

Foundation

Insurance Essentials • Introductory Courses • INS • AIS

Fundamental Risk Management and Insurance Knowledge. Real-World Application.

To grow professionally throughout your career, you must begin with a strong foundation grounded in core concepts and practical skills. The Institutes' foundation programs provide the essential knowledge you need to succeed in a complex and changing marketplace. By earning a certificate or designation, you may also enhance career opportunities and you may be able to earn college or continuing education (CE) credit by passing our examinations. Our programs are:

In-Depth. You will gain a strong foundation for growth. You will know the “why” of risk management and insurance, not just the “how.”

Practical. When you complete one of the Institutes' foundation programs, you will have the practical, real-world skills you need to help you prepare for future challenges.

Relevant. Because foundation programs teach you key principles, coverages, and concepts, you will possess the practical tools necessary to apply your knowledge to a wide variety of situations.

Programs to Help You Succeed.

Bottom-Line Benefits for all Foundation Courses:

- Increase operational efficiency by delivering consistent fundamental knowledge across the organization and functional areas

- Gain confidence with essential concepts that provide a sense of accomplishment and help enhance productivity
- Prepare for career-long professional development by building a strong foundation in basic insurance principles

What You Will Learn.

Insurance Essentials. A twelve-module interactive tutorial that delivers essential insurance concepts to both new and current employees, *Insurance Essentials* orients learners to the industry and provides an overview of core insurance principles and practices.

Introduction to Property and Casualty Insurance. Learn about property-casualty insurance principles and coverages, claims, and how premiums are determined.

Introduction to Risk Management. Learn about risk management concepts, techniques, procedures, and decision making, using a practical, real-life approach.

Introduction to Claims. Learn about insurance basics, the claim function and process, liability claims, and workers compensation claims.

Introduction to Underwriting. Learn about underwriting as decision making, personal lines and commercial lines underwriting, and measuring results.

Program in General Insurance (INS). The Program in General Insurance, which comprises three required courses, provides a broad foundation on which to build your career. As an added benefit, by earning the Certificate in General Insurance, you will be given credit toward the CPCU® designation and six associate designations. See our Web

site for details. The INS program is also offered via COMET Online Learning—see our Web site for details.

- **INS 21—Property and Liability Insurance Principles.** Learn the basic principles of insurance through an overview of the nature and operation of the insurance business and an introduction to insurance companies.
- **INS 22—Personal Insurance.** Learn about personal loss exposures and personal insurance coverages, including automobile, homeowners and other residential coverages, personal liability, life, health, and financial planning.
- **INS 23—Commercial Insurance.** Learn about commercial loss exposures and coverages, including commercial property, business income, inland and ocean marine, commercial auto, commercial general liability, workers compensation and employers' liability, businessowners, and miscellaneous coverages.

Associate in Insurance Services (AIS). The AIS program applies the concepts and practices of continuous improvement to insurance services to ensure a customer-focused environment. Earn a Certificate of Completion for passing the AIS 25 (Delivering Insurance Services) exam, or earn the AIS designation. See our Web site for details.

For a complete list of course topics, please visit our Web site or consult our current catalog.

Get Started Today!

Start with our free educational advising. Log on to our Web site, www.aicpcu.org, and click the “Free educational advising” link under “Get Started” on the home page. The online advising program helps you evaluate potential areas of interest and select the appropriate courses. My Progress Tracker, formerly the Web Student Advisor, shows you how your CPCU and IIA exam credits apply to Institutes’ programs.

Choose a study method. Most students choose self-study, but instructor-led *Institutes Online* classes are available for CPCU, AIC, and INS programs. All INS courses are offered via COMET Online Learning; to learn more about COMET visit our Web site, www.aicpcu.org.

In addition, course sponsors hold public classes for certain Institute programs at various locations. Use the Public Class List on our Web site, or call the Customer Service Department.

Read our booklet *How To Pass Institute Exams!* It provides tips to help you study and prepare for Institute exams. Click “Get Started” on our home page and download a free copy, or call the Customer Service Department.

Talk with your employer. Most employers offer financial support to help you reach your professional and personal goals. Ask your supervisor about your company’s education policies and procedures.

Order study materials. Order study materials at our Web site or call the Customer Service Department, which is open Monday through Friday from 8 AM to 6 PM eastern time. We accept American Express, Diners Club, Discover, MasterCard, or Visa. To pay by check, download an order form from our Web site. For additional information, call the Customer Service Department.

Register for your exam. You will receive registration information with your study materials. Be sure to register early. If you have questions, contact the Customer Service Department.

Exam Schedule. You may take computer-based Institute exams in one of four testing windows: January 15–March 15, April 15–June 15, July 15–September 15, and October 15–December 15. Log on to www.aicpcu.org for details. The *Insurance Essentials* exam is contained in the online course itself.

SMART Study Aids. SMART Study Aids are designed to help you learn and retain key information and concepts by supplementing your study of the textbook(s) and course guide. Each set comes with Review Notes and Flash Cards to help you maximize your study time. SMART Study Aids are available for INS and AIS.

NEW! SMART Online Practice Exams. The new online practice exams are as close as you can get to a real exam without actually taking one. You also receive complete scoring, so you know what material you understand and where you need to invest more study time. SMART Online Practice Exams are available for INS.

Questions? For more information about a specific program, exam fees and procedures, or other Institute matters, log on to our Web site or call the Customer Service Department. Remember to request your free copy of our catalog, which explains everything you need to know about studying with us.

You want to succeed. We will help you. The Institutes’ programs provide you with the in-depth, practical knowledge you need to succeed.