

**N · I · C · E**

NATIONAL

**I R E S**

CONTINUING

EDUCATION

PROGRAM



□ □ □ □ **In Memoriam: Lewis Shayne (1948 - 2005)** □ □ □ □

The National IRES Continuing Education Program (NICE) Manual is hereby dedicated to Lewis Shayne, CIE, a Principal Examiner with the New York Insurance Department. Mr. Shayne began his career at the New York Department in 1975 and was an active participant in many IRES Committees, most notably the Accreditation and Ethics Committee. Mr. Shayne took particular interest in updating the NICE Manual and converted the entire manual to a Word document to make it easier for IRES members to print out and use pertinent forms from the IRES website. On November 21, 2005, Mr. Shayne was murdered outside his apartment building in Forest Hills, New York on his way home from his downtown Manhattan office. Mr. Shayne's dedication and commitment to IRES will be greatly missed.



## **MISSION STATEMENT**

The mission of the National IRES Continuing Education Program is to promote the ongoing educational development of its CIE and AIE designees and thereby bring about greater recognition and demand for the designations among regulators, the insurance community and, most importantly, the insurance consuming public whom we serve.



## TABLE OF CONTENTS

<b>MISSION STATEMENT.....</b>	<b>I</b>
<b>HISTORY AND PURPOSE.....</b>	<b>1</b>
<b>GENERAL INFORMATION .....</b>	<b>3</b>
WHAT IS NICE? .....	3
WHO ADMINISTERS THE NICE PROGRAM? .....	3
WHAT IS THE PURPOSE OF THE PROGRAM? .....	3
HOW IS THE NICE PROGRAM FUNDED? .....	3
WHO MUST COMPLY WITH THE NICE REQUIREMENTS? .....	3
WHAT HAPPENS IF I FAIL TO COMPLY? .....	3
WHEN DID THE NICE PROGRAM BEGIN?.....	4
ARE THERE EXTENSIONS OF TIME AVAILABLE TO COMPLETE CE REQUIREMENTS? .....	4
WHAT IS THE REQUIRED NUMBER OF CE HOURS? .....	4
WHAT QUALIFIES AS CE FOR NICE?.....	4
WHERE CAN I ATTEND CE COURSES? .....	8
CORRESPONDENCE COURSES AND/OR SELF-STUDY?.....	8
IN-HOUSE PROGRAMS?.....	8
I PREPARED THE WRITTEN MATERIALS USED IN A CE PRESENTATION. IF SOMEONE ELSE TEACHES THE COURSE OR IT IS CANCELLED -- MAY I STILL RECEIVE CREDIT? .....	8
I'VE ATTENDED QUALIFYING PROGRAMS. HOW DO I FILE A COMPLIANCE REPORT? .....	8
HOW ARE CONTINUING EDUCATION RECORDS KEPT? .....	8
IF A MEMBER EARNS AN AIE OR CIE DESIGNATION DURING THE YEAR, HOW ARE CE CREDIT HOUR REQUIREMENTS CALCULATED? .....	9
HOW WILL THE CE OFFICE AUDIT MY NICE REPORTS?.....	9
SUBMITTING YOUR ANNUAL REPORT.....	9
MAY I CARRY OVER EXCESS CREDIT HOURS? .....	9
WILL I GET AN ANNUAL TRANSCRIPT REPORT? .....	10
WHAT HAPPENS IF I FAIL TO REPORT ANY HOURS ON TIME? .....	10
WHAT HAPPENS IF I FAIL TO PAY MY IRES MEMBERSHIP DUES? .....	10
OTHER THAN AS STATED ABOVE FOR NON-PAYMENT, IF MY REGISTRATION IS SUSPENDED FOR FAILURE TO COMPLY WITH THE NICE PROGRAM IS THERE ANY WAY I CAN GET IT BACK?.....	10
WHAT HAPPENS IF MY NICE COMPLIANCE REPORT FORM IS RECEIVED WITHIN 30 DAYS OF THE DEADLINE DATE? .....	10
I DISAGREE WITH THE ACTION OF THE ACCREDITATION AND ETHICS COMMITTEE. WHAT THEN?.....	10
I AM PERMANENTLY RETIRED. ANY SPECIAL PROVISION? .....	10
IF I MUST BECOME "INACTIVE" BECAUSE OF SICKNESS, DISABILITY, OR TEMPORARY EMPLOYMENT ELSEWHERE, WHAT SHOULD I DO?.....	11
AFTER I HAVE BEEN ON APPROVED INACTIVE STATUS, HOW DO I REACTIVATE MY STATUS? .....	11
IF I LOSE MY CE PROGRAM BINDER, CAN I OBTAIN A REPLACEMENT COPY?.....	11
WHERE DO I CALL IF I HAVE QUESTIONS?.....	11
<b>ACCREDITATION AND ETHICS COMMITTEE RULES ON QUALIFYING CONTINUING EDUCATION .....</b>	<b>12</b>
<b>NICE FORMS.....</b>	<b>14</b>
ADDRESS CHANGE NOTIFICATION FORM .....	15
NICE ANNUAL COMPLIANCE REPORT FORM .....	17
NICE ANNUAL COMPLIANCE "REACHBACK HOURS" REPORT FORM .....	20
EXTENSION REQUEST FORM .....	23
INACTIVE STATUS NOTIFICATION FORM .....	25



NOTIFICATION OF RETURN TO ACTIVE STATUS FORM .....27  
PERMANENT RETIREMENT STATUS NOTIFICATION FORM.....29  
APPEAL FOR REINSTATEMENT .....31  
**NICE RESOURCES .....32**  
**2007 PRE-APPROVED CREDIT .....35**



## **HISTORY AND PURPOSE**

The Insurance Regulatory Examiners Society (IRES) bylaws were amended in 1987 to include at Article IX, Section 6 (c), that IRES "develop and administer a mandatory continuing education program for all members holding IRES designations."

After a number of years of discussion and debate, a Continuing Education Subcommittee was authorized in 1994. On March 3, 1995 the IRES Executive Committee approved the general program outline and authorized the Subcommittee to proceed with operational development.

On March 12, 1995 at its meeting in Miami, Florida, the IRES Foundation voted to assist IRES with a monetary grant for the initial program development and assistance with initial administrative expenses. The IRES Foundation has continued to make annual grants to IRES to cover a significant portion of the NICE program operating costs.

During the program's startup phase (1994-1995), a three year, 45 hour compliance program was implemented for the period September 1, 1995 to September 1, 1998. Later, the program was modified, based on feedback from members, to a simple annual reporting format requiring 15 credit hours per year.

NICE is truly designed to be an educational program -- not a mere compliance burden. IRES hopes that the successful implementation of the NICE Program will become a compelling reason to achieve the AIE and CIE designation. The education requirements are designed to be flexible so as to expand, not limit, the number of members choosing to become designee recipients.

Unquestionably, for the NICE Program to be meaningful, it must apply to all CIEs and AIEs -- regardless of when those designations may have been earned. Failure to comply with the program will result in suspension of registration of one's designation with IRES. IRES will only recognize and endorse designees who are currently registered in good standing. To maintain good standing also requires designees to remain as dues paying members of IRES.

IRES has purposefully chosen substance over style and rewards over penalties in the design of the NICE Program. IRES believes that successful and quality participation by all designee holders will ensure even greater rewards. The rules for qualifying programs were designed to ensure substance and quality, but at the same time allow the maximum flexibility to attend a wide range of educational opportunities, including those that can be afforded at a nominal cost.

