

2010 Registration Booklet for CPCU and IIA Examinations

Note: Use this booklet to register for all Institute exams except Exams-on-Request (EOR) and AAI segmented exams. A separate registration booklet is provided for EOR exams. For AAI segmented exams, see registration materials provided by the class sponsor.

Exam Information and Study Materials

Be sure you have the correct edition of the course guide and textbook(s) for the 2010 testing window in which you plan to take your exam. A current list of study material changes is available at www.aicpcu.org/doc/2010StudyMaterialChanges.pdf. If you register by telephone, ask a Customer Service representative about study materials, or e-mail your question to customerservice@cpuiia.org. Provide information about both the exam and the testing window in which you plan to take an exam.

Information about the Institutes' educational programs is available at our Web site, www.aicpcu.org, and in our catalog, which can be downloaded from the Web site.

Exam Descriptions		
Category	Number and Type of Questions	Time Limit
INS, AIC, AIT, API, ARe, ARM, AU, AAI, AFSB, AIAF, AIM, AMIM, APA, ASLI, IR 201 and ANFI™ 205	80-85 multiple-choice questions	2 hours
CPCU 520, 530, 540, 553, and 557	85-100 multiple-choice questions	3 hours
CPCU 510, 551, 552, 555, 556, and 560	30-35 short-answer essay questions	3 hours
ERM 57	6-8 short-answer essays and 4-5 comprehensive application cases, each with several essay questions	3 hours
Segmented Exams (INS, AIC, & ARM)	15-40 objective questions, depending on the course content	60 minutes

Continuing Education Credit	
Inform the Institutes About CE Needs	Important Note Regarding CE Filing: the Institutes file CE credits according to the statutes of the state(s) in which you are licensed. It is your responsibility to understand the reporting requirements of your state(s). Failure to provide the Institutes with your current license information in accordance with the codes, policies, or regulations of your state(s) may result in CE credits not being filed. Any late filing fees and charges will be the sole responsibility of the student. To ensure prompt filing of your CE credits, log on to My Profile at www.aicpcu.org (click on the link for State Continuing Education Licenses) or call the Institutes before sitting for an exam to update your record. When you have passed the identified exam, the Institutes will file the CE credit in all approved states in which you have current license information filed with us. See the Institutes' catalog for complete CE filing information.

General Exam Information	
Exam Format	Exams are administered on computer. Computer-administered exams are preceded by an optional 30-minute tutorial and are followed by a brief survey. Paper and pen format is offered on a limited number of days at international centers only when computer administration is not possible.
2010 Testing Window Dates	January 15–March 15, April 15–June 15, July 15–September 15, October 15–December 15
2010 Paper and Pen Test Dates	Paper and pen exam administration, available only at international locations, is limited to four dates: March 1, June 7, September 6, and December 6.
Testing Centers	Computer exams are administered at Prometric Testing Centers and at Institutes approved on-site testing centers, usually an employer facility. Prometric Testing Centers —Prometric centers are located in more than 420 cities worldwide. Log on to www.prometric.com/AICPCU to find a center. Examinees must arrive at Prometric Testing Centers at least 30 minutes before a scheduled appointment for check-in. On-site testing centers —Visit the Institutes' Web site at www.aicpcu.org/register/Examlocations.htm to locate a center. Arrangements will be made to administer paper and pen exams at an international location if computer administration is not available. Arrangements must be made well in advance of the test date. See page 4.
Exam Fees	Registration fees vary by program and location of exam administration. See the information on page 4.
Registration Cancellations	Cancellation credits may apply if requested in a timely manner. See page 2 for cancellation and credit policies.
Retesting	Examinees may take the same exam a maximum of two times during a given testing window and a maximum of four times per calendar year. All exam retakes are subject to the full applicable exam registration fee.
Employer Paid Exam Fees	Employer paid fees are issued to the individual examinee's account. Fees are not transferable to another examinee. If you leave an employer before taking an exam, the Institutes will credit your former employer according to the policies on page 2.
Special Arrangements	The Institutes make every effort to assist students who have disabilities and need special exam arrangements. We do not charge for this service, but we require documentation of disability. Submit a written request no later than the first day of the testing window for which you wish to register. To apply, e-mail assessments@cpuiia.org or call (610) 644-2100, ext. 7313.

