Note: Use this booklet to register for all Institutes windows-based exams except AAI® segmented exams offered through state associations. For those AAI segmented exams, see registration materials provided by the class sponsor. Additional special instructions for international examinees are presented on page 13. For the most current study materials and exam information, please view the electronic version of this registration booklet on our website, TheInstitutes.org.

**Personal Information and Confidentiality**

**Updating Personal Information**
At any time you may contact The Institutes at (800) 644-2101 to update your personally identifiable information, opt-in to, or opt-out of any service. We will provide opt-in and opt-out opportunities as applicable to the service or product being offered.

**Acceptance of The Institutes Privacy Statement**
Enrolling in any Institutes course, registering for an exam or holding an Institutes certification or designation indicates your knowledge and acceptance of The Institutes Privacy Statement. See page 14 and visit http://www.theinstitutes.org/guide/copyright.

**Exam Information and Study Materials**

**Computer Exam Administration:**
Computer administration is the method for test delivery unless otherwise noted. Most of the Institutes’ computer-based examinations are administered in a two month time period called a testing window. Dates for the testing windows are:

- January 15–March 15
- April 15–June 15
- July 15–September 15
- October 15–December 15

**Current Study Material:** Course guides and textbooks are revised periodically. Be sure you have the correct edition of the course guide and textbook(s) for the testing window in which you plan to take your exam.

If you register by telephone, ask a Customer Success representative about study materials, or email your question to CustomerSuccess@theinstitutes.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 website, TheInstitutes.org, and in our catalog, which can be downloaded from the website.

**Segmented Exams:** Some computer exams are offered in a segmented format. The segmented exam delivery method breaks a traditional exam into two to four separate exams that are shorter in length than a traditional examination. Examinees prepare for and take each segment individually; passing all segmented exams for a single course earns credit for the entire course. Segmented exams are available on computer for many of the courses in the AAI, AINS, AIM, API, ARM, ERM, and SPPA programs at Prometric Testing Centers and on-site testing centers.

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### 50-90 Multiple Choice Question Exams: 2 Hours

<table>
<thead>
<tr>
<th>AINS® 21, 22, 23, 24</th>
<th>AIC™ 30, 31, 32, 39, 44</th>
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</thead>
<tbody>
<tr>
<td>AIC™ 40, 44</td>
<td>ARM® 54, 55, 56</td>
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<tr>
<td>ERN 57</td>
<td>AAF 67, 81, 82, 83</td>
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<td>APA® 91, 92</td>
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<td>AMIM® 121, 122</td>
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<td>AM™ 143, 144</td>
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<td>ASLI™ 163, 164</td>
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<td>R 201</td>
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<tr>
<td>CA 1, CA 2</td>
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<tr>
<td>WCCA™ 10, 11, 12, 14, 15</td>
<td>WPMA® 17, 16, 18, 20</td>
</tr>
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### 40-65 Multiple Choice Question Exams: 1.5 Hours

<table>
<thead>
<tr>
<th>CPCU 500</th>
<th>AFSB 151</th>
</tr>
</thead>
<tbody>
<tr>
<td>API 28, 29</td>
<td>SPPA 30</td>
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<tr>
<td>AIC 37, 38, 41, 43, 47</td>
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<tr>
<td>AAI 87</td>
<td>AIAF 114, 115</td>
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<tr>
<td>Cyber 301</td>
<td>AIDA 181, 182</td>
</tr>
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### 30-35 Short-Answer Essay Question Exams: 3 Hours

<table>
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<tr>
<th>CPCU 560</th>
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</table>

### 40 Multiple Choice Question Exams: 1 Hour

<table>
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<tr>
<th>AIC 40, 42</th>
</tr>
</thead>
</table>

### Segmentated 15-40 Multiple Choice Question Exams Depending on Content: 1 Hour

<table>
<thead>
<tr>
<th>AINS 21, 22, 23, 24</th>
<th>API 28, 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIC 30, 31, 32, 39, 41, 43, 44</td>
<td>SPPA 30</td>
</tr>
<tr>
<td>ARM 54, 55, 56</td>
<td>ERM 57</td>
</tr>
<tr>
<td>WCCA 10, 11, 12, 14, 15</td>
<td>AAI 81, 82, 83</td>
</tr>
</tbody>
</table>

### 30 Multiple Choice Question Exams: 1 Hour

<table>
<thead>
<tr>
<th>ACSR 8 and 9</th>
</tr>
</thead>
</table>

### 25-30 Multiple Choice Question Exams: 45 Minutes

<table>
<thead>
<tr>
<th>ACSR 1-7,10,11,12</th>
</tr>
</thead>
</table>

### Select Exams Also Offered via Paper and Pen

### 40 Multiple Choice Question Exams: 1.5 Hours

<table>
<thead>
<tr>
<th>Introduction to Risk Management</th>
</tr>
</thead>
</table>

### 50 Multiple Choice Question Exams: 2 Hours

<table>
<thead>
<tr>
<th>Introduction to Property-Casualty Insurance</th>
<th>Introduction to Underwriting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Claims</td>
<td>Delivering Insurance Services (AIS 25)</td>
</tr>
</tbody>
</table>

### 60 Multiple Choice Question Exams: 2 Hours

<table>
<thead>
<tr>
<th>Essentials of Supervision (SM18)</th>
</tr>
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<tbody>
<tr>
<td>Supervisory Skills (SM19)</td>
</tr>
</tbody>
</table>

### 75 Multiple Choice Question Exams: 2 Hours

<table>
<thead>
<tr>
<th>Risk Management for Public Entities</th>
</tr>
</thead>
</table>
IMPORTANT PROGRAM INFORMATION AND CHANGES

Please read before registering.

Course guides and textbooks are revised periodically. Be sure you have the correct edition of the course guide and textbook(s) for the testing window you plan to take your exam. Check with The Institutes’ Customer Success to verify that your study material matches the exam.

Online Courses

• Some Institutes courses such as Ethics 311 and 312, ANFI 206, and courses in WCCA and ACSR are available year-round.
• Ethics 311 and 312, ANFI 206, WCCA, and ACSR exams are available online only and are not offered at Prometric Testing Centers.
• A licensed insurance producer or CPCU is required to proctor an ANFI 206 or ACSR online exam and to sign an affidavit.
• Visit The Institutes’ home page; click on Study Materials and then select Online Learning.

Ethics Requirement

• To earn an Institutes designation, you must pass the exam for either Ethical Guidelines for Insurance Professionals (Ethics 311) or Ethics and the CPCU Code of Professional Conduct (Ethics 312). If you plan to pursue the CPCU designation at any point, you should take the Ethics 312 course instead of Ethics 311.
• Both Ethics exams have 50 questions and are offered free of charge.
• There is a nominal $5 administrative fee to process continuing education (CE) credit for passing an ethics exam.
• For more information or to register, go to TheInstitutes.org/ethics or call Customer Success at (800) 644-2101.