The IRES Board of Directors and members who participated in the design of NICE were very cognizant of, and sensitive to, any economic impact this program might have upon the membership at large. However, no quality program could be established and be expected to attain respect and thrive without an investment of



financial resources. Program development, materials, postage, printing, recordkeeping, professional services, computers, software, telephone lines all must be properly addressed. IRES has taken creative steps to mitigate all costs by working closely with its administrative office and by seeking grant funds from the IRES Foundation. We recognize with great appreciation the commitment of the IRES Foundation to bring this program to fruition and keep it operating for the benefit of all IRES members.

The NICE Program has present benefits, but more importantly, it may have an even greater future impact. A quality CE program has proven to have significant and important impact among financial regulators and is destined to have a similar impact among market regulators as well. The National Association of Insurance Commissioners (NAIC) already recommends that states recognize the CIE and AIE designations through increased compensation. IRES believes that the NICE Program will encourage states to relate the CIE and AIE designations more closely to responsibility, promotion and remuneration.

The NICE Program remains flexible as the needs of IRES members change. This program update represents the adherence by the IRES Board of Directors to that commitment.

Member comments and recommendations are always welcome. They should be addressed in writing to the **IRES Accreditation and Ethics Committee** in care of the IRES CE Office.



## **GENERAL INFORMATION**

### **What is NICE?**

Designed by the Insurance Regulatory Examiners Society (IRES), NICE (National IRES Continuing Education Program) is a professional continuing education program which establishes minimum requirements for all members holding the AIE and CIE professional designations.

### **Who administers the NICE program?**

The supervision authority is under the IRES Accreditation & Ethics Committee, pursuant to authority granted by the IRES Board. Daily administration and record keeping is handled by the IRES CE Office. While the IRES Board of Directors encourages ongoing communication, be mindful that the IRES staff only administers the rules of the program. All interpretations and authority remains with the IRES Accreditation & Ethics Committee.

### **What is the purpose of the program?**

IRES seeks to ensure that every active designee holder pursues a plan of continuing education throughout his or her career to remain current with issues facing the insurance industry. Other benefits are expected to accrue from increased opportunities for members and from the exchange of ideas among regulators practicing in the same fields.

### **How is the NICE Program funded?**

The program is funded by grants from the IRES Foundation and by IRES membership dues.

### **Who must comply with the NICE requirements?**

IRES members in good standing holding active AIE or CIE professional designations are required to comply with NICE. This program does not apply to IRES members at-large not holding the AIE or CIE. To be clear, one must maintain their IRES membership in good standing and comply with the NICE program in order for their AIE or CIE designation to remain recognized. Continuing education is not required to maintain the IRES MCM designation.

### **What happens if I fail to comply?**

The registration of your professional AIE or CIE designation with IRES will be suspended. Without registration of your designation, IRES will not recognize your professional designation nor endorse it to other agencies, including the NAIC.



**When did the NICE Program begin?**

The program started September 1, 1995. Since then, it has undergone several changes. The current annual compliance period runs September 1<sup>st</sup> to September 1<sup>st</sup> of each year.

**Are there extensions of time available to complete CE requirements?**

Yes. Upon written request received by the IRES CE Office prior to September 1<sup>st</sup> of each year, a member will be granted a one year extension to complete and report the 15 hours required for that year. Current year hours will continue to accrue. A member may not be more than 15 hours in arrears each September 1<sup>st</sup>.

**What is the required number of CE hours?**

IRES requires 15 hours of qualifying CE to be earned and reported each year during the compliance period September 1<sup>st</sup> to September 1<sup>st</sup>. The maximum IRES grants for any one course or seminar is 12 CE hours, with the following exceptions:

- The IRES Career Development Seminar (CDS), which earns 15 CE hours if you stay for the entire CDS and pick-up your attendance certificate.
- An IRES MCM program, which earns 15 CE hours if you attend the entire program regardless if you successfully pass the examination required to earn the MCM designation.
- The SOFE Career Development Seminar which earns up to a maximum of 15 IRES CE hours provided at least that many hours have been granted by SOFE.

**What qualifies as CE for NICE?**

Qualifying CE will include specific course work and seminars, published articles, and speaking engagements which are 50% or more directly insurance related. Courses or seminars must meet for at least 50 minutes to qualify for one contact hour and 25 minutes to qualify for one-half contact hour. Credit is not granted for less than one-half contact hour. However, a maximum of 12 hours will be granted for any individual course or seminar.

*Insurance Courses — College & University Programs:* Credit is granted for the successful completion of any course related to insurance offered by an accredited college, university or recognized insurance education organization or sponsor. (While a typical semester university course would be far in excess of 12 contact hours, the maximum credit hours will be 12 CE hours.) Note: If you successfully passed the required test for any course work, proof of passage is sufficient. You need not have actually attended the course to receive credit.



*Insurance Seminars & Conferences:* Credit for seminars is based upon actual contact hours. Assume you attend a one-day seminar on insurance sponsored by a local CPCU chapter. Please calculate and report the contact hours to the IRES CE Office along with a certificate of attendance or comparable evidence. Again, the 12 hour maximum credit rule applies.

Typically, a full day seminar will qualify for 6 credit hours -- time spent at breaks and meals should not be considered when calculating actual contact hours. Please do not call the IRES CE Office to determine credit hours for these programs, since only you will know the actual contact hours for the courses you attend.

Credit hour guidelines (based upon full participation) for a limited number of pre-approved IRES, NAIC and SOFE programs are included in the Pre-Approved Credit section of this manual. These are only a very few of the many courses offered nationwide which may qualify for credit.

\*NOTE: There are three exceptions to the above maximum credit rule which are:

- Attendance at the annual IRES Career Development Seminar. The IRES CE Office will record 15 credit hours for attendance at the CDS automatically if you stay for the entire conference and pick up your attendance certificate. **All other attendees must submit a CE report requesting credit for actual hours attended with a maximum of 12 CE credits available.**
- An IRES MCM program, which earns 15 CE hours if you attend the entire program regardless if you successfully pass the examination required to earn the MCM designation. The IRES CE Office will automatically record 15 credit hours for attendance of a MCM program.
- The SOFE Career Development Seminar which earns up to a maximum of 15 IRES CE hours provided at least that many hours have been granted by SOFE.

*IRES Committee & Subcommittee Work:* To recognize the continuing professional development gained by actively participating in IRES Committees and Subcommittees, IRES members can earn up to 3 CE credits annually for active participation in IRES Committee and/or Subcommittees beginning September 1, 2008. Credit will be based on the following schedule:

- Attending via teleconference 50% of the scheduled meetings of the Committee or Subcommittee meetings earns 1 CE credit.
- Attending via teleconference 75% of the scheduled meetings of the Committee or Subcommittee meetings earns 2 CE credits.
- Attending via teleconference 100% of the scheduled meetings of the Committee or Subcommittee meetings earns 3 CE credits.



The Committee and Subcommittee Chairs will be responsible for tracking attendance on a form prescribed by IRES. After the last Committee meeting but prior to the Annual Board meeting, Chairs will e-mail their respective Committee and Subcommittee members the prescribed reporting form so that IRES members may report the appropriate credit on their Annual Compliance Form.

1. Effective starting in September 2009 for the 9/1/09-9/1/10 compliance year. For credit awarded for participation in special projects and/or on going Committee work done for Committees, Subcommittees or the Society as a whole, the Committee or Subcommittee Chair or appropriate executive officer will be responsible for establishing the parameters of the project and the number of credits to be awarded upon successful completion. In order for credit to be awarded, the parameters and number of credits to be awarded must be established prior to initiating any work on the project.