Taking an Institute Exam

Examinees must register for an exam with the Institutes and then schedule an appointment to take the exam. Purchasing study materials does not register you for an exam. See registration instructions below.

Registering for an Exam	
How to Register	<p>Online www.aicpcu.org</p> <p>Phone (800) 644-2101 (Monday–Friday, 8 AM to 6 PM EST)</p> <p>Fax (610) 640-9576</p> <p>Mail 720 Providence Rd., Suite 100, Malvern, PA 19355</p> <p>Registration Form (for mail-in or fax)—see page 7.</p>
Payment	The Institutes accept American Express, Diners Club, Discover, MasterCard, and VISA. Mailed registrations also may be paid by check or money order. Fees are nonrefundable and nontransferable and must be paid in U.S. currency.
Identification	Register for an exam using your name exactly as it appears on the photo ID with signature that you will present at the testing center.
Computer Exam Registration Deadlines	See the chart on page 3 for exam fees and deadline dates. Note that a registration for a computer exam will not be accepted after the 10 th of the month in which the testing window closes.
Exam Registration Confirmation Notice	The Institutes send an electronic registration confirmation if an e-mail address is provided. Please read the confirmation completely. Check it for accuracy, and notify the Institutes immediately if there is an error. A separate confirmation notice is sent for each exam registration.

Scheduling an Exam Appointment Schedule your appointment when you know you will be ready to sit for the exam. Scheduling an appointment far in advance and then canceling could deprive another examinee of a desired testing date and time. Be considerate of others. Still, we also recommend scheduling the exam appointment early in the testing window in case the exam must be rescheduled or retaken.

Scheduling an Exam Appointment	
Appointment Waiting Period	<p>Online and Telephone Registration—Appointments can be made approximately one hour after registering.</p> <p>Fax Registration—Wait two business days before scheduling an appointment.</p> <p>Mail Registration—Wait two weeks to schedule an appointment.</p> <p>Or you may schedule an appointment immediately after receiving your Examination Registration Confirmation Notice.</p>
Prometric Testing Centers	To locate a Prometric Testing Center and schedule an appointment, log on to www.prometric.com/AICPCU or call (877) 311-2525. Prometric’s international phone numbers are listed on page 5.
On-Site Testing Centers	Contact the testing center directly for scheduling policies and procedures. The list of approved on-site testing centers is available at www.aicpcu.org/examlocations .

Rescheduling an Exam Registration Within the Same Testing Window	
Prometric Testing Centers	To change an appointment to another date within the same testing window, go to Prometric’s Web site, www.prometric.com/AICPCU , or call (877) 311-2525 at least three days before the original appointment date. Otherwise, all fees will be forfeited if the exam is not taken.
On-Site Testing Centers	On-site testing centers have their own policies and procedures for rescheduling. Contact the center directly.

Transferring an Exam Registration to the Next Testing Window	
Transferring to the Next Testing Window	Contact the Institutes at least three days before the scheduled exam to transfer to the next testing window and pay only a transfer fee (see below).
Exam Transfer Deadline	If you do not have a scheduled appointment, a request to transfer a registration is accepted up until the last day of the testing window for which you are registered. However, a transfer fee does apply.
Transfer Fees	On-site testing centers—\$80 Prometric Testing Centers—\$105

Exam Cancellation Cancellation results in termination of a registration and the appointment. Both can be canceled in one call to the Institutes.

An examinee is eligible for a partial fee credit from the Institutes if both the registration and the exam appointment are canceled. Exam fee credits will be issued according to the fee charts on page 4.

