 8,744**) / Total Loss Cost Premium (**\$ 62,016**)


Source: CPAP Calculator

Page 1

Version: 02

- 19 Click "CLOSE" to return to the "Eligible Policies" list.

CPAP Calculator @ Premium Audit



D

Submit a New Application

☒ Policy Detail

☒ Application

☒ Preview

☐ Results

DOWNLOAD WORKSHEET

For additional questions or comments, please email CPAPTransition@nycirb.org.

Quick Tips

- Additional information on CPAP is available on NYCIRB Learning Center.

BACK

CLOSE

20

The kebab menu (three vertical dots :) provides quick access to essential worksheet functions. Here's how to use it effectively:

Accessing the Menu

- Locate the kebab icon next to your worksheet.
- Click on it to reveal a dropdown list of available actions.

Available Actions

1. Worksheet Details

- Displays metadata and key information about the worksheet (e.g., version, creator, last modified date).

2. Download Worksheet

- Saves a copy of the worksheet to your device.

3. Create New Version

- Generates a duplicate of the worksheet as a new version.

The screenshot shows the NYCIRB portal interface. A table titled "Digital Protocol" is displayed. The table has columns: ID, APPROVAL DATE, CREATED BY, POLICY #, CURRENT VERSION, WORKFLOW NAME, WORKFLOW, VERSION, and WORKFLOW ACTION. The first row is selected, and a kebab menu is open, showing options: "Worksheet Details", "Download Worksheet", and "Create New Version".

ID	APPROVAL DATE	CREATED BY	POLICY #	CURRENT VERSION	WORKFLOW NAME	WORKFLOW	VERSION	WORKFLOW ACTION
1234567	2023-10-01	1234567	1234567	1234567	1234567	1234567	1234567	1234567
1234567	2023-10-01	1234567	1234567	1234567	1234567	1234567	1234567	1234567
1234567	2023-10-01	1234567	1234567	1234567	1234567	1234567	1234567	1234567
1234567	2023-10-01	1234567	1234567	1234567	1234567	1234567	1234567	1234567
1234567	2023-10-01	1234567	1234567	1234567	1234567	1234567	1234567	1234567

21 Viewing Worksheet Details

The **Worksheet Details** screen provides a comprehensive overview of your worksheet, helping you stay informed and organized.

What You Can Do Here

- **View Key Information**

See important metadata such as:

- Worksheet name
- Version number
- Last modified date
- Created by

- **Open the Worksheet**

You can also view the full worksheet directly from this screen without needing to navigate elsewhere.

Users can also select "VIEW" to view a PDF version of the worksheet.

Worksheet Details

Carrier Code	Coverage ID	Carrier Name
96001	1234567	NY Tester Insurance Co

Policy No.	Policy Effective Date	Employer Name
TESTCASE5	10/01/2025	ABC Heating and Air Conditioning

Source	Version	Credit Factor	Worksheet
Sample@nycirb.org	1	0.00	VIEW

Details

CLASS CODE	CLASS DESCRIPTION	CPAP ELIGIBLE	HOURS WORKED DURING POLICY PERIOD	RENUMERATION DURING POLICY PERIOD	AVERAGE BASE WAGE
5059	Employee 1	Y	2000	\$110,000	\$55
5160	Employee 2	Y	2000	\$152,000	\$80
7370	Ambulance Operation - Volunteer Ambulance Service Company	N	2000	\$92,000	N/A
7711	Firefighters - Volunteer and Drivers	N	2000	\$90,000	N/A

22

Click "Download Worksheet" to download a pdf of the worksheet.