ANFI 206 Exam

• The ANFI 206 exam is an open book test that is not administered at a Prometric Testing Center. See The Institutes’ website for course and exam information.

WCCA Exams

• WCCA exams are offered only online as both full course exams or as segmented exams based on several assignments.
• WCCA exams are proctored open-book exams. A colleague or supervisor may proctor the exams.
• WCCA exams are not available at Prometric Testing Centers

New Data Analytics Courses

• Big Data Analytics for Risk and Insurance – AIDA 181
• Risk and Insurance Analysis Techniques – AIDA 182
• Target audience – underwriters, claims professionals, risk managers
• Test-taking information:
  – Exam availability – Institutes testing windows
  – Testing locations – Prometric and approved on-site testing centers
  – Number of test questions – 50 multiple choice
  – Exam appointment – 2 hours
  – Exam testing time – 1.5 hours

Course Revisions – API 29, AIC 32, ERM 57, AU 62

• Textbooks, course guides, and accompanying study materials for the courses listed below have been revised.
• New API 29: Personal Insurance: portfolio Management, 3rd Ed.
• New AIC 32: Liability Claim Practices, 2nd Ed.
• New ERM 57: Enterprise Risk Management, 2nd Ed.
• New AU 62: Underwriting Commercial Liability, 3rd Ed.
• Examinations for these new courses are available beginning July 15, 2017.
• Examinations based on previously published (old) study material are available only until December 15, 2017.
• If registering for an exam based on old study material: An examinee registering for an exam based on “old” study material must call The Institutes’ Customer Success (800) 644-2101 to schedule an exam. DO NOT register online or submit a paper registration.
• Caution: Internet or paper registration for API 28, AIC 32, AIM 40, ERM 57, and AU 62 will result in a registration for an exam based on newly published study material.
• Students registering for an exams based on new study material can use online, paper, or a phone call to register for an exam.
• The number of questions and the duration of the old and new exams remain the same. See page one of this booklet.

Course Revision – AIM 40

• A new AIM 40 textbook, Contemporary Management, 10th Ed., and course guide are now available.
• Examinees can use either the previously published 6th Ed. or the new 10th Ed. management textbooks to prepare for an AIM 40 exam through March 15, 2018.
• No special exam registration procedures are required.
• The number of questions and the duration of the AIM 40 exam remains the same.

WCCP Exam Administration Update

• WCCP examinations, WCCP 16, WCCP 17, WCCP 18, and WCCP 20, are available only at Prometric and on-site testing centers. Online administration that is proctored by a supervisor or colleagues is not offered.
• The WCCP exams are administered only during the dates corresponding to The Institutes’ testing windows.
Planning for Your Exam

State Continuing Education Credit—Examinee’s Responsibility

Inform The Institutes About CE Needs

Important Note Regarding CE Filing:
- The Institutes file state CE credits according to the statutes of the state(s) in which you are licensed. It is your responsibility to understand the proctoring and test administration requirements in your state(s), particularly if you will test at an on-site location. Verify that the on-site testing environment, both the facility and the proctor, comply with state CE requirements before making an appointment.
- Failure to provide The Institutes with your current license information may result in state CE credits not being filed. Some states do not permit late reporting and some allow it with an extra fee. Any late filing fees and charges will be the sole responsibility of the student.
- To ensure prompt filing of your state CE credits, log in to The Institutes’ website, TheInstitutes.org. When your account comes up, click on Learning Resources and scroll down and click on State Continuing Education Licensing Information. 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 requested states.
- Contact the applicable state licensing entity if you have questions regarding state CE requirements.

Exam Dates

Testing Windows for Computer Administered Institutes Exams
- January 15-March 15
- April 15-June 15
- July 15-September 15
- October 15-December 15

International Institutes Exams (when computer administration is unavailable)
- March 6, 2017
- June 5, 2017
- September 4, 2017
- December 4, 2017

Select Exams Also Offered via Paper and Pen
- Paper and pen exams administered in the workplace are available year-round. See a list of applicable exams on page 14. All other Institutes exams are available only during the dates listed above.

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.

Testing Centers
Computer exams are administered at Prometric Testing Centers and at Institutes-approved on-site testing centers, usually an employer facility.

On-site testing centers—Visit The Institutes’ website at TheInstitutes.org/register/examlocations.htm to locate a center.

Prometric Testing Centers—Prometric centers are located in more than 550 cities in 160 countries. Log on to prometric.com/TheInstitutes to find a center. Examinees must arrive at Prometric Testing Centers at least 30 minutes before a scheduled appointment for check-in. A late arrival could result in a Did Not Sit (DNS) appointment cancellation and loss of the entire registration fee.

Fees
Fees vary by program, test location, and employment. See pages 11 and 12. Refer to page 10 for information about individuals who qualify for a reduced registration fee.

Registration Cancellations
Exam cancellation will result in forfeiture of the full or partial registration fee depending on the time of cancellation. See page 6 for cancellation and credit forfeiture policies.

Retesting
Examinees may take the same exam a maximum of two times during a given testing window and a maximum of four times during a 12 month period. 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.

Special Arrangements
The Institutes make every effort to assist students who have disabilities that require special exam arrangements. We do not charge for this service, but we require current documentation of disability and a professional’s explanation of how the disability affects your ability to take an exam. Submit a written request no later than the first day of the testing window for which you wish to register. To apply, email Assessments@TheInstitutes.org.

Select Exams Also Offered via Paper and Pen

Paper and pen exams administered in the workplace are available year-round. See a list of applicable exams on page 14. All other Institutes exams are available only during the dates listed above.
Preparing to Take an Institutes 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 that follow and review page 2 for any special registration instructions for courses that have been revised.

Registering for an Exam

<table>
<thead>
<tr>
<th>How to Register</th>
<th>Online: TheInstitutes.org</th>
<th>Phone: (800) 644-2101 (Monday–Friday, 8 AM to 6 PM ET)</th>
<th>Fax: (610) 640-9576</th>
<th>Mail: 720 Providence Rd., Suite 100, Malvern, PA 19355-3433</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Form (for mail-in or fax)—see page 16 or see page 18 for information about Select Paper and Pen exams.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 valid government-issued photo ID with signature that you will present at the testing center. If you have any questions, call The Institutes before scheduling your appointment.

Computer Exam Registration Deadlines
See the chart on page 11 for exam fees and fee deadlines. While there is no registration deadline, anyone planning to register for an exam at a Prometric Testing Center or on-site during the final days of a testing window (which end on the 15th of March, June, September, December) should confirm that seats are available before registering. Otherwise, registering for an exam during a testing window in which you do not sit for an exam will result in a registration transfer fee to the next testing window.

Exam Registration Confirmation Notice
The Institutes send an electronic registration confirmation if an email 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. Registrants for a Select Paper and Pen exam must register three weeks before your preferred exam date. No confirmation notice will be sent. Rather, please confirm with your proctor that the test materials arrived in time for the selected test date.