Exam Cancellation	
Canceling an Exam Registration	Go to the Institutes’ Web site, www.aicpcu.org , or call the Institutes at (800) 644-2101 three or more days before the scheduled appointment to cancel an exam registration. Doing so will also cancel your appointment at a Prometric Testing Center.
Canceling an Appointment at a Prometric Center	An appointment can be canceled up to three days before the test date by going to Prometric’s Web site, www.prometric.com/AICPCU or by calling (877) 311-2525. Canceling your appointment through Prometric does NOT cancel your exam registration. You also must cancel your registration with the Institutes (see above). Otherwise, no credit will be granted.
Canceling an Appointment at an On-Site Testing Center	Contact the testing center directly for cancellation policies and procedures. You must also cancel your registration with the Institutes (see above).
Cancellation Credit	When a credit is granted, it can be applied to study material purchases or to a future exam fee. Credit amounts vary by exam (see chart on page 4) and are good for two years from date of issue.
Cancellation and Reduced Exam Registration Fees	If you registered at a reduced fee (as outlined on page 3), you will be allowed 50% of that fee as credit if you follow the cancellation steps outlined above. If you do not follow those steps, no credit will be granted.
Cancellation Deadline	<p>An exam registration for a Prometric Testing Center and the Prometric appointment must be canceled at least three days before the appointment date.</p> <p>If no appointment is scheduled, a registration for an exam at either a Prometric Testing Center or an on-site location can be canceled up to the last day of the testing window.</p>

Reduced Exam Fees The Institutes offer a reduced exam fee if you are engaged full time as

- An employee of a state or federal insurance regulatory agency.
- A teacher or student in an accredited college or university.

Restrictions apply. To determine eligibility or to view the restrictions, log on to our Web site or contact Customer Service at customerservice@aicpcu.org.

Reduced Fees and Scholarship for Active Duty Military and Reservists

The Institutes offer a 50% reduced exam fee to full-time active duty members of the United States military (Air Force, Army, Coast Guard, Marines, and Navy). We will provide free exams and study materials to full-time active duty military personnel, National Guard members, and reservists who prepare for or successfully pass an Institute exam while on deployment in support of combat operations outside the continental United States (CONUS). We require valid military ID, proof of duty status, and proof of deployment orders. Contact Customer Service to apply.

Taking an Exam The Institutes' goal is for every exam experience to be a positive one. To help ensure a smooth testing experience, you should note our exam policies and rules.

Exam Policies	
Identification	You must present valid, unexpired identification that contains BOTH a photograph and a signature. The name on your ID must exactly match your name as it appears on the examination confirmation notice. If, for example, your identification and confirmation notice do not match because you recently married, bring the original copy of your marriage license. Contact the Institutes at least one week prior to your appointment if you have any questions about proper ID. If you are denied admission to a testing center because of a question about your ID, immediately call the Institutes at (800) 644-2101 or (610) 644-2100. Do not leave the testing center without calling the Institutes.
Incorrect ID Number	If your ID number is incorrect and you made the appointment under that number, take the exam and call the Institutes immediately afterwards.
Inclement Weather	In the event of inclement weather, log on to www.aicpcu.org/testcenter to see whether your Prometric center is open. For exams at on-site centers, contact the company or the exam administrator to learn if the on-site center will be open. If the center is open and you do not take the exam, you will forfeit your fee.
No Visitors at Testing Centers	Visitors and companions are not permitted to wait in the testing center.

Exam Rules Examinees who do not agree to abide by the Institutes' Rules of Conduct for exam administration at the time of taking the exam will not be permitted to sit for an exam.

Exam Rules of Conduct	
Examinee Conduct/ Prohibited Actions	A CPCU candidate is bound by the American Institute's Code of Professional Ethics. An IIA examinee is bound by the Disciplinary Rules, Procedures, and Penalties of the Insurance Institute of America. The Code is available at www.aicpcu.org/doc/canons . The Disciplinary Rules are available at www.aicpcu.org/doc/IIARules . You will not be permitted to sit for an exam if you do not agree to abide by the Rules of Conduct statement at the beginning of exam administration.
Prohibited Items	Food and drink, jackets and hats, study materials, notes, dictionaries, and any form of electronic device, with the exception of an acceptable calculator (see below), are expressly prohibited. Lockers are available at Prometric Testing Centers for storing personal items. Do not bring anything to a Prometric Testing Center that you hesitate to place in a locker.
Provided Items for Electronic Exams	Scratch paper and a pencil will be provided and will be collected at the end of the exam. Answers written on scratch paper, but not entered into the computer, are not graded. Ear plugs are available at Prometric Testing Centers.
Use of a Calculator	Any solar or battery powered calculator not equipped with alphabetic keys or paper tape is permitted during an exam. Business/financial calculators that meet these criteria are permitted.
Problems During the Exam	Raise your hand if you encounter a problem during the exam. You may not communicate with anyone other than the test administrator.
Breaks	No scheduled breaks are provided. However, examinees may visit the restroom. When doing so, you will be required to sign out and then sign in again. You must return to your exam within five minutes, and the examination clock will continue to run. Communication with anyone other than a test administrator is prohibited.