The appropriate Chair or officer will be responsible for tracking the project and credit awarded on a form prescribed by IRES. Upon completion of the project but prior to the Annual Board meeting, they will e-mail their respective volunteers with the required form and CE award so that IRES members may report the appropriate credit on their Annual Compliance Form. IRES members may earn credit for Committee or Subcommittee participation and special projects, but in no event will the total number of credits awarded per year for these activities exceed three credits. For example, a member attends 75% of the meetings scheduled for a committee and receives a reporting form from the chair for 2 credits. He also is eligible for two credits for a special project he participated in for another committee. The maximum number of credits he can claim for these activities is 3 CE credits.

*Online Continuing Education Courses:* Online Continuing Education Courses that provide for verifiable registration of the user and an internal testing program that can assure that the registrant successfully passed the course are considered “proctored” and may be submitted for consideration of CE credits. The content must be more than 50% directly and substantively insurance related. Credit is awarded based upon actual contact hours which may be determined using the same methodology outlined in the Insurance Seminars & Conferences section noted above. Most online providers offer a certificate of completion indicating completion of the test and the number of contact hours earned. Webinars where the department or other appropriate provider of education tracks the attendance are also acceptable as online continuing education. Some examples of acceptable Online CE Courses are:

- State Approved Producer Licensing Continuing Education Course: Online producer licensing continuing education courses approved by a state insurance department which are more than 50% directly and substantively insurance related qualify for up to 12 CE hours. Credit is based upon actual hours which should be determined using the same methodology outlined in the Insurance Seminars & Conferences section noted above.
- CEU Online Courses: The IRES Accreditation & Ethics Committee has pre-approved specific insurance related courses available from CEU at [www.ceu.com](http://www.ceu.com). A list of the approved courses and maximum IRES credit



allowed for each course can be found in the NICE Pre-Approved Credit section of this manual.

- NAIC Online Courses & Webinars: Several online courses and Webinars offered by the NAIC have also been pre-approved for IRES CE. A list of the approved courses and maximum IRES credit allowed for each course can be found in the NICE Pre-Approved Credit section of this manual.
- LOMA Online Courses: Online courses offered by LOMA which are more than 50% directly and substantively insurance related qualify for up to 12 CE hours. Credit is based upon actual contact hours which should be determined using the same methodology outlined in the Insurance Seminars & Conferences section noted above.

*Published Articles:* One credit is granted for each 500 words (with a maximum of 5 credit hours for 2,500 words) of an article published by professional insurance organizations. Qualifying articles are those that have been published in recognized magazines, journals, and widely distributed industry newsletters. No partial credit is granted for increments less than 500 words. *The Regulator*, NAIC's *Journal of Insurance Regulation*, and the *National Underwriter BEST Review* are just a few examples of such publications for which credit would be granted.

*Speaking Engagements:* Credit for speaking engagements is granted for twice the actual contact hours, up to a maximum of 12 credit hours, per program. Credit is based upon actual contact hours and includes participation as a listed speaker on any program directly related to insurance or insurance regulation. Speaking engagements at IRES sponsored events, NAIC-sponsored events and state continuing education conferences are examples of those that qualify for CE credit.

Credit as a panelist only is granted for 1.5 times the actual contact hours, up to a maximum of 12 credit hours, per program. For example:

- A 50 minute speaking engagement = 2 credit hours
- A 25 minute speaking engagement = 1 credit hour
- A 50 minute panel discussion\* = 1.5 credit hours

(\*Panel participation must be at least 50 minutes to qualify for credit.)

Speaking engagement credit will be considered in addition to attendance and participation at insurance programs. For instance, a CIE or AIE who speaks at a qualifying program of 8 hours would be eligible for the full participation credit of 8 hours, plus a credit hour for his/her speaking engagement. This assumes he/she: 1) attended the entire 8-hour program; and 2) the presentation was 1 hour in length. Thus, a total of 9 credit hours could be obtained by attending and speaking for 50 minutes at an otherwise qualified 8-hour program. Duplicate credit cannot be claimed for multiple presentations of the same speech, panel or program.



**NOTE:** All qualifying CE hours must be 50% or more directly related to insurance principals. Questionable submissions will be referred to the IRES Accreditation and Ethics Committee for review.

### **Where can I attend CE courses?**

Courses offered in any state or country will qualify for credit as long as they meet the NICE accreditation standards and are capable of written verification and audit. Course quality, not location, is the controlling factor. Just a few of the NICE Pre-Approved courses are listed in the back section of this manual. These are only a very few of the many courses offered nationwide which may qualify.

### **Correspondence courses and/or self-study?**

Correspondence courses offered by accredited colleges, universities and those offered by national sponsors (as outlined in the CE Resource section) qualify for CE credit.

While totally independent self-study programs do not qualify for CE credit at this time, independent verification or post-assessment (test) indicating successful completion of a course will be considered. Please provide adequate documentation to the IRES CE Office.

### **In-House programs?**

In-house insurance programs will qualify for CE credit, if 1) the course/seminar deals with insurance or insurance regulation and 2) is sponsored by an auditable entity; that is, the sponsor can provide the required documentation.

### **I prepared the written materials used in a CE presentation. If someone else teaches the course or it is cancelled -- may I still receive credit?**

No.

### **I've attended qualifying programs. How do I file a compliance report?**

Simply fill out the Annual Compliance Report, attach a certificate of attendance or comparable proof of completion and mail or fax it to the IRES CE Office. [Please see the "NICE Annual Compliance Report Form"]. Note: The IRES CE Office will record 15 credit hours for the annual IRES Career Development Seminar automatically if you stay for the entire conference and pick up your attendance certificate. All other attendees must submit a CE report requesting credit for actual hours attended with a maximum of 12 CE credits available. The IRES CE Office will also automatically record 15 credit hours for attendance of a MCM program.

### **How are continuing education records kept?**



Each AIE or CIE is responsible for keeping the IRES CE Office updated regarding your CE compliance and for keeping the IRES CE Office apprised of your current mailing address for all IRES business. Please notify the IRES CE or Administrative Offices in writing or by FAX transmission of address changes. Please use the "Address Change Notification Form." You may also update the information by logging into the Members Area of the IRES website and clicking on Update Member Information.

Members who are active in the NICE program may check their IRES CE records online by going to our Website [www.go-ires.org](http://www.go-ires.org) and click on "My Credits" link inside the Members Area of the Website. If you do not know your username and password, you will need to contact the NICE office at 913-768-4737 for assistance. Please keep in mind that new designees will not be able to check their hours until they have turned in their first Continuing Education (CE) hours to our office.

**If a member earns an AIE or CIE designation during the year, how are CE credit hour requirements calculated?**

Required CE credits will be prorated and rounded up to the nearest one-half credit hour. If your designation is received after June 1<sup>st</sup>, no CE hours will be required until the new compliance period beginning September 1<sup>st</sup> of that same year. Call or just fax the IRES CE Office if you have a question.

**How will the CE Office audit my NICE reports?**

The IRES CE Office will do periodic auditing of reports and any questionable submissions will be referred to the IRES Accreditation & Ethics Committee for review.

**Submitting your annual report.**

The "NICE Annual Compliance Report Form" should be submitted once each calendar year when your 15 hours have been completed. You are encouraged not to submit partial reports.

**May I carry over excess credit hours?**

NICE is a continuing education program. You are encouraged to do 15 hours (or more) of qualifying insurance continuing education every September 1<sup>st</sup> through September 1<sup>st</sup> period.

