

## 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.

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Keep in touch with IRES wherever you are.  
 Visit us @ [www.go-ires.org](http://www.go-ires.org)  
 or e-mail us at [ireshq@swbell.net](mailto:ireshq@swbell.net)



## History and Purpose

The 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.

Under the leadership of Gary Domer (1994-1995), an initial 3 year 45 hour compliance program was implemented for the period September 1, 1995 to September 1, 1998.

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 a dues paying member 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.

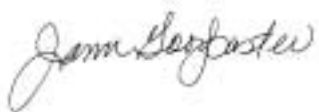


The IRES Board of Directors and members who participated in the design of NICE were very cognizant of, and sensitive to, any economic impact this program might have upon the membership at large. However, no quality program could be established and be expected to attain respect and thrive without an investment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



Jann Goodpaster  
*IRES President, 2001-2002*



## General Information

### **What is NICE?**

Designed by the Insurance Regulatory Examiners Society, 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.

### **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 to September 1 of each year.

### **Are there extensions of time available to complete C.E. requirements?**

Yes. Upon written request received by the IRES CE Office prior to September 1 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.

### **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 to September 1.

### **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.



*What qualifies as CE (continued)*

**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 CE Resource Section of this manual. These are only a very few of the many courses offered nationwide which may qualify for credit.

\*NOTE: The exception to the above maximum credit rule is 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 credit available.

**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



*What qualifies as CE (continued)*

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 Accreditation Committee for review.

**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.

C.) Totally independent self-study does not qualify for credit. Video programs will qualify for credit as long as they are conducted at a scheduled time by a recognized sponsor and attendance can be authenticated.

D.) Qualifying courses must be more than 50% directly and substantively insurance related. Basic computer courses, even if offered by the NAIC do not qualify



(i.e. "Fundamentals of Windows" "Word Processing" "Using Excel Spreadsheets") For a computer training program to qualify 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.

### **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 CE Resources 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 "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.

**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."

**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, no CE hours will be required until the new compliance period beginning September 1 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 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?**

No. NICE is a *continuing* education program. You are encouraged to do 15 hours (or more) of qualifying insurance continuing education every September 1 through September 1 period.

### **Will I get an annual transcript report?**

Yes. The IRES CE Office as a courtesy, will send you a transcript report in May of each year. If you need a report at some other time, you may view your CE credits 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 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?**

As of Jan. 1, 2002, the annual CE fee is built into the 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 Oct. 1 reporting deadline of any respective compliance period. Courses or seminars submitted for credit must be completed prior to the September 1 deadline.

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

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

**I 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 some day 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; file a compliance report certifying that you have completed 15 hours of qualifying CE in the last 12 months and agree to comply with the current prorated CE hour requirement. (You will be notified of hours from the IRES CE Office, depending upon reporting period in effect at the time.)

The registration of your professional designation will be instituted 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.

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

Questions should be forwarded to the IRES CE Office at (913) 768-NICE. 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.



## ADDRESS CHANGE NOTIFICATION

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 or by FAX transmission 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  
and/or telephone number for IRES:

<b>PERSONAL DATA:</b> <i>(Please print clearly or type.)</i>		
Last Name _____	First _____	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"/>		SSN# _____
Street Address _____		
City _____	State _____	ZIP _____
Business Telephone ( ) _____		
FAX ( ) _____		
Home Telephone ( ) _____		
Preferred E-mail Address _____		
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"><b>FOR OFFICE USE ONLY</b></div>		

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

Please provide your new mailing address and mail to:

**IRES CE Office  
130 North Cherry, Suite 202  
Olathe, KS 66061  
(913) 768-NICE**

or FAX to (913) 768-4900

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

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



## **ANNUAL COMPLIANCE REPORT FORM**

IRES currently requires 15 hours of qualifying CE to be earned and reported every September 1 to September 1 annual period. Please submit this form once each year upon completion of your full 15 hour requirement.