Information About Computer-Administered Exams	
Demo Exam	For a hands-on demonstration of computer-delivered essay or objective exam questions, visit the Institutes' Web site at www.aicpcu.org . Click on Examinations and download the exam demo software to your computer.
Required Skill Level	Taking an Institute exam on a computer does not require special computer skills. For objective exams, you can use a mouse or the keyboard to indicate an answer. To select your answer by using the keyboard, hold down the Alt key and then press the A, B, C, or D key. When taking an essay-style CPCU exam, enter your answers using the computer keyboard.
Essay Exams	For essay exams, type your answers using the keyboard. Cut and paste and some other word processing functions are not available during the exam.
Mark for Review	You can Mark for Review any questions that you want to come back to later. You can set the review screen to show several options, such as which questions were answered and marked or just those that remain unanswered.

2010 Exam Fee Schedule

Full Exams	On-Site	Prometric Discount	Prometric Standard	Cancellation Credit	Transfer Fee	Int'l Written Exams
CPCU	\$220	\$235	\$300	On-Site \$140 Prometric \$130	On-Site \$80 Prometric \$105	\$435
INS	\$110	\$125	\$190	On-Site \$30 Prometric \$20	On-Site \$80 Prometric \$105	\$325
API, AIC, ARM, AU, AIT, ARe	\$155	\$170	\$235	On-Site \$75 Prometric \$65	On-Site \$80 Prometric \$105	\$370
AIM, AAI, APA, AMIM, AIAF, AFSB, ASLI, IR, ANFI™ 205	\$215	\$230	\$295	On-Site \$135 Prometric \$125	On-Site \$80 Prometric \$105	\$430
ERM 57	\$225	\$270	\$335	On-Site \$175 Prometric \$165	On-Site \$80 Prometric \$105	\$470
Segmented Exams						
INS 21, 22, 23, 24 (A, B, C)	\$50	\$75	\$125	n/a	(full exam fee)	n/a
AIC 33 (A, B)	\$95	\$115	\$165	n/a	(full exam fee)	n/a
AIC 34 (A, B, C, D)	\$50	\$80	\$130	n/a	(full exam fee)	n/a
AIC 35, 36 (A, B, C)	\$65	\$95	\$145	n/a	(full exam fee)	n/a
ARM 54 (A, B, C, D)	\$50	\$80	\$130	n/a	(full exam fee)	n/a
ARM 55, 56 (A, B, C)	\$65	\$95	\$145	n/a	(full exam fee)	n/a

Helpful Information and Exam-Taking Tips We know exam days can be stressful, so we offer you the following information and suggestions:

- Exams contain both stand-alone and case-application questions.
- There is no penalty for guessing, so answer all questions.
- Answers written on the test center-provided scratch paper, but not entered into the computer, are not graded.
- Verify that all questions are answered before exiting. An examination cannot be restarted once you exit it.
- Know exactly where your testing center is located and how long it will take to get there.

Exam Grading

Multiple-Choice Exams	As soon as you complete the exam, you will receive a pass/nonpass notification, unless grading is delayed (see below).
CPCU Essay Exams	CPCU essay exams are returned to the Institutes for grading. As many as three graders may independently review an exam to determine the final score. Grades are available within one month of the test date, unless grading is delayed (see below).
Examinee ID	An exam is identified by candidate number and not by name. The Institutes never reveal personal information.
CPCU Essay Exam Grade Notification	When registering, please provide the Institutes with a current e-mail address to ensure prompt grade notification.
Grading Delays	Grading delays may occur when tests are based on new or revised material. This most often occurs during the January–March testing window. Please note that the grading of all CPCU exams is delayed for up to seven weeks during the January–March testing window.

Exam Grades	Institute exams are scored using a letter grade. Grades are final and are not subject to appeal. Numerical scores are not released.
Lost Exam	If an exam is lost in shipping or accidentally destroyed during transmission, no grade can be determined. The Institutes will arrange to re-administer the examination.

International Exam Information Unless otherwise specified, the Institutes' domestic exam policies and procedures apply to exams given outside the United States, its territories, and possessions.

