

**Instructions for the ACSR  
Certificate • Credit • Waiver Request Order Form**

This form is to be used for certificate, waiver, and credit requests. It is a two part form:

**Section I - ACSR Certificate • Credit • Waiver Request Order Form**

**Section II - Student Demographic Information**

Students who completed or passed ACSR modules prior to February 1, 2008 are subject to the applicable fees. Before completing this form, please verify that each student has a record in the ACSR database. If our ACSR database does not show credit for the necessary courses, then use this form.

**Certificate Requests**

This form can be used for students who need completed ACSR programs prior to February 1, 2008 who need a Certificate of Completion or replacement certificate. There is a \$5.00 charge for certificate of Completion and a \$25.00 fee for replacement certificates.

To submit a certificate request, complete Sections I & II of this form. For each student, provide the required information and select the designation(s) and the modules earned. We will also accept an Excel spreadsheet as long as it contains the same information required on this form.

There is no charge for the original Certificate of Completion earned after 2/1/2008.

**Modules 4 and 5 Entry**

This form can be used to request credit for students who took Modules 4 and 5 prior to February 1, 2008. These modules were administered via the Virtual University, in a class, through self study, or another means other than the Institutes.

To submit credit request for these modules, complete Sections I & II of this form. For each student, provide the required information, select the modules earned. We will also accept an Excel spreadsheet as long as it contains the same information required on this form.

For each module there is a \$5.00 administrative charge for data entry.

**Credit Requests**

This form can also be used to request credit for students for which we have no records in our database. Students who have taken ACSR courses through other methods allowed under the ACSR/IIA contract require verification of the dates and courses passed before we can give the student credit. In some cases, we will follow up with you for clarification on the course taken.

To submit a credit request, complete Section II of this form. Provide student information, select the designation(s) and the modules earned for each student. We will also accept an Excel spreadsheet as long as it contains the same information required on this form.

**CISR Waivers**

This form can be used to request waivers for ACSR courses using the CISR designation or individual CISR courses. If a student has completed the CISR designation, the four ACSR modules listed below can be waived.

There is no fee associated with these waivers. To obtain these waivers, complete Section II of this form by checking CISR Waiver and the earned ACSR modules. Submit the required documentation and complete Section II of this form.

**Required documentation must be one of the following:**

Course Completion Certificate • Copy of the Examination Result Notification • Copy of the CISR Diploma

<b>CISR Courses and Designation</b>	<b>Waives ACSR</b>
Insuring Personal Residential Property	Module 1 - Homeowners Insurance
Insuring Personal Auto Exposures	Module 2 - Personal Automobile Insurance
Agency Operations	Module 5 - Professional Development
Insuring Commercial Property	Module 6 - Commercial Property Insurance