Eligible Policies							
		EFFECTIVE DATE	COVERAGE ID	POLICY #	CARRIER NAME	EMPLOYER NAME	WORKSHEET
⋮	>	2025-10-01	1234567	TESTCASE6	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start
⋮	>	2025-10-01	1234567	TESTCASE7	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start
⋮	>	2025-10-01	1234567	TESTCASE1	NY Tester Insurance Co	ABC Heating and Air Conditioning	Start
⋮			1234567	TESTCASE5	NY Tester Insurance Co	ABC Heating and Air Conditioning	View
⋮			1234567	TESTCASE3	NY Tester Insurance Co	ABC Heating and Air Conditioning	View

Worksheet Details

[Download Worksheet](#)

Create New Version

<https://cpap.nycirb.org/EligiblePolicies>

23 Creating a New Version of a Worksheet

The "Create New Version" option allows users to generate a fresh version of an existing worksheet. This is useful for making updates, corrections, or starting a new version from scratch.

When to Use This Feature

- **To correct a submitted application**

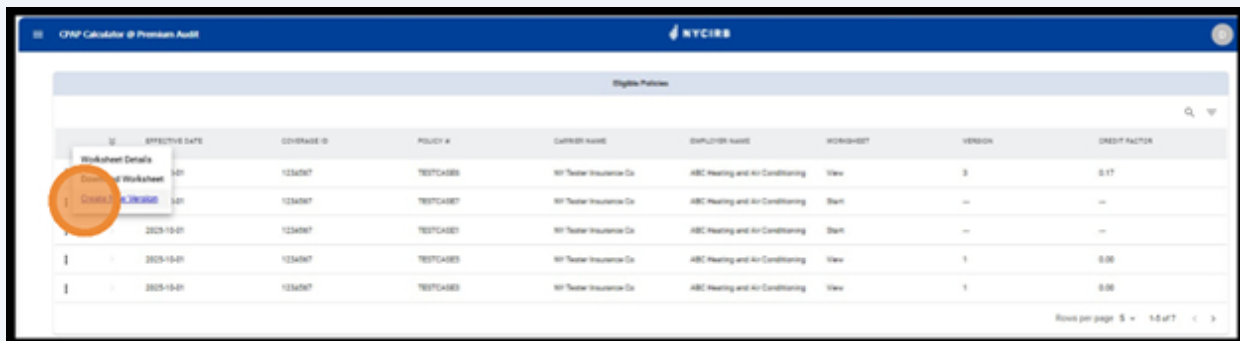
If you've already submitted a worksheet and need to make changes, use this option to create a new editable version.

- **To begin your first version**

Starting from a template or draft? This feature lets you create your initial version with ease.

How to Create a New Version

1. Click the kebab menu (3 vertical dots) next to the worksheet.
2. Select "Create New Version" from the dropdown.



The screenshot displays the NYCIRB application interface. At the top, there's a header bar with 'CNP Calculator @ Premium Audit' and the NYCIRB logo. Below the header, a table titled 'Eligible Policies' is shown. The table has columns for 'EFFECTIVE DATE', 'COVERAGE ID', 'POLICY #', 'Carrier Name', 'Exclusion Name', 'Worksheet', 'Version', and 'CREDIT FACTOR'. The first row of the table is highlighted, and an orange circle is drawn around the kebab menu (three vertical dots) next to the 'Worksheet' column. A dropdown menu is visible, showing options like 'View', 'Edit', and 'Create New Version', with 'Create New Version' being the selected option.

	EFFECTIVE DATE	COVERAGE ID	POLICY #	Carrier Name	Exclusion Name	Worksheet	Version	CREDIT FACTOR
Worksheet Details	2025-10-01	1234567	TESTCASES	NY Tester Insurance Co.	ABC Heating and Air Conditioning	View	3	0.17
Worksheet	2025-10-01	1234567	TESTCASES	NY Tester Insurance Co.	ABC Heating and Air Conditioning	Start	---	---
Worksheet	2025-10-01	1234567	TESTCASES	NY Tester Insurance Co.	ABC Heating and Air Conditioning	Start	---	---
Worksheet	2025-10-01	1234567	TESTCASES	NY Tester Insurance Co.	ABC Heating and Air Conditioning	View	1	0.00
Worksheet	2025-10-01	1234567	TESTCASES	NY Tester Insurance Co.	ABC Heating and Air Conditioning	View	1	0.00

Rows per page: 5 | 10 | 25 | 50 | 100 | 200 | 500 | 1000