International Exam information

Computer Exam Administration Outside the U.S.	Computer exams, whether administered at a Prometric center or on-site, follow the same exam procedures and policies as those in the United States. International examinees are encouraged to use the Internet to schedule a Prometric appointment in order to decrease expenses, www.prometric.com/AICPCU . Prometric's international telephone numbers are shown below.
Paper and Pen Exams/Exam Fee	If a Prometric or on-site testing center is not available in an international location, the Institutes will attempt to arrange for exam administration in paper and pen format. The cost is the Prometric discounted exam registration fee plus an additional \$200 administration fee. Contact assessments@cpuiiia.org well in advance of the exam date for further information.
2010 Paper and Pen Exam Dates	Paper and pen exam administration is limited to four dates: March 1, June 7, September 6, and December 6.

How to Register	<p>Online www.aicpcu.org</p> <p>Phone (800) 644-2101 (Mon.–Fri., 8 am to 6 pm EST) 00 + 1 + 610 644 2100</p> <p>Fax 00 +1 + 610 640-9576</p> <p>Mail 720 Providence Rd., Suite 100 Malvern, PA 19355-3433</p> <p>Registration Form (for mail-in or fax)—see page 7</p>
Identification	Register for an exam using your name exactly as it appears on the photo ID you will present at the testing center.
Payment	The Institutes accept American Express, Diners Club, Discover, MasterCard, and VISA. Mailed registrations may also be paid by check or money order. Fees are nonrefundable and nontransferable and must be paid in U.S. currency.
Contacting the Institutes	Outside the U.S. and Canada, please call 00 + 1 + 610 644 2100 or e-mail customerservice@cpcuiia.org .
Registration Deadline	Registrations for international paper and pen exams will not be accepted after the first day of a testing window in which the exam date falls. Those dates are January 15, April 15, July 15, and October 15, 2010.
Registration Confirmation	Notification of the location and time of a paper and pen exam center address will be mailed approximately three weeks prior to the exam date.
No Paper and Pen Cancellation Credit	Failure to sit for a paper and pen examination will result in the loss of the entire amount of both the registration and administration fees.

International Prometric Telephone Numbers	
Region	Contact Center
North America—U.S. & Canada	1 877 311 2525
Latin America & Caribbean	1 443 751 4995
Europe	31 320 239 540
Middle East & North Africa	31 320 239 530
Africa	31 320 239 593
Japan	81 3 5541 4800
Korea	82 2 1566 0990
China	86 10 62799911
Hong Kong	60 3 7628 3333
Southeast Asia	60 3 7628 3333
India	91 124 414 7700
Australia & New Zealand	61 2 9640 5899

Student Information Release Policy The Institutes release student information in accordance with the following guidelines:

- On request, we confirm whether a person holds an Institute designation or certificate, regardless of the person's request for confidentiality (see last paragraph below), because
 - It is in the public's interest to know whether someone holds an Institute credential.
 - It assists in enforcing the CPCU Code of Professional Ethics.
 - Lists of program completers are a matter of public record. See item #7.
- We release pass/nonpass grade information to employers to facilitate their payments for Institute coursework and employee recognition.
- We release student identification, contact, and exams-to-credit information to the CPCU Society so that it can
 - Offer Society membership to new CPCU designees and students.
 - Invite new CPCU designees to its Annual Meeting and Seminars.
 - Announce Society-chapter public classes and mentoring programs.
 - Encourage participation in the CPCU program.
- We release students' names, addresses, and information on examinations passed to class providers and other educational partners so that they can promote public classes, monitor class pass ratios, or recognize educational achievement.
- We do not release students' contact information to third parties for marketing purposes, except as noted.
- Diplomas and certificates are the personal property of the students. Upon program completion, a diploma or certificate is sent directly to the student unless the student authorizes its release in writing to another party or entity for award ceremony or shipping purposes. The Institutes reserve the right to make special arrangements to ensure delivery or to meet contractual obligations.
- The Institutes publish the CPCU class list for the AICPCU Annual Conferment Ceremony and may publish annual IIA designation lists in the news media or for recognition purposes at other organization meetings.

The public may confirm that someone holds an Institute designation or certificate by using the search program on our Web site: visit www.aicpcu.org. Select Corporate Services and click on Search for Designation Holder.

