

**Association of Insurance Compliance Professionals
Accreditation Program Enrollment Form
For the Associate Compliance Professional (ACP)
(Please print or type)**

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| <u>Name:</u> | <u>Company Name:</u> |
| <u>Mailing Address:</u> | <u>City/State/Zip:</u> |
| <u>Telephone:</u> | <u>Fax:</u> |
| <u>Email:</u> | |
| <u>Years in Insurance Industry:</u> (5 Year Requirement) | <u>Years in Compliance:</u> (3 Year Requirement)* |

The five years requirement is defined as a member in good standing and employed and/or affiliated with the insurance industry. Examples of acceptable affiliations could be as an intern with an insurance company and/or an employee of a service provider that specializes in insurance compliance solutions.

**To meet the three (3) years compliance experience requirement, consideration will be given for individuals who have at least three (3) years compliance experience in a business unit (ie – Underwriting, Claims, Actuarial, etc.) if the job responsibilities require a working knowledge and application of compliance principles.*

ALL Concentrations –

Ethics Requirement – Complete **one** of the following:

- A certification of completion report from your company or department’s Ethics required course
- A certification or completion report from an online or business Ethics course
- AICP Ethics Webinar, found in the Media Library on the AICP Website, complete and pass quiz
- LOMALearn – Ethics, Integrity & Trust

Course _____ **Date Passed** _____

Life and Annuity Concentration (3 Required)

1. Complete **one** of the following:

- LOMA 281 —Meeting the Customer Needs with Insurance & Annuities
- AAPA 283 — Annuity Principals and Products (Retired as of 12/31/2015)*
- HS 323 — Individual Life Insurance (The American College)
- AFE1 — Life & Health Insurance Fundamentals (SOFE)
- **Both** NAIC Introduction to the Insurance Industry and its Regulation **and** NAIC Foundations of Insurance Reg.
- AICP Compliance 101 (Offered September 2018)

Course _____ **Date Passed** _____

2. Complete LOMA 290 –Insurance Company Operations **or** 291— Improving the Bottom Line: Insurance Company Operation

Date Passed _____

3. Complete **one** of the following:

- LOMA 311 — Business Law for Financial Services Professionals **or** HS 324 Life Insurance Law
- LOMA 301 — Insurance Administrations

Note: Any course which has been retired may still be applied towards a designation.

- LOMA 335 — Operational Excellence in Financial Services
- LOMA 361 — Accounting & Financial Reporting in Life Insurance Companies
- **Either** NAIC Regulation of Insurance Products **or** NAIC Core Legal
- SRI 121 – Retirement Savings and Investments (LOMA)
- SRI 131 – Planning for a Secure Retirement (LOMA)

Course _____ Date Passed _____

Property and Casualty (3 Required)

1. Complete **one** of the following:
- AINS 21 — Property and Liability Insurance Principles (The Institutes)
- (May be replaced with IR 201 — Insurance Regulation for those with a CPCU designation)*
- AAI 81 – Foundations of Insurance Production (The Institutes)
 - AINS 24 – General Insurance for IT and Support Professionals (The Institutes)
 - AICP Compliance 101 (Offered September 2018)

Date Passed _____

2. Complete **one** of the following:
- CPCU 500 — Foundations of Risk Management and Insurance. (The Institutes)
 - AIDA 182 – Risk and Insurance Analysis Techniques (The Institutes)
 - ARM 54 – Risk Management Principles and Practices (The Institutes)
 - CRM – Principals of Risk Management (The National Alliance for Insurance Education and Research)
 - Practice and Procedures in Workers' Compensation #416 (American Education Institute)
 - AICP Ratemaking Course- What the State Filer Needs to Know
 - AIT 131 – Essentials of Information Technology (The Institutes)
 - IDMA 1 - Insurance Data Collection and Reporting (Insurance Data Management Association)

Date Passed _____

3. Complete **one** of the following:
- IR 201 — Insurance Regulation (The Institutes)
 - CPCU 520 — Insurance Operations (The Institutes)
 - AFE 2 — Property and Liability Fundamentals (SOFE)
 - ANFI 205 National Flood Insurance: Fundamentals (The Institutes)
 - Registered Workers Compensation Specialist (National Registry of Workers Compensation Professionals)
 - AIC 30 – Claim Handling Principles and Practices (The Institutes)
 - AIC 44 – Workers’ Compensation Claim Practices (The Institutes)
 - APA 91 – Principles of Premium Accounting (The Institutes)
 - ASLI 163 – Surplus Lines Insurance Operations (The Institutes)
 - Cyber 301 – Managing Cyber Risk (The Institutes)

Course _____ Date Passed _____

Health Concentration (3 Required)

1. Complete **one** of the following:
- AHIP Fundamentals of Health Insurance Part A
 - LOMA 281 – Meeting the Customer Needs with Insurance & Annuities
 - HS 313 — Individual Health Insurance (The American College)
 - AFE1 — Life & Health Insurance Fundamentals (SOFE)
 - **Both** NAIC Introduction to the Insurance Industry and its Regulation **and** NAIC Foundations of Insurance Reg.
 - AICP Compliance 101 (Offered September 2018)

Note: Any course which has been retired may still be applied towards a designation.

Course _____

Date Passed _____

2. Complete **one** of the following:

- AHIP Fundamentals of Health Insurance Part B
- LOMA 290 –Insurance Company Operations, **or** 291—Improving the Botton Line:Insurance Company Operations
- **Either** C2 – Life & Health Insurance Law (ALHC), **or** AHIP Fraud Part 1

Course _____

Date Passed _____

3. Complete **one** of the following:

- LOMA 311 – Business Law for Financial Services Professionals
- C1 – Med Aspects of Claims (ALHC)
- C2 – Life & Health Ins. Law (ALHC)
- AHIP Fraud Part 1
- AHM 510 — Governance & Regulation (AHIP)
- **Either** NAIC – Regulation of Insurance Products, **or** NAIC Core Legal

Course _____

Date Passed _____

Note: Any course which has been retired may still be applied towards a designation.

Additional Application Instructions:

- Provide evidence of course completion, including the Ethics training. We will accept an official transcript or print-out from the applicable course website. For the Ethics training, we will accept a certificate or email notification of completion.
- You must be an AICP member to obtain the ACP designation. You can submit your membership application and annual membership fee along with your ACP application.
- **A fee of \$30 must be submitted with this application by check or credit card payable to the AICP.**

VISA

MASTER CARD

AMERICAN EXPRESS

AMOUNT TO BE CHARGED: \$30.00

CARD # _____

EXP DATE: _____

Signature _____

Submission Instructions:

Submit your application, evidence of course completion and fee:

- Via email to Melissa Pomerene at mpomerene@DROHANMGMT.com
- Via regular US Mail to AICP, 11130 Sunrise Valley Dr., Suite 350, Reston, VA 20191

If you have questions, please call Drohan Management at (703) 234-4074 or send an e-mail to aicp@aicp.net.

Please note that the designations are awarded on an annual basis. Completion of the coursework does not entitle you to use the designation until your submission is reviewed and approved by the Education Committee. Once you receive the letter of approval from Drohan Management, you may begin using your awarded designation. Certificates are conferred at the Annual Conference.

I certify that the information given on this application and in any other supporting documentation is true and correct.

Signature: _____

Date: _____

Note: Any course which has been retired may still be applied towards a designation.