Scheduling a Computer-Administered Exam Appointment
Schedule your appointment when you know you will be ready to sit for the exam. Otherwise, you could incur additional fees. See pages 6 and 12.

- Prometric will charge a $50 fee to students who reschedule their appointments within three to twelve business days prior to a test date.
- Transferring the registration to the next testing window will incur a transfer fee from The Institutes.
- Canceling a Prometric appointment within three days of a scheduled exam date will forfeit the entire registration fee. You will be charged the entire registration fee to sit for the exam at a later date.

Also, 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 do recommend scheduling the exam appointment early in the testing window in case the exam must be rescheduled or retaken. This directive does not apply to select paper and pen examinees who choose a test date at the time of registration.

Scheduling a Computer Exam Appointment

<table>
<thead>
<tr>
<th>Appointment Waiting Period</th>
<th>Online and Telephone Registration—Appointments can be made approximately 30 minutes after registering.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Registration—Wait two business days.</td>
<td></td>
</tr>
<tr>
<td>Mail Registration—Wait two weeks.</td>
<td></td>
</tr>
<tr>
<td>Or you may schedule an appointment immediately after receiving your Examination Registration Confirmation Notice.</td>
<td></td>
</tr>
</tbody>
</table>

On-Site Testing Centers
Examinees should communicate directly with the on-site testing center to schedule an appointment. The link to approved on-site testing centers displays as part of the exam registration process.

Prometric Testing Centers
To locate a Prometric Testing Center and schedule an appointment, log on to www.Prometric.com/TheInstitutes or call (877) 311-2525 between 8:00 AM and 8:00 PM Eastern Time Zone. A current registration for the desired testing window and the examinee’s ID number are needed when scheduling an appointment. Prometric’s international phone numbers are listed on page 13. Hours of operation vary.
The Institutes’ Examination Rules of Conduct

• Study notes, course materials, and any form of electronic device other than an acceptable calculator may not be used or consulted during your testing session.

• Communicating with anyone or anything other than the test center administrator during the testing session is prohibited. Further, I acknowledge that I have not received or had access to test questions other than during a previous test administration through an authorized agent of the Institutes.

• In accordance with the copyright notice below, any reproduction of these materials in whole or in part, contained in this examination, through any means, including, but not limited to, copying or printing of electronic files, reconstruction through memorization, and/or dictation, and/or dissemination of exam materials or derivative works through any form of verbal, electronic, or written communication is strictly prohibited.

• The scratch paper provided for your use during the examination must be returned to the test administrator as you leave the testing center. Answers written on the scratch paper, but not entered into the computer, will not be graded.

• If you must leave the testing station during the examination, you may do so for five minutes. However, the time remaining in the testing session will continue to run during your absence. Anyone leaving the testing room during a testing session still is bound by the Rules of Conduct.

• If you wish to report a problem with the administration or content of your examination, send your written comments to The Institutes within two weeks of this test administration date.

• You affirm that you are the named person who is scheduled to sit for this examination and all responses to exam questions will be determined by you and you alone.

• You understand and accept that test questions and your responses to the questions will not be returned under any conditions.

• You further agree and understand the Institutes will use data statistics/forensics and any other analytical tools to determine if an irregularity occurred during a testing session and the results of such an investigation can and will be used in a decision to invalidate your test result and to revoke permission to take future exams.

• By having made an appointment to sit for an Institutes exam you acknowledge and agree to be bound by the CPCU Code of Professional Conduct and/or the Institutes’ Code of Academic and Professional Integrity.

© Information that is copyrighted by and proprietary to American Institute For Chartered Property Casualty Underwriters is included in this examination. Use of Institutes material by examinees is limited to use solely for the examination presented on this date. All other uses are prohibited by U.S. Copyright Law.

Failure to comply with the Rules of Conduct will be reported to The Institutes and appropriate action will be taken according to the Code of Academic and Professional Integrity, http://www.theinstitutes.org/CAPI, which can include disqualification of your examination and restrictions on your taking future exams.
Exam Cancellation

Cancellation results in termination of a registration and the appointment if one was scheduled. Both can be canceled in one call to The Institutes. An examinee may be eligible for a partial fee credit from The Institutes if both the registration and the exam appointment are canceled within the required time frame. Exam fee forfeitures and credits will be issued according to the fee charts on page 12.

<table>
<thead>
<tr>
<th>Exam Cancellation</th>
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</thead>
<tbody>
<tr>
<td><strong>Canceling an Exam Registration</strong></td>
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<tr>
<td><strong>Canceling an Appointment at a Prometric Center</strong></td>
</tr>
<tr>
<td><strong>Cancellation Deadline</strong></td>
</tr>
<tr>
<td><strong>No Prometric Cancellation Fee</strong></td>
</tr>
<tr>
<td><strong>Canceling an Appointment at an On-Site Testing Center</strong></td>
</tr>
<tr>
<td><strong>Cancellation Forfeiture</strong></td>
</tr>
<tr>
<td><strong>No Cancellation</strong></td>
</tr>
</tbody>
</table>
Conditions of Registration and Exam Administration

The Institutes reminds on-site testing centers that certain testing conditions must be met when administering an exam intended for CE credit. Still, examinees should verify those conditions are met when making an appointment and when taking an exam for a state CE credit.

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 and will forfeit the registration fee.

The security of its test questions and unfair advantages to examinees are primary concerns of The Institutes. To that end, Institutes examinations are copyright protected, and The Institutes use observational and statistical techniques to monitor and detect examination irregularities before, during, and after test administration.

In accordance with the copyright of Institutes examinations, any reproduction of examination materials in whole or in part, through any means, including, but not limited to, copying or printing of electronic files, reconstruction through memorization and/or dictation, and/or dissemination of exam material or derivative works through any form of verbal, electronic, or written communication is strictly prohibited.

Therefore, knowing examination questions are the exclusive property of The Institutes, you acknowledge at the time of registration:

- You shall not request, nor shall you secure test questions, voluntarily or involuntarily.
- You have neither had access to test questions for your examination nor have they been (are) in your possession by any of the means of transmission cited above before sitting for your exam.
- You shall not disclose the contents of your examination, voluntarily or involuntarily, following your test administration, by any of the means of transmission cited above.

Further, you consent to test center check-in and test administration security procedures as stated in The Institutes’ Examination Rules of Conduct.

You will not be permitted to sit for an exam if you do not agree to abide by the rules of conduct statement presented on page 5 and restated at the beginning of exam administration and you will forfeit your registration fee.

Agreement

- Examinees testing at an on-site center and intending to use an Institutes exam toward state CE credit must understand and accept the obligation to verify that the proctor and testing center satisfy state CE requirements and conditions at the time of the exam administration.
- By registering for an Institutes examination, you understand and willfully agree to abide by the conditions under which The Institutes will administer an Institutes examination to you.
- CPCUs and CPCU candidates are subject to the CPCU Code of Professional Conduct. The CPCU code is available at https://www.TheInstitutes.org/doc/canons.pdf.