If towards the end of the period you find yourself short 1 to 3 hours, you may "reach back" and use up to three excess hours from the prior year — that is, up to three qualifying hours that were not previously used. (you may reach back only one year.) This is not an "automatic" program. Members will need to send in a separate "Reachback" form and documentation. (See NICE forms section.)



**Will I get an annual reminder to check my transcript report?**

Yes. On April 1<sup>st</sup> and June 30<sup>th</sup>, the IRES CE Office, as a courtesy, will e-mail you a reminder to check your CE credits online. However you may view your CE credits anytime online at [www.go-ires.org](http://www.go-ires.org) or you may call or write the IRES CE Office for a written report. Excessive requests for written reports may be subject to an administrative fee of \$10 each.

**What happens if I fail to report any hours on time?**

Approximately thirty (30) days after a reporting deadline, the IRES CE Office will send you written notice that, "The registration of your designation with IRES has been suspended." To be reinstated you must certify that all your past CE hours requirements have been met and pay a \$60.00 reinstatement fee.

**What happens if I fail to pay my IRES membership dues?**

Approximately thirty (30) days after a payment deadline, the IRES CE Office will send you written notice that "You have 30 days to notify us whether you are going to renew your IRES membership. If payment is not received within this time, your designation will be suspended." In order to be reinstated after suspension, you must pay a \$60.00 reinstatement fee.

**Other than as stated above for non-payment, if my registration is suspended for failure to comply with the NICE Program is there any way I can get it back?**

Possibly. You must send a typed letter of appeal complete with your evidence and arguments in support of reinstatement. At its next scheduled meeting, the Accreditation and Ethics Committee will consider your appeal and determine the appropriate action. A member requesting reinstatement will be required to bring IRES membership dues current; pay a \$60.00 reinstatement fee; pay up to 3 years of unpaid CE fees; and report up to 3 consecutive years of past due CE credit hours.

**What happens if my NICE compliance report form is received within 30 days of the deadline date?**

A \$30.00 late fee will be assessed to any designee holder who submits their NICE compliance report within 30 days following the October 1<sup>st</sup> reporting deadline of any respective compliance period. Courses or seminars submitted for credit must be completed prior to the September 1<sup>st</sup> deadline.

**I disagree with the action of the Accreditation and Ethics Committee. What then?**

You may submit a written appeal with the IRES Board. The decision of the Board is final.

**I am permanently retired. Any special provision?**

Yes. You notify the IRES CE Office on the "Permanent Retirement Status Notification Form." IRES will continue to maintain the registration of your designation as honorary.

Any member on permanent retirement status found to be holding themselves out as an AIE or CIE for professional purposes shall be immediately subject to the permanent suspension of their registration.

Permanent retirement is considered final. It should not be elected by those below retirement age or by anyone who expects to someday re-enter the insurance industry for monetary gain. A direct petition for review may be made to the IRES Accreditation and Ethics Committee and the IRES Board for reinstatement from retirement status.

**If I must become "inactive" because of sickness, disability, or temporary employment elsewhere, what should I do?**

We hope you can remain active and encourage you to do so. However, if not possible, submit an "Inactive Status Notification Form" and clearly state the approved reason(s). During this period, you are NOT subject to the mandatory CE requirements or annual fee, but the registration of your designation with IRES is suspended for the period of your inactive status.

**After I have been on approved inactive status, how do I reactivate my status?**

Submit the "Notification of Return to Active Status Form" to the IRES CE office. You will need to 1) pay a \$30.00 reactivation fee; 2) file a compliance report certifying that you have completed 15 hours of qualifying CE in the last 12 months and 3) agree to comply with the current prorated CE hour requirement. (You will be notified of hours from the IRES CE Office depending upon the reporting period in effect at the time.)

The registration of your professional designation will be reactivated upon certified completion of the hours required.

**If I lose my CE Program binder, can I obtain a replacement copy?**

Yes. Replacement CE Program binders can be purchased by sending \$20 to the CE Office. Upon receipt of payment, the CE Office will mail you a replacement copy. You may also download a copy of the current CE manual free of charge from the IRES website ([www.go-ires.org](http://www.go-ires.org)).

**Where do I call if I have questions?**

Questions should be forwarded to the IRES CE Office at (913) 768-4737. Refer to the guidelines in this manual for determining CE hours and report them to the IRES CE Office. Other comments about the NICE Program may be submitted in writing to the IRES Accreditation & Ethics Committee, in care of the IRES CE Office.



## **ACCREDITATION AND ETHICS COMMITTEE RULES ON QUALIFYING CONTINUING EDUCATION**

The following are official Accreditation and Ethics Committee Rules on Qualifying Continuing Education.

- A.) IRES Staff shall reject and return reporting forms that are illegible, incomplete or consist of apparently suspect information
- B.) All credit requests shall be accompanied by a certificate of attendance, a copy of the article published or some other reasonable evidence of completion. IRES staff need not retain such evidence after the credit has been entered

### **Documentation/Certificate of Attendance**

The following information should be included in any course/seminar certificate of attendance:

- IRES member's name
- Name of course or seminar
- Brief course description
- Dates of course
- Actual hours attended
- Instructor's signature

If a certificate of attendance is unavailable, or you are unsure about whether your course documentation is sufficient, please contact the IRES CE Coordinator at 913-768-4737.

For IRES Committee work, please attach a statement of participation from the committee chair.

- C.) Totally independent self-study does not qualify for credit. Video or Internet Online programs will qualify for credit as long as they are proctored. In some cases, this means the testing is conducted at a scheduled time by a recognized sponsor and attendance can be authenticated. In addition to in person testing with a proctor, Online Continuing Education Courses that provide for verifiable registration of the user and an internal testing program that can assure that the registrant successfully passed the course are considered "proctored". Webinars where the department or other appropriate provider of education tracks the attendance, are acceptable methods of online education as well.

- D.) Qualifying courses must be more than 50% directly and substantively insurance related. As of January 2004, up to 3 hours of computer IT (Information



Technology) courses can be used towards CE as long as it is related to the work of the regulator (i.e. "Fundamentals of Windows", "Word Processing", "Using Excel Spreadsheets"). For a computer training program to qualify for full credit, it must be demonstrated that the course concentrates over 50% of the content on insurance specific applications (i.e. NAIC sponsored "ACL for Windows").

- E.) IRES staff may reject courses which do not appear on their face to meet the test of Rule D above or do not have an insurance term in their title. Courses such as those dealing with real estate, taxation, or wood roof repair may potentially qualify if appropriate evidence is submitted of insurance related content.
- F.) It is not within the spirit or intent of NICE to grant credit for efforts which appear to be within one's normal scope of daily work or job responsibilities. Therefore, credit is not granted for conducting administrative hearings, participation on vendor test review panels or like activities.
- G.) Credit will not automatically be given for attending local or state chapter meetings of any insurance group, unless written documentation is submitted with the compliance report form clearly indicating that qualified insurance continuing education was presented at such meeting.
- H.) IRES staff shall not "equalize" hours for the same course submitted by two different individuals. It shall be assumed if different hours are submitted for the same course or program that the member simply attended more or less hours than the other.
- I.) If any member disagrees with any administrative determination by the IRES staff, he or she may file a written appeal to the Accreditation & Ethics Committee in care of the IRES CE Office.



## **NICE FORMS**

- Address Change Notification Form
- NICE Annual Compliance Report Form
- NICE Annual Compliance "Reachback Hours" Report Form
- Extension Request Form
- Inactive Status Notification Form
- Notification of Return to Active Status Form
- Permanent Retirement Status Notification Form
- Appeal For Reinstatement



## **Address Change Notification Form**

You are solely responsible for keeping the IRES CE office apprised of your current mailing address and telephone number for all IRES business. Please notify the IRES CE Office in writing, by FAX transmission, or via e-mail of address and telephone changes.

