

# William J. Angell Surety Schools





**W**illiam J. Angell Surety Schools offers expert and comprehensive training for surety professionals with varying levels of knowledge and expertise. This prestigious education program provides an opportunity to establish professional relationships with Industry peers.

Continuing education credit (CE) varies from state to state. Level I averages 20 CE hours and Level II averages 27 CE hours. For your specific state information contact NASBP Professional Development at [info@nasbp.org](mailto:info@nasbp.org) or 202.686.3700.

“I learned critical information during class and gained valuable knowledge after hours from faculty and fellow students. The day I returned to the office I found myself immediately applying what I had learned.”

**Joshua Etamadi**  
Surety Bond Producer  
Construction Bonds, Inc.

“Extremely knowledgeable and approachable instructors willing to spend time to explain things during and after class.”

**Elaine Lehmann**  
Account Executive  
Early, Cassidy & Shilling, Inc.

“This program is the best in the country for learning more about bonds.”

**Amy Hosman**  
Account Manager  
Gusso Surety Bonds, Inc.

# Surety School Level I

**Surety School Level I** is a three day program intended for new producers and underwriters, and in-house bond department support staff, and those new to the industry. As a result of attending Level I, students will gain an understanding of the function and process of bonding. They will learn surety credit information gathering techniques, how to analyze contractors' financial statements, and how to process submissions to the surety. In addition, they will learn about the producers' role in the claims process, the options the surety has during the process, and become familiar with types of commercial surety.

## LEVEL I CURRICULUM

### Work in Process

Understand the impact individual job financial performance has on the contractor's overall financial position, the information contained in the work process report, how this is used by the surety, and how it relates to the balance sheet and income statement.

### Contractors Financial Statement Analysis

Learn to identify the relevant items in a financial statement, how a surety analyses these, how to perform basic underwriting calculations, and how this applies in a real-life situation.

### Submission and Documents

Identify information necessary for complete account submission and become familiar with the forms and documents commonly used in the surety process and how to use them appropriately.

### Case Study

Use skills learned to analyze a contractor's business over a period of years and make sound judgments on the extension of surety credit.

### Introduction to Surety Claims

Learn the concepts of surety claims and claim handling, different types of surety claims, and how to identify a bond claim and understand the role of the surety in the process.

### Introduction to Commercial Surety

An overview to provide awareness of all types of commercial surety bonds and their characteristics. Attendees become familiar with underwriting considerations and collateral requirements and the relevant criteria for analyzing and underwriting commercial surety bonds.

### Introduction to Ethics

An interactive session to raise awareness of ethical and legal situations that may arise in daily surety business. Learn the concepts of business ethics and ethical decision making.

“This curriculum is a must if you want to take your surety knowledge to the next level. Not only do the instructors do a great job presenting, but they also keep students engaged the entire time. The school is a great opportunity to meet surety professionals and network with others in the industry.”

Sarah E. Green  
Bond Assistant  
DS&P Insurance Services, Inc.

# Surety School Level II

**Surety School Level II** is a five day program intended for producers and underwriters with one to six years of experience. Students attending Level II gain an understanding of contractor accounting and financial statement analysis over multiple years from the surety viewpoint. They will deepen their knowledge of the submission to the surety and the account activation process and learn to analyze current financial trends as well as specific job underwriting they may be encountering today.

## LEVEL II CURRICULUM

### Profiling

This overview of the surety underwriter's process for analysis of contractors' financial statements is to determine the credit worthiness of the contractor and the amount of surety capital that may be available based on the financial presentation.

### Work in Process

Through analytical means, understand the impact that individual job performance can have on a contractor's financial position and how it can be used to predict future results.

### Submission and Account Activation

Learn the framework for submitting a new contractor account to the surety and presenting a surety credit proposal to the contractor. Instruction includes how to identify key elements in a construction business necessary to service an account and other essential skills and roles.

### Surety Claims

Learn how claims are viewed and handled by a surety company and what services are offered by the surety to help prevent the need to file claims or, preferably, resolve them early. Gain insight to early signs of distress and how the surety conducts investigations into claims.

### Changes and Challenges

Gain insight into the external environment and the internal pressures faced by contractors and what the successful ones do to thrive. Learn how to stay on top of the relevant issues and how to bring value to your contractor relationship.

### Commercial Surety

Discover how successful agencies increase profit with commercial surety while learning about the commercial surety marketplace and the differences between commercial and contractual underwriting, as well as opportunities in the current market.

### Ethics

In the context of professional responsibility to the public, clients, colleagues, and employees, participants are presented with methods for the identification and resolution of ethical dilemmas. Discussion and case examples include the key principles of ethics.

### Case Study

The opportunity to bring together and put into practice the knowledge and skills from previous days' presentations and the participants own experience in a timed simulation that draws from a real-world situation.

## LEARNING ENVIRONMENT AND FACULTY

Our classes are taught in an instructor led, interactive setting by experienced professionals with many years of proven success in business. Instructors are well connected and active at the local and national business level and keep current on changing issues. They have superior teaching skills developed over many years and an unflagging enthusiasm that is evident in the high evaluations they receive.



*Core faculty members include\**

**Paul D. Amstutz**

Roanoke Trade Services, Inc.

**Dale A. (Dedi) Belis**

Seitlin Insurance & Advisory Services

**Erle Benton**

Cretcher Heartland Incorporated

**David A. Castillo**

The Gray Casualty & Surety Company

**Matthew K. Cashion, Jr.**

The Cashion Company, Inc.

**Donnie Doan**

McQueary Henry Bowles Troy, LLP

**Thomas P. Durkin**

Durkin & Durkin Insurance Agency LLC

**Edward J. Heine**

Payne Financial Group, Inc.

**J.M. (Bud) Herndon**

CNA Surety Corporation

**James J. Lareau**

Travelers Bond

**Lawrence F. McMahon**

Alliant Surety Services, Inc

**Thomas M. Padilla**

Manuel Lujan Insurance, Inc.

**Ralph V. Pulver**

Travelers Bond

**Robert E. Shaw**

Skillings Shaw & Associates, Inc.

**Tony Yasilli**

HCC Surety Group

*\*Faculty subject to change.*

“The instructors were by far the best teachers I have ever had. They made *everything* interesting. I came back to work excited to utilize what I had learned. I cannot say enough about the school and its instructors.”

**Kathy Romano**  
Administrative Assistant  
International Fidelity Insurance Co.



National Association of  
Surety Bond Producers  
1140 19th Street, NW  
Suite 800  
Washington, DC 20036-5104

## **NASBP William J. Angell Surety Schools**

**Level I** - An introduction to the surety industry and familiarization with the function and process of bonding.

**Level II** - Provides an understanding of producer, surety, and contractor relationships plus techniques for gathering contractor information and preparation of the case submission to the surety.

Information about upcoming NASBP Surety Schools can be found at [www.nasbp.org](http://www.nasbp.org) or by calling NASBP Professional Development at **202.686.3700**.