Review and Investigation

The Institutes reserve the right to:

- Withhold and/or remove any scores The Institutes have reason to believe are not valid and/or were not earned independently by an examinee by reason of voluntary or involuntary outside assistance or cooperation by an examinee
- Use any legal means necessary to investigate a potential violation of examination integrity, and to take appropriate measures as a result of its findings, including expunging an examination result and expulsion from accepted candidacy
- Require the examinee to cooperate in the investigation of an examination irregularity, failure of which is grounds for immediate removal of the score(s) in question and examination expulsion
- Disqualify an exam result and take other disciplinary action if an examinee possesses a prohibited aid(s) during exam administration even if the examinee is not observed using the aid(s) during testing
Taking an Exam
The Institutes’ goal is for every exam experience to be a positive one. To help ensure a smooth testing experience, please note our exam policies and rules.

<table>
<thead>
<tr>
<th>Exam Policies</th>
<th>Problems During the Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification</td>
<td>You must present valid, government-issued identification that contains BOTH a photograph and a signature.</td>
</tr>
<tr>
<td></td>
<td>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 before 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 first calling The Institutes.</td>
</tr>
<tr>
<td>Incorrect ID Number</td>
<td>If your ID number is incorrect and you made the appointment under that number, take the exam and call The Institutes immediately afterwards.</td>
</tr>
<tr>
<td>Breaks</td>
<td>• No breaks are scheduled during an Institutes examination.</td>
</tr>
<tr>
<td></td>
<td>• However, examinees may visit the restroom.</td>
</tr>
<tr>
<td></td>
<td>• When doing so, you are required to sign out and to sign in again.</td>
</tr>
<tr>
<td></td>
<td>• You must return to your testing station within five minutes; the examination clock will continue to run during your absence.</td>
</tr>
<tr>
<td></td>
<td>• Communicating with anyone other than a test administrator, visiting your locker, referring to study material during your absence are all prohibited.</td>
</tr>
<tr>
<td></td>
<td>• The test administrator is not permitted to discuss or interpret the contents of the examination questions.</td>
</tr>
</tbody>
</table>

Medical Condition Accommodation: Students requiring a medical or dietary supplement, such as those for a diabetic, that will be taken to a Prometric Testing Center must submit the request to The Institutes for prior approval by Prometric, at least one month before the anticipated testing date. Send a full explanation of your needs to Assessments@TheInstitutes.org.

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 and a basic calculator are available upon request at Prometric Testing Centers. On-site centers do not provide calculators.
<table>
<thead>
<tr>
<th>Prometric Testing Centers</th>
<th>Calculator Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctored’s Test Security Procedures</td>
<td>Use of a Calculator</td>
</tr>
<tr>
<td>Security at Prometric Testing Centers is very stringent. Prometric Testing Centers reserve the right to ask examinees to turn out their pockets and to use a metal detector wand. Prometric Test Center Administrators (TCAs) will conduct strict inspections of any and all eyeglasses, jewelry and other accessories to inspect for camera devices that could be used to capture exam content. Security cameras and video recording are in constant use. Test Center administrators circulate within the testing room at least every 30 minutes.</td>
<td>Based on the contents of their study materials, examinees should determine for themselves if they need a calculator during an examination. If you plan to use your own calculator during your examination, take your registration confirmation notice to the testing center to verify The Institutes’ criteria for an acceptable calculator.</td>
</tr>
<tr>
<td>All candidates will be required to remove their eyeglasses for close visual inspection by a TCA. These inspections will take a few seconds and will be done at check-in and again upon return from breaks.</td>
<td>• A PDA or cell phone is not an acceptable calculator.</td>
</tr>
<tr>
<td>Jewelry outside of wedding and engagement rings is prohibited. Candidates should not wear other jewelry to the test center.</td>
<td>• Examinees may bring their own solar or battery-powered calculators, including business/financial calculator, as long as the calculators are:</td>
</tr>
<tr>
<td>Hair accessories ties, bowties, tie clips, and cuff links are subject to inspection. Candidates should refrain from wearing ornate clips, combs, barrettes, headbands, and other hair accessories, as they may be prohibited from wearing them in to the testing room and asked to store them in their locker.</td>
<td>1. not equipped with alphabetic keys</td>
</tr>
<tr>
<td>If a candidate is caught with a camera device prior to entering the testing room, the Prometric TCA will confiscate the item and the candidate will not be permitted to test.</td>
<td>2. not capable of storing words</td>
</tr>
<tr>
<td>Institutes examinees will be given a locker key attached to a blue marker.</td>
<td>3. not equipped with a paper tape</td>
</tr>
<tr>
<td>Security at Prometric Testing Centers is very stringent.</td>
<td>Testing centers will not provide business/financial calculators.</td>
</tr>
<tr>
<td>All candidates will be required to remove their eyeglasses for close visual inspection by a TCA. These inspections will take a few seconds and will be done at check-in and again upon return from breaks.</td>
<td>Prometric Testing Centers will provide a basic calculator upon request.</td>
</tr>
<tr>
<td>Jewelry outside of wedding and engagement rings is prohibited. Candidates should not wear other jewelry to the test center.</td>
<td>On-site testing centers do not provide any calculators to examinees.</td>
</tr>
<tr>
<td>Hair accessories ties, bowties, tie clips, and cuff links are subject to inspection. Candidates should refrain from wearing ornate clips, combs, barrettes, headbands, and other hair accessories, as they may be prohibited from wearing them in to the testing room and asked to store them in their locker.</td>
<td>The test administration software does not provide an on screen calculator.</td>
</tr>
<tr>
<td>If a candidate is caught with a camera device prior to entering the testing room, the Prometric TCA will confiscate the item and the candidate will not be permitted to test.</td>
<td>Examinees sitting for a CAS 1 or CAS 2 exam are restricted to use only the following Texas Instrument calculators:</td>
</tr>
<tr>
<td>Institutes examinees will be given a locker key attached to a blue marker. The blue marker signifies that should a break be taken, examinees are (1) not permitted to revisit the locker, (2) not permitted to refer to any study material, and (3) not permitted to discuss the contents of the examination while away from the testing station.</td>
<td>• BA-35</td>
</tr>
<tr>
<td>If a candidate is caught with a camera device while in the testing room, the TCA will confiscate the items and the exam will be terminated.</td>
<td>• TI 30Xa</td>
</tr>
<tr>
<td>Scratch paper is collected at the end of the exam duration.</td>
<td>• BA II Plus</td>
</tr>
<tr>
<td></td>
<td>• BA II Plus Profession</td>
</tr>
<tr>
<td></td>
<td>• TI-30X II (IS solar or battery)</td>
</tr>
<tr>
<td></td>
<td>• TI-30X MultiView (or XB battery)</td>
</tr>
</tbody>
</table>

### No Visitors at Testing Centers
Visitors and companions are not permitted to wait in the testing center.

### Inclement Weather
In the event of inclement weather, contact your Prometric Testing Center directly to determine whether the center is open. If the center is closed, contact The Institutes to make new arrangements. If the center is open and you do not take the exam, you will forfeit your entire registration fee.

