Use of ACORD Reference Materials and Standards

1. Explain the uses, structure, and content of ACORD reference materials located on the ACORD website (www.acord.org)
   a. Help file
   b. implementation guides/transaction spec (NEW TERMINOLOGY)
   c. data dictionary (MESSAGE MODEL)
   d. administrative release (for validation only) vs. published release
   e. Forms Instruction Guide
   f. AL3 Access Database
2. Determine what documentation would be used to solve a given problem (see above)
3. Identify scope of standards related to specific geographic regions (i.e., Account current, catastrophe exposure and producer licensing and appointments – which are in AML)

Mechanics of an ACORD Implementation Project

1. Rationalize different implementations of ACORD standard transaction(s) between vendors
2. Identify required and optional data elements
3. Specify additional data translation rules (e.g., code conversions, data formatting)
4. Explain the implications of production validation requirements

Business Process Mapping

Map discrete business activities to appropriate ACORD transactions or messages

1. Identify those business processes that ACORD standards would address.
2. Using case study of live business process, identify those business processes where business content maps to single or multiple ACORD transaction(s)/message(s).
3. Demonstrate the ability to sequence and identify the dependency of the transactions required to complete a business process.

Identify mechanism for exchanging unstructured data (e.g., forms, images, document repositories)

Decide whether to use XML or AL3 — Note: Use AL3 in only one scenario: Policy downloads to agent’s office; no claims and minimal accounting; from policy system to accounting system to an agency system as a result of the overnight batch process.
For AL3:
Describe the high level conceptual model that a policy has 5 basic categories.

Identify each of the 5 categories:
1. Insured
2. Own a policy
3. Locations (represented geographic location of what is being insured)
4. Risks (Items or units at risk)
5. Coverages applied to those risk

Explain the Physical Level
1. Ex: Location (Three divisions)
2. All State
3. Location
4. Sub Location

Describe the decision tree for AL3
1. What is major line of business?
2. What line of business? Personal auto, WC
3. Which Index
   g. 500’s: Commercial
   h. 300’s Personal
   i. 900’s; Common
   j. 200’s Implementation Guidelines

Define each of the following AL3 Concepts:
1. Conceptual
2. Physical
3. "Buckets"
4. Rules
   a. Ext Groups
   b. Parent/Child Structure: In the physical model, all the conceptual levels have to be represented.
   c. Meet Local Requirements. All groups don’t always have to be there. Once the levels of the hierarchy.
   d. Parse data rules

For XML:
1. Identify services and category (Accounting, Claims, Common, Framework Insurance (Farm, Personal and Commercial) (RECALL)
2. Recall definitions for key Terminology including Standard Abbreviations for all the components (Inq, Rq, Rs); Examples: Commercial = (Comml); Date = Date (RECALL)
3. Identify how PCS uses the XML Constructs (Examples: Base Type; Elements; Aggregates; Entities; Sequence and Choice Groups (PCS may or may not use them differently)
4. Identify what PCS XML Hierarchy depends on the message: Need to understand what the PCS XML Hierarchy which depends on the message
ACORD Standards Version Upgrades

1. Analyze the changes in a release of ACORD Standards and how it impact your business
2. Explain and apply ACORD rules for version compatibility
3. Explain the potential impact of a major version upgrade
4. Analyze business processes to identify internal applications or trading partners that will be impacted by version upgrade
5. Interpretation the meaning of major/minor/technical corrections/drafts
6. Interpretation of the meaning of compatibility (Forward and backwards)

Integration Considerations
1. Validate security implementation against requirements
2. Select and explain implications of communication patterns (e.g., batch vs. real time, transmittal vs. inquiry, request/response)
3. Define error conditions, their handling, and how they will be represented in ACORD messages
4. Help the customer define appropriate service level agreements based on communication patterns and transaction limitations
5. Identify the uses and limitations of schema validation
6. Define validation rules to satisfy trading partner/system requirements
7. Demonstrate the certification process including Testing and Certification Facility (TCF)

Enhancing and Customizing the Standard

1. Decide which gaps require maintenance requests, extensions, and/or version upgrades
2. Assess the impact of maintaining a company-specific extension
3. Design a solution utilizing ACORD architectural guidelines
4. Author maintenance requests
5. Follow standard ACORD procedures to facilitate the resolution/disposition of the maintenance request