NOTE: This form is intended for changes of your permanent mailing address and/or telephone number for business correspondence only. Please do not submit temporary changes of address to the IRES Office.



## ADDRESS CHANGE NOTIFICATION FORM

Please provide your NEW mailing address, telephone number, and/or e-mail address:

<b>PERSONAL DATA:</b> <i>(Please print clearly or type.)</i>		
_____ Last Name	_____ First	_____ M. Initial
_____ Organization		AIE <input type="checkbox"/> CIE <input type="checkbox"/>
My NEW Preferred Mailing Address below is:		
Home <input type="checkbox"/>		Office <input type="checkbox"/>
_____ Street Address		
_____ City	_____ State	_____ Zip
Business Telephone	_____	<b>FOR OFFICE USE ONLY</b>    
FAX	_____	
Home Telephone	_____	
Preferred E-Mail Address	_____	

This form will update your records with both the IRES CE Office and the IRES Administrative Office.

\_\_\_\_\_  
Designee Signature

Mail to: **IRES CE Office**  
**12710 S. Pflumm Rd., Suite 200**  
**Olathe, KS 66062**  
(913) 768-4737  
or FAX to (913) 768-4900

\_\_\_\_\_  
Date



## **NICE Annual Compliance Report Form**

IRES currently requires 15 hours of qualifying CE to be earned and reported every September 1<sup>st</sup> to September 1<sup>st</sup> annual period. The maximum IRES grants for any one course or seminar is 12 CE hours with the exception of full attendance at the IRES Career Development Seminar (CDS), SOFE CDS, or MCM Program as noted below. Please submit this form once each year upon completion of your full 15 hour requirement.

### **Documentation/Certificate of Attendance**

The following information should be included in any course/seminar certificate of attendance

- IRES member's name
- Name of course or seminar
- Brief course description
- Dates of course or seminar
- Actual hours attended
- Instructor or State Chair signature

If a certificate of attendance is unavailable, or you are unsure about whether your course documentation is sufficient, please contact the IRES CE Coordinator at 913-768-4737.

For IRES Committee work, please attach a statement of participation from the committee chair.

### **Seminars and Schools**

For professional seminars and schools, IRES grants a maximum of 12 credit hours. The only exception is for those who attend the annual IRES Career Development Seminar (CDS), SOFE CDS, and/or the MCM – Market Conduct Management training.

If you attend the **entire** annual IRES CDS and/or the MCM training, you don't need to file any report. That is, if you stay to the end and pick up your official attendance certificate, IRES will automatically post 15 hours for each training to your CE record.

IRES CDS attendees who do not receive an official attendance certificate must report their CDS hours afterwards, just as they would report any other seminar. You must submit a NICE Compliance Report Form and document the actual CDS hours attended. In this case, the maximum CE hours you will receive is 12, just as with other seminars.

If you require more time to report your CE hours, see the "Extension Request Form."



## NICE ANNUAL COMPLIANCE REPORT FORM

<b>PERSONAL DATA:</b> <i>(Please print clearly or type.)</i>		
Last Name	First	M. Initial
Organization		AIE <input type="checkbox"/> CIE <input type="checkbox"/>
Street Address		
City	State	Zip
Preferred E-Mail Address		
Telephone Number		

CREDIT SUMMARY: Please list programs and activities on the detail section of this form

**REPORTING PERIOD September 1<sup>st</sup> to September 1<sup>st</sup> of each year**      **HOURS**  
(Reporting deadline October 1<sup>st</sup>)

- |   |       |
|---|-------|
| I. Accredited Courses/Seminars                          | _____ |
| II. Speaking Engagements                                | _____ |
| III. Published Articles                                 | _____ |
| IV. IRES Committee/Subcommittee Hours (3 hours Maximum) | _____ |

**TOTAL HOURS of Accredited Programs and Activities** \_\_\_\_\_

Please attach appropriate certificate of attendance, article or **credit verification from Committee/Subcommittee Chair** .

I hereby affirm that the information given on this form is accurate and complete.

Mail to: **IRES CE Office**  
**12710 S. Pflumm Rd., Suite 200**  
**Olathe, KS 66062**  
 (913) 768-4737  
 or FAX to (913) 768-4900

\_\_\_\_\_  
 Designee Signature

\_\_\_\_\_  
 Date



**N · I · C · E**

**Please make copies of this form to submit. PLEASE TYPE OR PRINT CLEARLY COURSES/SEMINARS:**

DATE MM/DD/YY	SPONSOR NAME, ADDRESS, PHONE	COURSE TITLE	LOCATION	N.I.C.E. CREDIT HOURS
	Name: Address: Phone:			
	Name: Address: Phone:			
	Name: Address: Phone:			
<b>SPEAKER (SP) 2x credit or PANELIST (PAN) 1.5x credit:</b>			Total course/seminar hrs	

DATE MM/DD/YY	SUBJECT MATTER	SP or PAN	SPONSOR NAME & PHONE	LOCATION	N.I.C.E. CREDIT HOURS

**PUBLISHED ARTICLES: 1 CREDIT PER 500 WORDS (with a max of 5 credits per article)** Total speaker/panelist hrs

DATE PUBLISHED MM/DD/YY	PUBLICATION/PUBLISHER	TITLE/TOPIC	N.I.C.E. CREDIT HOURS
<b>Total author credit hours</b>			

IRES COMMITTEE/SUBCOMMITTEE (3 hours Maximum)	ATTENDANCE	N.I.C.E. CREDIT HOURS
<b>Total committee/subcommittee hrs</b>		

**You must attach appropriate certificate of attendance, article or credit verification from Committee/Subcommittee Chair.**

**NICE Annual Compliance “Reachback Hours” Report Form**

Use this form only if you fall short of the required 15 CE Hours. The credit hours you report for the current reporting period may include up to 3 hours from the prior reporting period (you may only go back 1 year). You may “reach back “ and use up to 3 excess hours from the prior year – that is, 3 hours that were not previously used. Fill out this page and the detailed section page, listing your “reach back” hours as you would any other credit hour. This form must be submitted in addition to your regular NICE Annual Compliance Report Form.





**REACHBACK HOURS - Please make copies of this form to submit. PLEASE TYPE OR PRINT CLEARLY**

**COURSES/SEMINARS:**

DATE MM/DD/YY	SPONSOR NAME, ADDRESS, PHONE	COURSE TITLE	LOCATION	N.I.C.E. CREDIT HOURS
	Name: Address: Phone:			
	Name: Address: Phone:			
	Name: Address: Phone:			

**SPEAKER (SP) 2x credit or PANELIST (PAN) 1.5x credit:** Total course/seminar hrs

DATE MM/DD/YY	SUBJECT MATTER	SP or PAN	SPONSOR NAME & PHONE	LOCATION	N.I.C.E. CREDIT HOURS

**PUBLISHED ARTICLES: 1 CREDIT PER 500 WORDS (with a max of 5 credits per article)** Total speaker/panelist hrs

DATE PUBLISHED MM/DD/YY	PUBLICATION/PUBLISHER	TITLE/TOPIC	N.I.C.E. CREDIT HOURS

Total author credit hrs

IRES COMMITTEE/SUBCOMMITTEE (3 Hours Maximum)	ATTENDANCE	N.I.C.E. CREDIT HOURS

Total committee/subcommittee  
hrs

**You must attach appropriate certificate of attendance or article or credit verification from Committee or Subcommittee Chair.**

**REACHBACK TOTAL = Maximum of 3 hours**

**Extension Request Form**

*Must be received by September 1<sup>st</sup>*

**When circumstances prevent you from complying with the mandatory NICE Program requirements, please advise the IRES CE Office by completing the Extension Request Form.**

Upon written request received by the IRES CE Office prior to September 1<sup>st</sup> of each year, a member will be granted a one-year extension to complete and report the 15 hours required for that year. Current year hours will continue to accrue. A member may not be more than 15 hours in arrears each September 1<sup>st</sup>.





