



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

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

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**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
- AFE1 — Life & Health Insurance Fundamentals (SOFE), **or**
- **Both** NAIC Introduction to the Insurance Industry and its Regulation **and** NAIC Foundations of Insurance Reg.

**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
- 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

**Course** \_\_\_\_\_

**Date Passed** \_\_\_\_\_

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**Property and Casualty (3 Required)**

1. Complete ARC 301 — Navigating the Insurance Regulatory Environment (*AINS 21 — Property and Liability Insurance Principles and IR 201 — Insurance Regulation are retired\**) (The Institutes)

**Date Passed** \_\_\_\_\_

2. Complete CPCU 500 — Foundations of Risk Management and Insurance. (The Institutes) **or** CAS Online Course 1 - Risk Management and Insurance Operations (Casualty Actuarial Society)

**Date Passed** \_\_\_\_\_

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



3. Complete one of the following:

- ARC 301 – Navigating the Insurance Regulatory Environment (The Institutes) *IR 201 — Insurance Regulation retired\**
- CPCU 520 — Insurance Operations (The Institutes)
- AFE 2 — Property and Liability Fundamentals (SOFE)

Course \_\_\_\_\_

Date Passed \_\_\_\_\_

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### Health Concentration (3 Required)

1. Complete one of the following:

- AHIP Fundamentals of Health Insurance Part A (Basics of Health Insurance) – AHIP
- LOMA 281 – Meeting the Customer Needs with Insurance & Annuities - AHIP
- HS 313 — Individual Health Insurance - AHIP
- AFE1 — Life & Health Insurance Fundamentals – SOFE
- **Both** NAIC EDU 430-172: Introduction to the Insurance Industry and Its Regulation **and** NAIC EDU 220-160: Foundations of Insurance Regulation

Course \_\_\_\_\_

Date Passed \_\_\_\_\_

2. Complete one of the following:

- AHIP Fundamentals of Health Insurance Part B (Basics of Company Operations) – AHIP
- LOMA 290 Insurance Company Operations - **or** 291 Improving the Bottom Line: Insurance Company Operations
- **Either** C2 – Life & Health Insurance Law – ICA (International Claims Association), **or** AHIP Fraud, Part 1 (Introduction)

Course \_\_\_\_\_

Date Passed \_\_\_\_\_

3. Complete one of the following:

- LOMA 311 – Business Law for Financial Services Professionals
- C1 – Medical Aspects of Claims – ICA (International Claims Association)
- C2 – Life & Health Insurance Law – ICA (International Claims Association)
- AHIP Fraud, Part 1 (Introduction)
- AHM 510 — Governance, Legal Issues, Medicare & Medicaid – AHIP
- **Either** NAIC EDU 340-181: Regulation of Insurance Products, **or** NAIC EDU 370-147: Core Legal

Course \_\_\_\_\_

Date Passed \_\_\_\_\_

4. Ethics Requirement – All Concentrations. 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
- LOMA Ethical Conduct in the Insurance Industry

Course \_\_\_\_\_

Date Passed \_\_\_\_\_

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### Additional Application Instructions:

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



- 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.
- **If only applying for your ACP designation a fee of \$30 must be submitted with this application by check or credit card payable to the AICP.**
- **If submitting your ACP and CCP applications together, a fee of \$50 must be submitted by credit card or check payable to AICP.**

VISA       MASTERCARD       AMERICAN EXPRESS

AMOUNT TO BE CHARGED: \$30.00

CARD # \_\_\_\_\_ EXP DATE: \_\_\_\_\_

CVV: \_\_\_\_\_ *Signature* \_\_\_\_\_

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**Submission Instructions:**

Submit your application, evidence of course completion and fee:

- Via email to Laura Stapleton at [lstapleton@virtualinc.com](mailto:lstapleton@virtualinc.com)
- Via regular US Mail to AICP, 11130 Sunrise Valley Dr., Suite 350, Reston, VA 20191

If you have questions, please call AICP at (703) 234-4074 or send an e-mail to [aicp@aicp.net](mailto: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 AICP, 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.