If you would like to request confidentiality about all information (other than confirmation in the public's interest of holding a designation), call Customer Service at (800) 644-2101 or visit our Web site at www.aicpcu.org to elect that option. Please note that restricting the release of the limited information above may impede employer payments and a new CPCU designee's receipt of announcements about CPCU Society membership and its Annual Meeting and Seminars.

2010 Registration Form for CPCU and IIA Examinations

To register for an exam, please complete both sides of this form and return it to the Institutes as soon as possible. Do not use this form for EOR or segmented examinations—see class sponsor. Either credit card information or the necessary fees (U.S. currency only) must accompany this Registration Form.

Web site: www.aicpcu.org

Telephone: (800) 644-2101 or (610) 644-2100

Fax: (610) 640-9576

E-mail: customerservice@cpcuiiia.org

1. Student ID number _____

We use your Social Security Number as your student identification number. It is an identifier commonly used by employers and other institutions. However, by law you are not required to disclose it, and we recognize there are concerns about privacy and identity theft. If you elect not to use your Social Security Number, we will assign a unique identification number to you.

To have a different identification number assigned to you, please call Customer Service at (800) 644-2101 or visit our Web site at www.aicpcu.org. Click My Profile. Log in and select Request a New ID, OR:

Check this box and the Institutes will automatically assign you a unique ID number. You will receive an e-mail confirming the change.

Cautions about requesting new ID numbers:

- The Request a New ID function is not available to employees of some companies. Check with your employer before requesting a new ID number.
- Changing to a new ID number may delay employer reimbursement or incentive payments. Check with your employer before requesting a new ID number.
- Creating a new ID number may result in exam grades being improperly recorded in your different records. Always check your grades after changing your ID number.

2. **PRINT your full name exactly as shown on the photo ID you will present at the testing center.** Your name must match, or you will be denied admission to the testing center.

Last

First

MI

3. If you have previously registered for an examination under a different name, please print that name.

Last

First

MI

4. Date of birth: Year _____ Month _____

5. Year entered the insurance business _____

6. Highest degree earned: (Check one.)

- | | | |
|---|------------------------------------|------------------------------------|
| <input type="checkbox"/> High school or GED | <input type="checkbox"/> Associate | <input type="checkbox"/> Bachelor |
| <input type="checkbox"/> Master | <input type="checkbox"/> Law | <input type="checkbox"/> Doctorate |
| <input type="checkbox"/> None of the above | | |

7. Business title _____

8. Job level: (Check one.)

- | | |
|--|--|
| <input type="checkbox"/> Executive | <input type="checkbox"/> Senior management |
| <input type="checkbox"/> Middle management | <input type="checkbox"/> Professional (non-mgmt) |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Other |

9. Principal job function: (Check one.)

- Commercial insurance underwriting
- Personal insurance underwriting
- Claims
- Risk management
- Sales/Marketing/Account production
- Information systems OR Technology
- Human resources OR Training & development
- Customer service
- Other insurance services (Please specify.)
- Other financial services (Please specify.)

10. Employer's name _____

11. Branch office city/state (if applicable)

City: _____ State: _____

12. Employer organization type: (Check one.)

- Insurance company
- Reinsurance company
- Agency
- Adjusting firm
- Brokerage firm
- Third party administrator (TPA)
- Government/Public entity
- Risk management department in a noninsurance organization
- Professional/Trade/Education organization
- Other insurance services (Please specify.)
- Other financial services (Please specify.)

13. Daytime phone number

Area Code _____ No. _____ Extension _____

14. E-mail address (Please use appropriate uppercase/lowercase lettering.)

Grades will be provided by e-mail for students who provide an e-mail address and whose exams are not scored at the exam center.

- If you do **not** want to receive your grade through e-mail, check here.
- If you would like to receive e-mail updates from the Institutes, check here.