If you attend the annual IRES Career Development Seminar the IRES CE office will record your compliance for you if you stay for the entire conference and pick up your attendance certificate. Partial credit will be available for those who leave early, but will not be recorded automatically; a NICE compliance report for must be filed for the actual hours attended with a maximum of 12 hours available. (see page 9)

If you require an extended time, see the "Extension Request Form."



## NICE ANNUAL COMPLIANCE REPORT FORM

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

Last Name	First	Initial	SSN#
Organization	AIE <input type="checkbox"/>		CIE <input type="checkbox"/>
Mailing Address			
Preferred E-mail Address			

**CREDIT SUMMARY:** Please list programs and activities on reverse side of this form.

	HOURS
I. Accredited Courses/Seminars	_____
II. Speaking Engagements	_____
III. Published Articles	_____

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

Please attach appropriate certificate of attendance, proof of completion or article.

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

**MAIL to:**  
IRES CE OFFICE  
130 North Cherry, Suite 202  
Olathe, KS 66061  
Ph: (913) 768-NICE  
FAX: (913) 768-4900

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

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



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

DATE MM/DD/YY	SPONSOR NAME, ADDRESS & PHONE	COURSE TITLE	LOCATION	N.I.C.E. CREDIT HOURS (12 max)
	name			
	address			
	phone			
	name			
	address			
	phone			
	name			
	address			
	phone			
			Total course/seminar hours	

**SPEAKER (SP) 2x credit or PANELIST (PAN) 1.5x credit:**

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

**PUBLISHED ARTICLES: 1 CREDIT PER 500 WORDS:**

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

You must attach appropriate certificate of attendance, proof of completion or article.

## **EXTENSION REQUEST**

**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 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.



## EXTENSION REQUEST FORM

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

Last Name	First	Initial	SSN#
Organization		AIE <input type="checkbox"/>	CIE <input type="checkbox"/>
Mailing Address			
Preferred E-mail Address			

***I want an extension for the current Annual Reporting Program***

I request a one-year extension to report my hours for the reporting period \_\_\_\_\_

**MAIL OR FAX TO:**

**IRES CE OFFICE  
130 North Cherry, Suite 202  
Olathe, KS 66061  
Ph: (913) 768-NICE FAX (913) 768-4900**

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

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



## **INACTIVE STATUS NOTIFICATION FORM**

Physical disability, employment outside the insurance industry 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	Initial	SSN#
Organization		AIE <input type="checkbox"/>	CIE <input type="checkbox"/>
Mailing Address			
Preferred E-mail Address			

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

- (Please Check One)*
- Employment Outside Insurance Industry
  - 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.

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  
130 North Cherry, Suite 202  
Olathe, KS 66061  
Ph: (913) 768-NICE  
FAX: (913) 768-4900

\_\_\_\_\_  
**Designee Signature**  
  
\_\_\_\_\_  
**Date**

**COMPLIANCE PERIOD:**  
September 1, \_\_\_\_\_ to September 1, \_\_\_\_\_



## **NOTIFICATION OF RETURN TO ACTIVE STATUS**

*(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 **NEW** mailing address  
and/or telephone number for IRES:

<b>PERSONAL DATA:</b> <i>(Please print clearly or type.)</i>		
Last Name _____	First _____	Initial _____
Organization _____	AIE <input type="checkbox"/>	CIE <input type="checkbox"/>
My NEW Preferred Mailing Address below is:		SSN# _____
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 Accreditation Committee and Board.
- b. The written application shall be accompanied by a check or money order 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 YOUR \$30.00 REINSTATEMENT FEE TO:**  
**IRES CE OFFICE**  
130 North Cherry, Suite 202  
Olathe, KS 66061  
Ph: (913) 768-NICE  
FAX: (913) 768-4900

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

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



## **Permanent Retirement Status Notification**

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.