### Scheduling a Prometric Appointment
Examinees are required to arrive at a Prometric Testing Center at least 30 minutes before the start of the exam. Keep this in mind when scheduling an appointment.

### Resolving Calculator Issues
- The calculator must be removed from its case for inspection and the case placed in a locker or left with the proctor.
- Candidates may use more than one approved calculator during the examination.
- Calculator instructions cannot be brought into the examination room. Calculator instructions must be placed in a locker or left with the proctor.
- The calculator’s memory must be cleared in the presence of the proctor before entering the testing room.
- Have your registration confirmation notice in your possession at the testing center to verify the criteria for an acceptable calculator.
- Call The Institutes at (800) 644-2101 from the testing center if you encounter a problem concerning the use of an acceptable calculator. Do not begin your exam. Do not leave the testing center.
- Any unapproved calculator brought to the testing center will be held by the proctor or placed in storage for the duration of the examination.

### Before a Calculator May Be Used:
- A PDA or cell phone is not an acceptable calculator.
- Examinees may bring their own solar or battery-powered calculators, including business/financial calculator, as long as the calculators are:
  - not equipped with alphabetic keys
  - not capable of storing words
  - not equipped with a paper tape
- Testing centers will not provide business/financial calculators.
- Prometric Testing Centers will provide a basic calculator upon request.
- On-site testing centers do not provide any calculators to examinees.
- The test administration software does not provide an on screen calculator.
- Examinees sitting for a CAS 1 or CAS 2 exam are restricted to use only the following Texas Instrument calculators:
  - BA-35
  - TI 30Xa
  - BA II Plus
  - BA II Plus Profession
  - TI-30X II (IS solar or battery)
  - TI-30X MultiView (or XB battery)

### Casuality Actuarial Society’s Calculator Policy
- The calculator must be removed from its case for inspection and the case placed in a locker or left with the proctor.
- Candidates may use more than one approved calculator during the examination.
- Calculator instructions cannot be brought into the examination room. Calculator instructions must be placed in a locker or left with the proctor.
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- Any unapproved calculator brought to the testing center will be held by the proctor or placed in storage for the duration of the examination.

### Use of a Calculator
Based on the contents of their study materials, examinees should determine for themselves if they need a calculator during an examination. If you plan to use your own calculator during your examination, take your registration confirmation notice to the testing center to verify The Institutes’ criteria for an acceptable calculator.

- A PDA or cell phone is not an acceptable calculator.
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  - TI 30Xa
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  - BA II Plus Profession
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  - BA II Plus
  - BA II Plus Profession
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- Call The Institutes at (800) 644-2101 from the testing center if you encounter a problem concerning the use of an acceptable calculator. Do not begin your exam. Do not leave the testing center.
- Any unapproved calculator brought to the testing center will be held by the proctor or placed in storage for the duration of the examination.
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.
- Appointments for computer-administered exams are scheduled for 30 minutes longer than the actual test length for examinees who would like to review the exam-taking tutorial. The 30 minutes cannot be used to extend exam time. The time remaining in the exam is displayed in the upper-right hand corner of the testing screen.
- No breaks are scheduled during an examination. An examinee who leaves the testing station to use the restroom must return within five minutes. Remaining exam time will continue to count down during the examinee’s absence.

Information About Computer-Administered Exams

| Reference Tab | Financial value tables, and various formulas that will assist in answering questions are available by clicking on the Reference tab in upper left-hand corner of the test administration. The tables and formulas then are selected by clicking from the list in the lower-left-hand of the screen. The Reference Tab will not appear in all exams and will display only in Part B of an examination. Not every exam calls for reference material. |
| No Imbedded Calculator | A calculator is not available as part of the test administration software. Examinees should provide their own Institutes-approved calculator. See page 8. |

Reduced Exam Fees

Teachers, Students, and Regulatory Employees Within the United States or Its Possessions

The registration fee for a full semester computer exam is reduced by 50 percent of the Prometric Standard Exam Fee shown on page 11 if you are engaged full time as:

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

You must submit the exam Registration Form on or before the first day of a testing window, and a letter from your college registrar, department head, or government employer specifying full-time status each time you register.

Restrictions apply.

- The following exams types do not qualify for a reduced registration fee: Select Exams offered via Paper and Pen, CAS, segmented, paper and pen, and international paper and pen exams.
- The special fee provision does not apply to full-time students who are also employed full time.
- The discount for qualified examinees who take an exam at an on-site testing center will be based on the Prometric Standard Exam Fee, not on the On-site Exam Fee.
- To determine eligibility contact Customer Success at CustomerSuccess@TheInstitutes.org.

Reduced Fees and Scholarship for Active Duty Military and Reservists

The Institutes offer a 50 percent reduced exam fee, as explained above, 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 Institutes exam while on deployment in support of combat operations outside the continental United States. We require valid military ID, proof of duty status, and proof of deployment orders. For further information, contact Customer Success at CustomerSuccess@TheInstitutes.org.
<table>
<thead>
<tr>
<th></th>
<th>Prometric</th>
<th>Pen/Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Exams</strong></td>
<td>On-site</td>
<td>Early</td>
</tr>
<tr>
<td>CPCU</td>
<td>$249</td>
<td>$276</td>
</tr>
<tr>
<td>AINS</td>
<td>$128</td>
<td>$158</td>
</tr>
<tr>
<td>API, AIC, AIDA, ARM, AU, AIT, ARe, Cyber, SPPA, WCCA**, WCCP</td>
<td>$175</td>
<td>$207</td>
</tr>
<tr>
<td>AIM, AAI, APA, AMIM, AIAF, AFSB, ASLI, IR, ANFI**</td>
<td>$232</td>
<td>$266</td>
</tr>
<tr>
<td>ERM</td>
<td>$242</td>
<td>$308</td>
</tr>
<tr>
<td>Intro to Property &amp; Casualty; Claims; Underwriting; Risk Management</td>
<td>$46</td>
<td>$149</td>
</tr>
<tr>
<td>SM, RMPE</td>
<td>$72</td>
<td>$153</td>
</tr>
<tr>
<td>AIS 25</td>
<td>$93</td>
<td>$153</td>
</tr>
<tr>
<td>CAS, iCAS</td>
<td>N/A</td>
<td>$350</td>
</tr>
<tr>
<td>ACSR</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td><strong>Segmented Exams</strong></td>
<td></td>
</tr>
<tr>
<td>AINS 21, 22, 23, 24 (A, B, C)</td>
<td>$62</td>
<td>$101</td>
</tr>
<tr>
<td>AIC 37, 41, 43 (A, B)</td>
<td>$108</td>
<td>$143</td>
</tr>
<tr>
<td>SPPA 30, &amp;API 28, 29 (A,B)</td>
<td>$108</td>
<td>$143</td>
</tr>
<tr>
<td>WCCA 10, 11 (A,B)</td>
<td>$108</td>
<td>N/A</td>
</tr>
<tr>
<td>AIC 30, 31, 32, 39, 44 (A, B, C)</td>
<td>$77</td>
<td>$122</td>
</tr>
<tr>
<td>ARM 54, 55, 56 (A, B, C)</td>
<td>$77</td>
<td>$128</td>
</tr>
<tr>
<td>WCCA 12, 14, 15 (A,B,C)</td>
<td>$77</td>
<td>N/A</td>
</tr>
<tr>
<td>AAI 81, 82, 83 (A, B, C)</td>
<td>$98</td>
<td>$143</td>
</tr>
<tr>
<td>ERM 57 (A, B, C)</td>
<td>$118</td>
<td>$165</td>
</tr>
</tbody>
</table>