15. Preferred mailing address: Home address Business address

Address

Address

City/State/Zip

Province/Country

16. First-time registrants only—how did you hear about the Institutes? (Check one.)

- Employer HR, education, or training department
- Manager or supervisor
- Co-worker or business colleague

Print your name: _____

Student ID number: _____

- 4 Advertisement in industry publication
- 5 Professional association
- 6 Web search
- 7 Conference or trade show
- 8 Other (Please specify.) _____

17. What diploma/certificate are you working toward? (Check one.)

- CPCU INS AAI AFSB AIAF AIC
- AIM AIT AMIM APA API ARE
- ARM ASLI AU IR AIS INS-IT
- ARM-E ANFI™

18. Exam registration—Indicate the exam number and testing window below.

Exam No. (e.g., 29, 510, etc.)	Testing Window or International Date (e.g., October 15–December 15, 2010 or December 7, 2010)

19. Preparation method: (Check one.)

- 1 Group learning with a course leader
- 2 Group learning without a course leader
- 3 Independent learning
- 4 Relying solely on experience and knowledge
- 5 Relying on non-Institutes study materials
- 6 *Institutes Online* learning

20. Exam to be taken at: (Check one.)

- Prometric Testing Centers worldwide
- Institutes Approved On-Site Testing Centers worldwide
Center Code Number: _____
Center must be pre-approved by the Institutes.
- International Paper and Pen Testing Center
City: _____ Country: _____
(\$200 additional fee per exam—see page 4)

21. CE Credit (Check applicable license): Producer Adjuster None

License/NPN # _____
Resident State _____

22. The Institutes' Student Information Release Policy

The Institutes release information in accordance with the following guidelines:

1. On request, we confirm whether a person holds an Institute designation or certificate, regardless of the person's request for confidentiality (see last paragraph below), because
 - It is in the public's interest to know whether someone holds an Institute credential.
 - It assists in enforcing the CPCU Code of Professional Ethics.
 - Lists of program completers are a matter of public record. See item #7 below.
2. We release pass/nonpass grade information to employers to facilitate their payments for Institute coursework and employee recognition.
3. We release student identification, contact, and exams-to-credit information to the CPCU Society so it can
 - Offer Society membership to new CPCU designees and students.
 - Invite new CPCU designees to its Annual Meeting and Seminars.
 - Announce Society-chapter public classes and mentoring programs.
 - Encourage participation in the CPCU program.

4. We release students' names, addresses, and information on examinations passed to class providers and other educational partners so they can promote public classes, monitor class pass ratios, or recognize educational achievement.

5. We do not release students' contact information to third parties for marketing purposes, except as noted above.

6. Diplomas and certificates are the personal property of the students. Upon program completion, a diploma or certificate is sent directly to the student, unless the student authorizes its release in writing to another party or entity for award ceremony or shipping purposes. The Institutes reserve the right to make special arrangements to ensure deliver or to meet contractual obligations.

7. The Institutes publish the CPCU class list for the AICPCU Annual Conference Ceremony and may publish annual IIA designation lists in the news media or for recognition purposes at other organization meetings.

The public may confirm that someone holds an Institute designation or certificate by using the search program on our Web site: visit www.aicpcu.org. Select Corporate Services and click on Search for Designation Holder.

Any student who would like to request confidentiality about all information (other than confirmation in the public interest of holding a designation) should call Customer Service at (800) 644-2101 or visit our Web site at www.aicpcu.org to elect that option. Please note that restricting the release of the limited information above may impede employer payments and a new CPCU designee's receipt of announcements about CPCU Society membership and its Annual Meeting and Seminars.

23. Ethics: A CPCU candidate is bound by the American Institute's Code of Professional Ethics. An IIA examinee is bound by the Disciplinary Rules, Procedures, and Penalties for the Insurance Institute of America. The Code is available at www.aicpcu.org/doc/canons. The Disciplinary Rules are found at www.aicpcu.org/doc/IIARules.

24. Payment: (See page 3 for Exam Fee Chart.)

Exam Fee	\$
International Paper and Pen Exam—Add \$200 Each	\$
Credit Available	—\$
Total Remittance	\$

If paying by check, please make payable to: American Institute for CPCU

For corporate invoicing, please provide the billable account code here:

Account Code: _____

Return this form with fee or payment information to:

American Institute for CPCU
720 Providence Road, Suite 100
Malvern, PA 19355-3433
FAX (610) 640-9576

Credit Card Number: _____
(American Express, Diners Club, Discover, MasterCard, and VISA cards are accepted.)

Expiration date: _____

Signature: _____

For accounting use only	Date Received _____
Amount _____	Account # _____