**Inactive Status Notification Form**

Physical disability, employment outside of insurance, or other extenuating circumstances may prohibit you from fulfilling the mandatory NICE requirement. If this applies to you, please fill out this form and mail or fax it to the IRES CE Office. It will enable you to return to active status without the need for an appeal.



## INACTIVE STATUS NOTIFICATION FORM

**PERSONAL DATA:** *(Please print clearly or type.)*

_____		
Last Name	First	M. Initial
_____		
Organization		AIE <input type="checkbox"/> CIE <input type="checkbox"/>
_____		
Street Address		
_____		
City	State	Zip
_____		
Preferred E-Mail Address _____		
_____		
Telephone Number _____		
_____		

I hereby affirm that, while I am a dues-paying IRES member in good standing (active or retired) holding the designation of AIE or CIE, I request Inactive NICE Status because of:

(Please Check One)

- Employment Outside Insurance
- Physical Disability
- Other (include a written explanation)

In exercising this exemption, I understand that I am not responsible for the mandatory continuing education requirements as prescribed by IRES. However, I also understand that my designation will not be registered with IRES as a designation in good standing during the term of my Inactive Status. To return to active status I must submit a compliance report form certifying that I have completed 15 hours of qualifying CE in the preceding 12 months and pay a \$30.00 reactivation fee.

I understand by signing this document that I am also certifying to IRES that I will not be working as an insurance examiner as defined in the IRES bylaws during the term of my Inactive Status.

Mail to: **IRES CE Office**  
**12710 S. Pflumm Rd., Suite 200**  
**Olathe, KS 66062**  
(913) 768-4737  
or FAX to (913) 768-4900

\_\_\_\_\_  
Designee Signature

\_\_\_\_\_  
Date



**Notification of Return to Active Status Form**

*(This only applies if you previously have properly filed for inactive status.)*

To reactivate your status as an AIE or CIE, please:

- 1) Complete Form on next page
- 2) Pay a \$30.00 Reactivation Fee
- 3) File a compliance report certifying that you have completed 15 hours of qualifying CE in the last 12 months
- 4) Agree to comply with the current prorated CE hour requirement.

You will then become ACTIVE and your professional designation will be re-registered with IRES.



## Notification Of Return To Active Status Form

Please provide your mailing address, phone, fax number and email:

<b>PERSONAL DATA:</b> <i>(Please print clearly or type.)</i>		
_____ Last Name	_____ First	_____ M. Initial
_____ Organization		AIE <input type="checkbox"/> CIE <input type="checkbox"/>
My NEW Preferred Mailing Address below is:		
Home <input type="checkbox"/>		Office <input type="checkbox"/>
_____ Street Address		
_____ City	_____ State	_____ Zip
Business Telephone	_____	
FAX	_____	
Home Telephone	_____	
Preferred E-Mail Address	_____	

**Inactive AIEs/CIEs:**

- a. Inactive examiners, prior to engaging in practice, shall submit a written application for reinstatement to the IRES CE Office as required by the IRES Accreditation & Ethics Committee and Board.
- b. The written application shall be accompanied by a check or money order made payable to IRES in the amount of \$30.00 for the Reinstatement Fee.
- c. Any inactive examiner reinstated to NICE shall earn a minimum of 15 continuing education credit hours during the last 12 months and must comply with the current prorated CE hour requirement.

You will be notified of your date of activation and registration of your designation by the IRES CE Office in accordance with the above rules.

Mail to: **IRES CE Office**  
**12710 S. Pflumm Rd., Suite 200**  
**Olathe, KS 66062**  
(913) 768-4737  
or FAX to (913) 768-4900

\_\_\_\_\_  
Designee Signature

\_\_\_\_\_  
Date



## **Permanent Retirement Status Notification Form**

You must apply for permanent retirement status if you are fully retired from the work force. In other words, you should not elect this status if you intend to hold yourself out as an AIE or CIE for gainful employment.

If you elect permanent retirement status, your designation will become honorary. To keep your designation as "honorary," you must continue to pay your retired IRES dues.

While no activation is anticipated from permanent retirement status, in exceptional cases a direct petition for review may be made to the IRES Accreditation & Ethics Committee and the IRES Board.



**PERMANENT RETIREMENT STATUS NOTIFICATION FORM**

**PERSONAL DATA:** *(Please print clearly or type.)*

---

Last Name \_\_\_\_\_ First \_\_\_\_\_ M. Initial \_\_\_\_\_

---

Organization \_\_\_\_\_ AIE  CIE

---

Street Address \_\_\_\_\_

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred E-Mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

I hereby affirm that I am fully retired as of \_\_\_\_\_  
and do not intend in the future to hold myself out as an AIE or CIE for gainful  
employment. To keep your designation as "honorary," you must continue to pay your  
retired IRES dues.

**COMPLIANCE PERIOD:**

September 1, \_\_\_\_\_ to September 1, \_\_\_\_\_

\_\_\_\_\_  
Designee Signature

Mail to: **IRES CE Office**  
**12710 S. Pflumm Rd., Suite 200**  
**Olathe, KS 66062**  
(913) 768-4737  
or FAX to (913) 768-4900

\_\_\_\_\_  
Date



## **Appeal for Reinstatement**

If you fail to comply with a NICE Program deadline, the IRES CE Office will send you written notice indicating that "The registration of your designation with IRES has been suspended."

You are required to make a written appeal to the IRES Accreditation & Ethics Committee for possible reinstatement and include a \$60 reinstatement fee. The IRES Accreditation & Ethics Committee will then review your appeal and make a recommendation to the IRES Board. The Board's final decision regarding your appeal will be mailed to you.

Submit your written appeal on your own stationery and mail to:

**IRES CE Office**  
**12710 S. Pflumm Rd., Suite 200**  
**Olathe, KS 66062**  
Ph: (913) 768-4737  
or FAX to (913) 768-4900  
or e-mail at [ireshq@swbell.net](mailto:ireshq@swbell.net)



## NICE RESOURCES

The following organizations sponsor various insurance courses and seminars that will likely qualify under the NICE Program. IRES makes no endorsement or recommendation of any listed provider. These are being provided simply as a reference resource.