* Changes made to Prometric appointments are subject to a rescheduling fee.
**ANFI 206, WCCA, and ACSR exams are given online year-round. They are not restricted to testing windows and not offered at Prometric. Call Customer Success with questions.

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.

The Institutes' courses and programs are dynamic in nature. To provide industry professionals with the knowledge needed to drive powerful business results, The Institutes continuously review and revise technical content and delivery methods based on current industry needs and practices. Therefore, course topics, program requirements, and pricing are subject to change at any time. Visit our website, TheInstitutes.org, or call Customer Success at (800) 644-2101, for the latest course and program information.
### Transfer Fee

<table>
<thead>
<tr>
<th>Onsite*</th>
<th>Prometric*</th>
</tr>
</thead>
<tbody>
<tr>
<td>$90</td>
<td>$115</td>
</tr>
</tbody>
</table>

The fee required to transfer a registration to the next testing window is limited to the amount shown in this table if the examinee satisfies the transfer conditions noted on page 6. If the transfer fee is higher than the registration fee, the entire registration fee will be charged and a new registration is required. A registration for a paper/pen version of a computer-administered exam is not transferable.

### 2017 Exam Cancellation Forfeiture

<table>
<thead>
<tr>
<th>On-site*</th>
<th>Prometric*</th>
</tr>
</thead>
<tbody>
<tr>
<td>$140</td>
<td>$180</td>
</tr>
</tbody>
</table>

If the exam fee paid is less than the cancellation forfeiture, the entire fee is forfeited. Another full registration fee is required. The total amount of paper/pen exam registration fee is forfeited upon cancellation. Please see cancellation rules on page 5.

*Prometric Testing Note - Changes made to Prometric appointments are subject to a rescheduling fee or forfeiture of entire registration fee. See page 6.

### 2017 Fees for Select Exams Offered via Paper and Pen

<table>
<thead>
<tr>
<th>Full Exam</th>
<th>Domestic Fee</th>
<th>International Fee</th>
<th>Re-Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Property–Casualty Insurance (320)</td>
<td>$178</td>
<td>$353</td>
<td>$55</td>
</tr>
<tr>
<td>Introduction to Claims (330)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Risk Management (350)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Underwriting (360)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essentials of Supervision (SM18)</td>
<td>$178</td>
<td>$353</td>
<td>$55</td>
</tr>
<tr>
<td>Supervisory Skills (SM19)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivering Insurance Services (AIS 25)</td>
<td>$178</td>
<td>$353</td>
<td>$55</td>
</tr>
<tr>
<td>Risk Management for Public Entities (352)</td>
<td>$178</td>
<td>$353</td>
<td>$55</td>
</tr>
</tbody>
</table>

**A domestic examinee may re-register for a missed exam at a reduced fee of $55 if the request is approved by The Institutes and if the rescheduled exam will be administered within 90 days of the original exam date.

### Exam Grading

#### Multiple-Choice Exams
As soon as you complete the exam, you will receive an unofficial grade report, unless grading is delayed (see below).

#### Essay Exams
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 next page).

#### Examinee ID
An exam is identified by candidate number and not by name.

#### 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.

#### Exam Grade Notification
When registering, please provide The Institutes with a current email address to ensure prompt grade notification. A notice sent to your preferred email address will inform you that an official grade report is available on The Institutes’ website. Be advised that spam filters and firewalls could result in the inability to deliver the grade notification.

#### Exam Grades
Institute exams are scored using a letter grade. Grades are final and are not subject to appeal. Numerical scores are not released.

### Exam Grading Delay

#### Exam Delays
Grades can be delayed when a course undergoes a change in content or exam format. Results are delayed until an adequate number of administrations allows for statistical analysis of the exam forms. Please be aware of this situation when registering for an exam that is based on new study material or a new exam format. Please note that the grading of all essay exams may be delayed for up to seven weeks. Check The Institutes’ website for any grading delays.
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.

<table>
<thead>
<tr>
<th>International Exam Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer Exam Administration Outside the U.S.</strong></td>
</tr>
<tr>
<td><strong>Paper and Pen Exams/Exam Fee</strong></td>
</tr>
<tr>
<td><strong>Payment</strong></td>
</tr>
<tr>
<td><strong>Paper and Pen Cancellation Forfeiture</strong></td>
</tr>
<tr>
<td><strong>2017 Paper and Pen Exam Dates</strong></td>
</tr>
<tr>
<td><strong>How to Register</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Fax</strong></td>
</tr>
<tr>
<td><strong>Mail</strong></td>
</tr>
<tr>
<td><strong>Registration Form</strong> (for mail-in or fax)–See pages 16 or 18</td>
</tr>
<tr>
<td><strong>Identification</strong></td>
</tr>
<tr>
<td><strong>Contacting The Institutes</strong></td>
</tr>
<tr>
<td><strong>Registration Deadline</strong></td>
</tr>
<tr>
<td><strong>Registration Confirmation</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International Prometric Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Region</strong></td>
</tr>
<tr>
<td>North America–U.S. &amp; Canada</td>
</tr>
<tr>
<td>Latin America &amp; Caribbean</td>
</tr>
<tr>
<td>Europe</td>
</tr>
<tr>
<td>Middle East &amp; North Africa</td>
</tr>
<tr>
<td>Africa</td>
</tr>
<tr>
<td>Japan</td>
</tr>
</tbody>
</table>
The Institutes Privacy Statement

The Institutes privacy policy is available on The Institutes’ website. Visit http://www.theinstitutes.org/guide/copyright.

Confidentiality Requests

Customers may contact The Institutes at any time to request that we maintain the confidentiality of their personally identifiable information. To request that The Institutes maintain the confidentiality of your personally identifiable information you may use the Account Manager on The Institutes’ website to request confidentiality or contact CustomerSuccess@TheInstitutes.org.