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	Initial	SSN#
Organization	AIE <input type="checkbox"/>		CIE <input type="checkbox"/>
Mailing Address			
Preferred E-mail Address			

I hereby affirm that I am fully retired and do not intend in the future to hold myself out as an AIE or CIE for gainful employment.

**Mail or Fax to:**

IRES CE OFFICE  
130 North Cherry, Suite 202  
Olathe, KS 66061  
Ph: (913) 768-NICE  
FAX: (913) 768-4900

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

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

**COMPLIANCE PERIOD:**

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



## 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. 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  
130 North Cherry, Suite 202  
Olathe, KS 66061  
Ph: (913) 768-NICE FAX (913) 768-4900



## 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

**ACORD**  
1 Blue Hill Plaza 15th Floor  
PO Box 1529  
Pearl River, NY  
(800) 444-3341                      FAX (914) 620-0808

**Alliance of American Insurers (AAI)**  
1501 Woodfield Rd. Suite 400W  
Schaumburg, IL 60173  
(847) 330-8500                      FAX (847) 330-8602

**The American College**  
270 S. Bryn Mawr Avenue  
Bryn Mawr, PA  
(610) 526-1490                      FAX (610) 526-1310

**American Council of Life Insurance (ACLI)**  
1001 Pennsylvania Avenue  
Washington, D.C. 20004-2599  
(202) 624-2000                      FAX (202) 624-2319

**American Express Financial Advisors**  
IDS Tower (T5/966)  
Minneapolis, MN 55440  
(612) 671-8573

**American Institute for Chartered Property Casualty Underwriters\* (AICPA)**  
720 Providence Road  
PO Box 3016  
Malvern, PA 19355-0716  
(610) 644-2100                      FAX (610) 251-9995  
*\*Formerly American Institute for Property Casualty Underwriters and American Institute for Property and Liability Underwriters*

**American Institute of Marine Underwriters (AIMU)**  
14 Wall Street, Room 2100  
New York, NY 10005  
(212) 233-0550                      FAX (212) 227-5102

**American Insurance Association (AIA)**  
1130 Connecticut Avenue, NW Suite 1000  
Washington, DC 20036  
(202) 828-7100                      FAX (202) 293-1219

**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)**  
1922 F St. NW  
Washington, D.C. 20006  
(202) 331-6081                      FAX (202) 331-2164

**Association of Insurance Compliance Professionals (AICP)**  
11250 Rodger Bacon Dr, Ste 8  
Reston, VA 20190  
(703) 437-4377                      FAX (703) 435-4390

**Association of Life Insurance Counsel (ALIC)**  
c/o J. Michael Keefer  
200 F. Barry St.  
Fort Wayne, IN 46802  
(219) 455-5582

**Atlantic School of Insurance**  
1608 Route 88 West, Suite 204  
Brick, NJ 08723  
(908) 458-8700

**Casualty Actuarial Society (CAS)**  
1100 N. Globe Road Suite 600  
Arlington, VA 22201  
(703) 276-3100                      FAX (703) 276-3108

**College of Insurance**  
101 Murray Street  
New York, NY 10007  
(212) 962-4111                      FAX (212) 964-3381

**CPCU Society\***  
720 Providence Road  
PO Box 3009  
Malvern, PA 19355  
(610) 251-2728                      FAX (610) 251-2761  
*\*Formerly Society of Chartered Property and Casualty Underwriters (CPCU)*

**Fairleigh Dickinson University Insurance Institute of C.E.**  
1000 River Road  
Teaneck, NJ 07666  
(201) 692-6500



**Financial Services Institute**

17187 N. Laurel Park Drive, Suite 220  
Livonia, MI 48152  
(313) 464-0005

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

555 13th Street, NW, Ste. 600, East Tower  
Washington, DC 20036  
(202) 824-1600 (800) 509-4422 FAX (202) 824-1617