**Academy School of Insurance**  
20000 Horizon Way, Suite 500  
Mt. Laurel, NJ 08054  
(856) 231-0911

**ACORD**

One Blue Hill Plaza 15th Floor  
PO Box 1529  
Pearl River, NY 10965-8529  
(845) 620-1700 FAX (845) 620-3600  
[www.acord.com](http://www.acord.com)

**Alliance of American Insurers (AAI)**  
3025 Highland Pkwy., Ste. 800  
Downers Grove, IL 60515  
(630) 724-2100 FAX (630) 724-2190  
[www.allianceai.org](http://www.allianceai.org)

**The American College**

270 S. Bryn Mawr Avenue  
Bryn Mawr, PA 19010-2196  
(610) 526-1490 FAX (610) 526-1465  
[www.theamericancollege.edu](http://www.theamericancollege.edu)

**American Council of Life Insurance (ACLI)**

101 Constitution Ave NW  
Washington, D.C. 20001-2133  
(202) 624-2000 FAX (202) 624-2319  
[www.acli.com](http://www.acli.com)

**American Institute for Chartered Property  
Casualty Underwriters\* (AICPA)**

720 Providence Road  
PO Box 3016  
Malvern, PA 19355-0716  
(800) 644-2101 FAX (610) 640-9576  
[www.aicpcu.org](http://www.aicpcu.org)

**American Institute of Marine Underwriters  
(AIMU)**

14 Wall Street, 8th Floor  
New York, NY 10005  
(212) 233-0550 FAX (212) 227-5102  
[www.aimu.org](http://www.aimu.org)

**American Insurance Association (AIA)**  
1130 Connecticut Avenue, NW Suite 1000  
Washington, DC 20036  
(202) 828-7100 FAX (202) 293-1219  
[www.aiadc.org](http://www.aiadc.org)

**American Society of CLU and ChFC (ASCLU  
& ChFC)**

270 South Bryn Mawr Avenue  
Bryn Mawr, PA 19010  
(610) 526-2500 FAX (610) 527-4010

**Association for Advanced Life Underwriting  
(AALU)**

2901 Telestar Court  
Falls Church, VA 22042  
(703) 641-9400 FAX (703) 641-9885  
[www.aalu.org](http://www.aalu.org)

**Association of Insurance Compliance  
Professionals (AICP)**

12100 Sunset Hills RD., Ste 130  
Reston, VA 20190-3221  
(703) 234-4074 FAX (703) 435-4390  
[www.aicp.net](http://www.aicp.net)

**Association of Life Insurance Counsel (ALIC)**

1300 Clinton St  
Fort Wayne, IN 46801  
(219) 455-2000 FAX (219) 455-4503

**Atlantic School of Insurance**

1608 Route 88 West, Suite 204  
Brick, NJ 08723  
(908) 458-8700

**Casualty Actuarial Society (CAS)**

1100 N. Glebe Road Suite 600  
Arlington, VA 22201  
(703) 276-3100 FAX (703) 276-3108  
[www.casact.org](http://www.casact.org)

**St. John's University, School of Risk  
Management, Insurance, & Actuarial Science**

101 Murray Street  
New York, NY 10007  
(212) 962-4111 FAX (212) 964-3381  
<http://new.stjohns.edu/academics/graduate/tobin/srm/srm.sju>



**CPCU Society\***

720 Providence Road  
PO Box 3009  
Malvern, PA 19355  
(800) 932-2728 FAX (610) 251-2780

**Fairleigh Dickinson University, Insurance Institute of C.E.**

1000 River Road  
Teaneck, NJ 07666  
(201) 692-6500  
[www.fdu.edu](http://www.fdu.edu)

**Financial Services Institute**

38701 7 Mile Rd.  
Livonia, MI 48152  
(734) 464-0005

**Health Insurance Association of America (HIAA)**

1201 F St., NW, Ste. 500  
Washington, DC 20004-1204  
(202) 824-1600 (800) 509-4422 FAX (202) 824-1722  
[www.hiaa.org](http://www.hiaa.org)

**Independent Insurance Agents & Brokers of America (IIABA)**

127 S. Peyton St.  
Alexandria, VA 22314  
(703) 683-4422 FAX (703) 683-7556  
[www.iiaba.org](http://www.iiaba.org)

**Insurance Data Management Association (IDMA)**

85 John Street  
New York, NY 10038  
(212) 669-0496

**Insurance Information Institution (III)**

110 William Street  
New York, NY 10038  
(212) 346-5500 FAX (212) 732-1916  
[www.iii.org](http://www.iii.org)

**Insurance Institute of America (IIA)**

720 Providence Road  
Malvern, PA 19355-0716  
(610) 644-2100 FAX (610) 251-9995

**Insurance Regulatory Examiners Society (IRES)**

12710 S. Pflumm Rd., Suite 200  
Olathe, KS 66062  
(913) 768-4737 FAX (913) 768-4900  
[www.go-ires.org](http://www.go-ires.org)

**Insurance Services Office (ISO)**

545 Washington Blvd

Jersey City, NJ 07310-1686  
(800) 888-4476 FAX (201) 748-1472  
[www.iso.com](http://www.iso.com)

**International Association of Insurance Receivers** (formerly Society of Insurance Receivers)

5800 Foxridge Dr  
Shawnee Mission, KS 66202  
(913) 262-2749 FAX (913) 262-0174

**Life Office Management Association (LOMA)**

2300 Windy Ridge Parkway, Ste. 600  
Atlanta, GA 30339-8443  
(770) 951-1770 FAX (770) 984-0441  
[www.loma.org](http://www.loma.org)

**Life Underwriter Training Council (LUTC)**

7625 Wisconsin Avenue  
Bethesda, MD 20814  
(301) 913-5882 FAX (301) 913-0123

**Mass Marketing Insurance Institute (MMII)**

14 W. 3rd Street  
Kansas City, MO 64105  
(816) 221-7575 FAX (816) 472-7765

**National Association of Health Underwriters (NAHU)**

2000 N. 14th St., Ste. 450  
Arlington, VA 22201  
(703) 276-0220 FAX (703) 841-7797  
[www.nahu.org](http://www.nahu.org)

**National Association of Independent Insurers (NAII)**

2600 River Rd.  
Des Plaines, IL 60018  
(847) 297-7800 FAX (847) 297-5064  
[www.naii.org](http://www.naii.org)

**National Association of Independent Life Brokerage Agencies (NAILBA)**

12150 Monument Dr., Ste. 125  
Fairfax, VA 22033  
(703) 383-3081 FAX (703) 383-6942  
[www.nailba.org](http://www.nailba.org)

**National Association of Insurance Commissioners (NAIC)**

2301 McGee Street #800  
Kansas City, MO 64108-2604  
(816) 842-3600 FAX (816) 471-7004  
[www.naic.org](http://www.naic.org)

**National Association of Insurance & Financial Advisors (NAIFA)**

1922 F Street, NW  
Washington, DC 20006



(202) 331-6000 FAX (202) 835-9606  
[www.naifa.org](http://www.naifa.org)

**National Association of Mutual Insurance Companies (NAMIC)**

3601 Vincennes Rd.  
PO Box 68700  
Indianapolis, IN 46268-0700  
(317) 875-5250 FAX (317) 879-8408  
[www.namic.org](http://www.namic.org)

**National Association of Professional Insurance Agents (NAPIA)**

400 N. Washington St.  
Alexandria, VA 22314  
(703) 836-9340 FAX (703) 836-1279  
[www.pianet.com](http://www.pianet.com)

**National Association of Professional Surplus Lines Offices (NAPSLO)**

6405 N. Cosby Suite 201  
Kansas City, MO 64151  
(816) 741-3910 FAX (816) 741-5409  
[www.napslo.org](http://www.napslo.org)

**National Council on Compensation Insurance (NCCI)**

901 Peninsula Corporate Circle  
Boca Raton, FL 33487  
(561) 893-1000 FAX (561) 893-1191  
[www.ncci.com](http://www.ncci.com)

**National Organization of Life and Health Insurance Guaranty Association (NOLHGA)**

13873 Park Center Rd., Suite 329  
Herndon, VA 20171  
(703) 481-5206 FAX (703) 481-5209

**National Risk Retention Association (NRRA)**

4248 Park Glen Rd.  
Minneapolis, MN 55416  
(800) 999-4505 FAX (952) 929-1318  
[www.nrra-usa.org](http://www.nrra-usa.org)