Continuing Education

If registering for an Institutes examination as a confidential examinee, but requiring CE, you are aware of and approve of The Institutes’ acquiring licensing information from national and state associations and organizations for the sole purpose of CE compliance. Acquired data will not be sold or provided to any third party.

Acceptance of Institutes Privacy Statement

Similar to all examinees, examinees registering for paper and pen exams are subject to The Institutes Privacy Statement outlined on page 13 of this booklet. Enrolling in any Institutes course, registering for an exam or holding an Institutes certification or designation indicates your knowledge and acceptance of The Institutes Privacy Policy.

Select Exams Offered via Paper and Pen

When computer administration is not available, you can register to take these exams as Select Exams Offered via Paper and Pen.

These exams are offered via paper and pen:

- Introduction to Property-Casualty Insurance
- Introduction to Claims
- Introduction to Underwriting
- Introduction to Risk Management
- Essentials of Supervision (SM 18)
- Supervisory Skills (SM 19)
- Delivering Insurance Services (AIS 25)
- Risk Management for Public Entities

Select paper and pen exams are administered using test booklets and optical scan answer sheets. Paper versions of the select exams are available year-round and are administered in the workplace under the supervision of a proctor identified by the examinee. The proctor can be a course leader, supervisor, or human resources staff member. Select exams follow many of the procedures and rules applicable to other Institutes exams.

Separate information is presented in this booklet for areas in which select paper and pen exams differ from the other forms of Institutes exams. Instances where select exam information differs include the actual registration form (page 18) and the registration fees. See page 12.
Students Who Do Not Sit for a Select Paper and Pen Exam

An examinee must sit for a select paper and pen exam no later than three days after the scheduled exam date. Materials should be returned to The Institutes if any further delay is anticipated. A domestic examinee may reregister for a missed exam at a reduced fee of $50 if it is approved by The Institutes and the rescheduled exam is administered within 90 days of the original exam date.

Students who do not sit for a select paper and pen exam within the 90 day re-registration period must register again and pay the full registration fee shown on page 12.

The select paper and pen re-registration fee does not apply to international examinees. The exam must be returned to The Institutes and the examinee must register again at the full registration fee.

Test Administrator Instructions for Select Paper and Pen Exams

The list of Select Paper and Pen Exams is available on page 12. A student registering for paper and pen exams must provide the following registration and proctoring information to a prospective test administrator.

Test Administrator: The student has enlisted your aid as a test administrator for one of The Institutes Select Exams. Please take the necessary steps to ensure that the registration form can be mailed to The Institutes at least three weeks before the exam date.

Test Administrator Registration Responsibilities

<table>
<thead>
<tr>
<th>Test Administrator Registration Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Registration Forms See page 18.</td>
</tr>
<tr>
<td>Sign Item 18 of the Registration Form</td>
</tr>
<tr>
<td>Multiple Registrations</td>
</tr>
<tr>
<td>Submit the Registration Forms</td>
</tr>
</tbody>
</table>

Test Administration Responsibilities

<table>
<thead>
<tr>
<th>Test Administration Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Exam Materials</td>
</tr>
<tr>
<td>Notify Examinee</td>
</tr>
<tr>
<td>Proctor the Exam</td>
</tr>
</tbody>
</table>
2017 Computer Registration Form
(and Preapproved International Paper and Pen Centers)

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 to register for AAI segmented examinations offered through state associations—see AAI class sponsor or Select Exams Offered via Paper and Pen listed on page 12. Either credit card information or the necessary fees (U.S. currency only) must accompany this Registration Form.

TheInstitutes.org Telephone: (800) 644-2101 or (610) 644-2100 Fax: (610) 640-9576 Email: CustomerSuccess@TheInstitutes.org

1. Student ID number (if assigned)
   ___________________________________________________
   To have a student identification number assigned to you, please call Customer Success at (800) 644-2101.

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 ___________________________________________ MI
   First __________________________________________

3. If you have previously registered for an examination under a different name, please print that name.
   Last ___________________________________________ MI
   First __________________________________________

4. Date of birth: Year________Month________

5. Year entered the insurance business
   __________________________________________

6. Highest degree earned: (Check one.)
   1 ☐ High school or GED  2 ☐ Associate  3 ☐ Bachelor
   4 ☐ Master  5 ☐ Law  6 ☐ Doctorate
   7 ☐ None of the above

7. Business title
   __________________________________________

8. Job level: (Check one.)
   1 ☐ Executive or Senior Management
   2 ☐ Middle or General Management
   3 ☐ First-Line or Supervisorial Management
   4 ☐ Senior Level Professional (non-management)
   5 ☐ Mid-level Professional (non-management)
   6 ☐ Entry Level (non-management)
   7 ☐ Other

9. Principal job function: (Check one.)
   1 ☐ Actuarial
   2 ☐ Agent/Broker/Producer
   3 ☐ Analyst
   4 ☐ Claims
   5 ☐ Customer Service
   6 ☐ Finance & Accounting
   7 ☐ HR/Training & Development
   8 ☐ Information Systems/Technology
   9 ☐ Legal/Compliance
   10 ☐ Reinsurance
   11 ☐ Risk Management
   12 ☐ Sales & Marketing
   13 ☐ Underwriting
   14 ☐ Other

10. Employer’s name
    __________________________________________

11. Branch office city/state (if applicable)
    City:__________________________ State:________

12. Employer organization type: (Check one.)
    1 ☐ Insurance company
    2 ☐ Reinsurance company
    3 ☐ Agency
    4 ☐ Adjusting firm
    5 ☐ Brokerage firm
    6 ☐ Third-party administrator (TPA)
    7 ☐ Government/public entity
    8 ☐ Risk management department in a noninsurance organization
    9 ☐ Professional/trade/education organization
    10 ☐ Other insurance services (Please specify.)
    11 ☐ Other financial services (Please specify.)

13. Daytime phone number
    Area Code____ No.________________ Extension __________

14. Email address (Please use appropriate uppercase/lowercase letters.)
    __________________________________________

☐ If you would like to receive email updates from The Institutes, check here.
Print your name: ___________________________ Student ID number: ___________________________

15. Preferred mailing address: ☐ Home address ☐ Business address

<table>
<thead>
<tr>
<th>Address</th>
<th>Address</th>
<th>City/State/Zip</th>
<th>Province/Country</th>
</tr>
</thead>
</table>

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
☐ Advertisement in industry publication
☐ Professional association
☐ Web search
☐ Conference or trade show
☐ Other (Please specify) ___________________________

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

☐ CPCU ☐ AAI ☐ ASI ☐ ASLI
☐ AAI-M ☐ AIT ☐ AU ☐ AU-M
☐ ACSR ☐ ANFI ☐ SM
☐ AFSB ☐ APA ☐ Cyber
☐ AIAF ☐ API ☐ SPPA
☐ AIC ☐ ARC ☐ WCCA
☐ AIC-M ☐ ARe ☐ WCCP
☐ AIDA ☐ ARM ☐ Intro to _________
☐ AIM ☐ ARM-E
☐ AINS ☐ ARM-P

18. Your exam registration—indicate initials for the exam and its number (e.g., AIC 40, AIM 40) and the segment, if appropriate (AINS 21 A, ARM 54 B). Then, indicate the testing window.