**Independent Insurance Agents of America (IIAA)**

127 S. Peyton  
Alexandria, VA 22314  
(703) 683-4422 FAX (703) 683-7556

**IIA of Indiana**

3435 West 96th Street  
Indianapolis, IN 46268  
(317) 824-3780

**Independent Insurance Agents of NJ**

2211 Whitehorse-Mercerville Road  
PO Box 3230  
Trenton, NJ 08619-0230  
(609) 587-4333

**Indiana State Association of Life Underwriters**

3009 East 96th Street  
Indianapolis, IN 46240  
(317) 844-6268

**Insurance Data Management Association (IDMA)**

85 John Street  
New York, NY 10037  
(212) 669-0496

**Insurance Information Institution (III)**

110 William Street  
New York, NY 10038  
(212) 669-9200 FAX (212) 732-1916

**Insurance Institute of America (IIA)**

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

**Insurance Regulatory Examiners Society (IRES)**

130 North Cherry, Suite 202  
Olathe, KS 66061  
(913) 768-NICE  
(913) 768-4700 (913) 768-4900 FAX

**Insurance Services Office (ISO)**

7 World Trade Center  
New York, NY 10048  
(212) 898-6000

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

5818 Reeds Road  
Mission, KS 66202-2740  
(913) 262-2749 FAX (913) 262-0174

**Life Office Management Association (LOMA)**

2300 Windy Ridge Parkway, Ste. 600  
Atlanta, GA 30339  
(770) 984-6453 FAX (770) 984-6418

**Life Underwriter Training Council (LUTC)**

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

**Mass Marketing Insurance Institute (MMII)**

3101 Broadway St., Ste. 585  
Kansas City, MO 64111  
(301) 913-5882 FAX (301) 913-0123

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

1000 Connecticut Ave. NW Suite 810  
Washington, D.C. 20036  
(202) 223-5533 FAX (202) 785-2274

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

2301 McGee Street #800  
Kansas City, MO 64108  
(816) 842-3600 FAX (816) 471-7004

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

2600 River Rd.  
Des Plaines, IL 60018  
(847) 297-7800 FAX (847) 297-5064

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

1735 N. Lynn St. Suite 950  
Arlington, VA 22209-2022  
(703) 524-2302 FAX (703) 524-2303

**National Association of Life Underwriters (NALU)**

1922 F Street, NW  
Washington, DC 20006  
(202) 331-6000 FAX (202) 835-9606



**National Association of Mutual Insurance Companies (NAMIC)**  
3601 Vincennes  
PO Box 68700  
Indianapolis, IN 46268-0700  
(317) 875-5250 (800)33-NAMIC FAX (317) 879-8408

**National Association of Professional Insurance Agents (NAPIA)** *also known as PIA National*  
400 N. Washington St.  
Alexandria, VA 22314  
(703) 836-9340 FAX (703) 836-1279

**National Association of Professional Surplus Lines Offices (NAPSLO)**  
6405 N. Cosby Suite 201  
Kansas City, MO 64151  
(816) 741-3910 FAX (816) 741-5409

**National Council on Compensation Insurance (NCCI)**  
730 Park of Commerce Drive  
Boca Raton, FL 33487  
(407) 997-1000

**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 (NRRRA)**  
3421 M St. NW  
Box 1740  
Washington, DC 20007  
(800) 999-4505 FAX (612) 929-1318

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

**PIA School of Insurance**  
PIA Building, Old Route 9W  
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

**Risk and Insurance Management Society (RIMS)**  
655 Third Ave., 2nd Floor  
New York, NY 10017  
(212) 286-9292 FAX (212) 986-9716

**Society of Certified Insurance Counselors**  
3630 North Hill Drive  
PO Box 27027  
Austin, TX 78755-1027  
(512) 345-7932

**Society of Financial Examiners (SOFE)**  
4101 Lake Boone Trail, Suite 201  
Raleigh, NC 27607  
(919) 787-5181 (800) 787-7633 FAX (919) 787-4916

**Society of Insurance Research (SIR)**  
3285 Crawford Cir.  
Marietta, GA 30066  
(770) 919-8862 FAX (770) 919-0464