**National Viatical Association**

7910 Woodmont Ave., Suite 1430  
Bethesda, MD 20814  
(800) 741-9465

**PIA School of Insurance**

PO Box 997  
Glenmont, NY 12077-0997  
(518) 434-3111

**Pictorial, Inc.**

8081 Zionsville Road  
Indianapolis, IN 46268  
(800) 428-1324

**Reinsurance Association of America (RAA)**

1301 Pennsylvania Ave., NW Suite 900  
Washington, DC 20004  
(202) 638-3690 FAX (202) 638-0936  
[www.reinsurance.org](http://www.reinsurance.org)

**Risk and Insurance Management Society (RIMS)**

655 Third Ave., 2nd Floor  
New York, NY 10017  
(212) 286-9292 FAX (212) 986-9716  
[www.rims.org](http://www.rims.org)

**Society of Certified Insurance Counselors**

PO Box 27027  
Austin, TX 78755-2027  
(800) 633-2165 FAX (512) 343-2167  
[www.scic.com](http://www.scic.com)

**Society of Financial Examiners (SOFE)**

P.O. Box 163209  
Altamonte, FL 32716  
(407) 682-4930 FAX (407) 682-3175  
[www.sofe.org](http://www.sofe.org)

**Securities & Insurance Licensing Association (SILA)**

P.O. Box 68203  
Indianapolis, IN 46268  
(800) 428-8329 FAX (800) 876-SILA  
[www.sila.org](http://www.sila.org)

**Society of Insurance Research (SIR)**

691 Crossfire Ridge  
Marietta, GA 30064  
(770) 426-9270 FAX (770) 426-9298  
[www.sirnet.org](http://www.sirnet.org)



**2010 PRE-APPROVED CREDIT**  
*(Thousands of other courses nationally may qualify.)*

		<b>FULL PARTICIPATION CREDIT HOURS</b>
<b>2010</b>		
<b>IRES FOUNDATION</b>		
April 18-20	The National Insurance School on Market Regulation Chicago, IL	12
<b>IRES</b>		
August 29-31	Career Development Seminar, Albuquerque, NM	15
Check Web for dates	MCM – Market Conduct Management training	15
<b>SOFE</b>		
August 1-4	Career Development Seminar, Providence, RI	15
<b>NAIC National Meetings</b>		
March 26-29	Denver, CO	12
August 14-17	Seattle, WA	12
October 18-21	Orlando, FL	12
	Beginning 2010 only 3 meetings a year	
<b>NAIC - REGULATORS-ONLY PROGRAMS</b> as of 11/1/09 - see NAIC Website for updates ( <a href="http://www.naiconline.org">www.naiconline.org</a> ) (Programs are held in Kansas City, MO unless specified otherwise.)		
<b>2010</b>		
Jan 11-Feb 1	Online: Regulation of Insurance Products	12
Jan 19-Feb 2	Online: Core Legal Training	12
Feb 1-2	Regulating Risk Retention Groups	12
Feb 1-22	Online: Market Analysis Techniques	12
Feb 8-Mar 8	Online: Intro to Financial Regulation	12
Mar 1-8	Online: Producer Licensing: Integrating Policy w/Process	12
April 5-12	Online: Consumer Assistance Training	12
April 5-19	Online: Risk-Focused IT Review	12
April 12-May 3	Online: Foundations of Insurance Regulation	12
Jun 14-Jul 6	Online: Foundations of Insurance Regulation	12
Jun 21-28	Online: Consumer Assistance Training	12
Jul 5-Aug 2	Online: Integrating Market Regulation	12
Jul 12-26	Online: Core Legal Training	12
Jul 13-14	How to Analyze Insurer Investment Portfolios NY, NY	12
Aug 2-30	Online: Intro to Financial Regulation	12
Aug 30-Sept 14	Online: Risk-Based Capital	12
Sept 7-28	Online: Regulation of Insurance Products	12
Sept 20-Oct 12	Online: Regulating for Solvency	12
Oct 5	Webinar: Model Laws Webinar 1	TBA*
Oct 12	Webinar: Model Laws Webinar 2	TBA*
Oct 19	Webinar: Model Laws Webinar 3	TBA*
Oct 20-22	Surplus Lines	12
Oct 23	Annuity Sales & Suitability Seminar Orlando, FL	TBA*
Nov 15-17	Management & Leadership Effectiveness	12
Nov 15-22	Producer Licensing: Integrating Policy w/Process	12
Nov 29-Dec 20	Online: Market Conduct Exams	12



**FULL PARTICIPATION  
CREDIT HOURS**

**NAIC - PUBLIC PROGRAMS** as of 11/1/09 - see NAIC Website for updates ([www.naiconline.org](http://www.naiconline.org)) (Programs are held in Kansas City, MO unless specified otherwise.)

**2010**

Mar TBA	Insurance Fraud Training Seminar	TBA*
Apr 8	Webinar: Solvency Modernization	TBA*
Apr TBA	Webinar: Continuing Legal Education	TBA*
May 17-18	International Insurance Forum-Washington, DC	12
Offered on the following dates: May 18,20,25 or 27	Webinar: Managing the Cost of Reg. Compliance	TBA*
Jun 1 or 3	Webinar: Managing the Cost of Reg. Compliance	TBA*
Jun 21-22	Principle-Based Reserving	12
Jun 21-28	Online: How to File Securities w/the SVO	12
Jul 19-26	Online: Basic Reinsurance Online	12
Aug 2-9	Online: How to File Securities w/the SVO	12
Sept 13-20	Online: Annual Statement Investment Schedules Preparation	12
Sept 14	Webinar 1: Statutory Accounting & Reporting Issues	TBA*
Sept 16	Webinar 2: Statutory Accounting & Reporting Issues	TBA*
Sept 20-Oct 4	Online: Schedule P Preparation	12
Oct 4-12	Online: Basic Reinsurance	12
Oct 4-25	Online: P&C Annual Statement Preparation	12
Oct 18-Nov 8	Online: Intro to Health Annual Statement Prep	12
Oct 22	Continuing Legal Ed Seminar- Orlando, FL	TBA*
Oct 22	Annuity Sales & Suitability Seminar-Orlando, FL	TBA*
Nov TBA	Online: SAP 101 Self-Study	TBA*
Offered on the following dates: Nov 2,4,9,11,16 or 18	Webinar: Managing the Cost of Reg. Compliance	TBA*
Nov 29-Dec 20	Online: Intro to Health Annual Statement Preparation	12
Dec 6-13	Online: Annual Statement Investment Schedules Prep	12

NOTE: These credit hours assume you attend the entire program.

TBA\* - credit hours not available at printing time

NEW Online courses approved by the IRES Accreditation & Ethics Committee

To find out about these courses go to [www.ceu.com](http://www.ceu.com)

<b>Course Name</b>	<b>Maximum IRES Credits</b>
Annuities	12
Business owner Policy	12
Commercial Property	12
Disability Lost Income	12
E-Coverage	12
Ethics and the Insurance Industry	08
Group Life Insurance	12
Intro to Homeowner Insurance	12
Intro to Personal Auto	12
Managed Care and Group Health	12
Long Term Care	12
Social Security, Medicare, MediGap & Gov. Pensions	12
Terrorism and its Impact on Insurance	12
Toxic Mold & Homeowner Insurance	12
Workers Compensation	10
Management Process of Insurance Professional	12
Intro to Life Underwriting	02
Intro to Personal Umbrella	06
The Insurance Policy	03
Unauthorized Entities	02
The Emergence of Alternative Healthcare	12