Exam No. | Testing Window or International Date (e.g., October 15–December 15, 2015 or December 4, 2017)
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
</tr>
<tr>
<td>__________________</td>
</tr>
</tbody>
</table>

19. Preparation method: (Check one)

☐ Group learning with a course leader
☐ Group learning without a course leader
☐ Independent learning
☐ Relying solely on experience and knowledge
☐ Relying on non-Institutes study materials
☐ Institutes Online learning

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

☐ Prometric Testing Centers worldwide
☐ Institutes-Approved On-site testing centers worldwide

On-site 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 13)

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

License/NPN # ___________________________
Resident State ___________________________
License Expiration Date ___________________________

22. The Institutes Privacy Statement

The Institutes respect students’ privacy rights and are committed to safeguarding each student’s personal information. Please see The Institutes Privacy Statement on The Institutes’ website, http://www.theinstitutes.org/guide/copyright.

23. Ethics: A CPCU candidate is bound by the CPCU Code of Professional Conduct. CPCUs along with all other persons taking Institutes exams are subject to The Institutes’ Code of Academic and Professional Integrity. The CPCU Code is available at TheInstitutes.org/doc/canons.pdf

The Code of Professional and Academic Integrity is found at TheInstitutes.org/CAPI.

24. Payment: (See page 11 for Exam Fee Chart.)

<table>
<thead>
<tr>
<th>Exam Fee</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Paper and Pen Exam—Add $200 Each</td>
<td>$</td>
</tr>
<tr>
<td>Credit Available</td>
<td>– $</td>
</tr>
<tr>
<td>Total Remittance</td>
<td>$</td>
</tr>
</tbody>
</table>

If paying by check, please make payable to The Institutes.

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

Account Code: ___________________________

Return this form with fee or payment information to:

The Institutes
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 # ___________________________

17
Select Exams Offered via Paper and Pen Only
(see pages 12 and 14)

2017 Registration Form

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 to register for a computer-administered exam or for AAI segmented examinations offered by a state association—see AAI class sponsor. Either credit card information or the necessary fees (U.S. currency only) must accompany this Registration Form.

TheInstitutes.org Telephone: (800) 644-2101 or (610) 644-2100 Fax: (610) 695-0881 Email: CustomerSuccess@TheInstitutes.org

1. Student ID number (if assigned)
___________________________________________________

To have a student identification number assigned to you, please call Customer Success at (800) 644-2101.

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.

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.)
   1 □ High school or GED
   2 □ Associate
   3 □ Bachelor
   4 □ Master
   5 □ Law
   6 □ Doctorate
   7 □ None of the above

7. Business title ____________________________

8. Job level: (Check one.)
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   3 □ First-Line or Supervisory Management
   4 □ Senior Level Professional (non-management)
   5 □ Mid-level Professional (non-management)
   6 □ Entry Level (non-management)
   7 □ Other

9. Principal job function: (Check one.)
   1 □ Actuarial
   2 □ Agent/Broker/Producer
   3 □ Analyst
   4 □ Claims
   5 □ Customer Service
   6 □ Finance & Accounting
   7 □ HR/Training & Development
   8 □ Information Systems/Technology
   9 □ Legal/Compliance
   10 □ Reinsurance
   11 □ Risk Management
   12 □ Sales & Marketing
   13 □ Underwriting
   14 □ Other

10. Employer’s name: _______________________

11. Branch office city/state (if applicable)
   City: ____________________________ State: __________

12. Employer organization type: (Check one.)
   1 □ Insurance company
   2 □ Reinsurance company
   3 □ Agency
   4 □ Adjusting firm
   5 □ Brokerage firm
   6 □ Third-party administrator (TPA)
   7 □ Government/Public entity
   8 □ Risk management department in a noninsurance organization
   9 □ Professional/trade/education organization
   10 □ Other insurance services (Please specify.)
   11 □ Other financial services (Please specify.)

13. Daytime phone number:
   Area Code________ No. _________________ Extension ______

14. Email address (Please use appropriate uppercase/lowercase letters.)

☐ If you would like to receive email updates from The Institutes, check here.
15. Preferred mailing address: □ Home □ Business
   Address
   Address
   City/State/Zip
   Province/Country

16. First-time registrants only—how did you hear about The Institutes? (Check one.)
   1 □ Employer HR, education, or training department
   2 □ Manager or supervisor
   3 □ Co-worker or business colleague
   4 □ Advertisement in industry publication
   5 □ Professional association
   6 □ Web search
   7 □ Conference or trade show
   8 □ Other (Please specify.)

17. Exam registration—Indicate the exam(s) for which you are registering.
   320 □ Introduction to Property and Casualty Insurance
   330 □ Introduction to Claims
   350 □ Introduction to Risk Management
   360 □ Introduction to Underwriting
   348 □ Essentials of Supervision (SM 18)
   349 □ Supervisory Skills (SM 19)
   025 □ Delivering Insurance Services (AIS 25)
   352 □ Risk Management for Public Entities

If re-registering for an exam that was approved for transfer to the next testing window, pay $50 for a domestic paper and pen exam. Re-registration is not available for international paper and pen exams.

18. Select Paper and Pen Test Information
The test administrator must complete this section.
   a. Exam Location: □ Domestic □ International
   b. Indicate the exam date: _____________/

I accept the role and responsibilities of an exam administrator and agree to the conditions set forth by The Institutes on page 15 of the examination Registration Booklet.
Name—please print:
Signature:
Relationship to student:
Daytime phone: ________________ Ext. ________________
Email address:
Proctor's street address, to which exam(s) should be sent—No PO Box
Company name:
Address:
Address:
City/State/ZIP:
Province/Country:

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. CE Credit (Check applicable license):
   □ Producer □ Adjuster □ None
   License/NPN # ____________________________
   Resident State ____________________________
   License Expiration Date: _________________

21. The Institutes Privacy Statement
The Institutes respect students' privacy rights and are committed to safeguarding each student's personal information. Please see The Institutes Privacy Statement on The Institutes' website, http://theinstitutes.org/guide/copyright.

22. Ethics: An Institutes examinee is bound by the Code of Academic and Professional Integrity, which is found at TheInstitutes.org/CAPI.

23. Payment: (See page 12 for Exam Fee Chart.)

<table>
<thead>
<tr>
<th>Exam Fees</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-registration Fee $50 (For prior approved domestic exams only)</td>
<td>$</td>
</tr>
<tr>
<td>Credit Available</td>
<td>– $</td>
</tr>
<tr>
<td>Total Remittance</td>
<td>$</td>
</tr>
</tbody>
</table>

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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 #: ________________