



# DIVERSIFIED ADVANCED EDUCATION RENEWAL APPLICATION

Revised 8/2017

Thank you for your continued support of the Diversified Advanced Education (DAE) designation. Application for renewal must be submitted every five (5) years. **Renewal requirements must be completed within the five years prior to renewal date.** Failure to renew will result in loss of use of the DAE designation.

### Submission Requirements:

- All requirements and qualifying professional development activities must be completed when the application is submitted. Submission must be before renewal deadline for no additional fee to apply. An incomplete application can cause denial of application.
- Provide proof of completion of eligible Industry Education and Ethics requirement. IAIP Education hours must be listed in member profile.
- Typed applications will only be accepted. Handwritten applications will be returned.
- Initial each page and email or mail a PDF of your completed application to IAIP. Your application will be processed within two weeks of being received.

Application	Payment	IAIP Corporate Centre Use Only
<b>Mail:</b> IAIP Attn: Education Director 3525 Piedmont Road Building Five, Suite 300 Atlanta, GA 30305  <b>Email:</b> <a href="mailto:education@iaip-ins.org">education@iaip-ins.org</a>	<b>Mail:</b> Include \$30 renewal application fee with submission  <b>Online:</b> <a href="http://www.internationalinsuranceprofessionals.org">http://www.internationalinsuranceprofessionals.org</a> Visit the Store and select Designations → DAE Renewal or DAE Renewal with Late Fee	Receive Date _____ Process Date _____ Eligibility Date _____ <i>(if different than above)</i> Processed By _____ Approved↑    Denied

## APPLICATION CHECKLIST

**Section 1: Candidate Information** I have completed all candidate information.

**Section 2: IAIP Membership** I have maintained continuous member in IAIP over the past five (5) years with dues paid in full for the current fiscal year.

**Section 3: Industry Education** I have fulfilled the Industry Education requirements by completing one of the three options listed in this section within the five (5) years after the initial application or previous renewal date.

**Section 4: IAIP Education** I have completed a total of twelve (12) hours of IAIP Educational Programming within the five (5) years after the initial application or previous renewal date.

**Section 5: IAIP Leadership** I have fulfilled at least one of the qualifying leadership requirements within the past five (5) years.

**Section 6: IAIP Event Participation** I have fulfilled the participation requirements having attend any combination of two Council Meetings, Regional Conferences or International Conventions within the past five (5) years.

**Section 7: Ethics Course Requirement** I have completed an ethics program per the requirements stated within the five (5) years after the initial application or previous renewal date.

**Section 8: Payment** I have included payment information with this application for the \$30 renewal fee and if applicable, the \$10 late fee.

**Section 9: Attestation** I have signed to indicate my acceptance of the application attestation.

Please initial each page before submitting completed application.

SECTION 1

# CANDIDATE INFORMATION

Name \_\_\_\_\_ Member ID \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

Company \_\_\_\_\_ Work Phone \_\_\_\_\_

Local Association \_\_\_\_\_ Region \_\_\_\_\_

Member at Large

SECTION 2

# IAIP MEMBERSHIP

DAE renewal applicants must have maintained continuous member in IAIP over the past five (5) years with dues paid in full for the current fiscal year.

I confirm that I am a current member of IAIP and have been for the past five (5) years.

SECTION 3

# INDUSTRY EDUCATION

Fulfill the Industry Education requirements by completing one of the three options listed in this section: 25 hours industry education, industry designation, or published work. This must have been **completed within the five (5) years after the initial application or previous renewal date.**

**Check One:**

**Industry Education:** 25 hours of insurance education, continuing education or professional development courses either as a student or facilitator. **Proof of completion must be included.**

**Detailed Listing of Professional Development Activities:**

<b>Title of Program:</b>	
<b>Sponsoring Organization:</b>	
<b>Date(s):</b>	
<b>Number of Credits:</b>	
<b>Location:</b>	
<b>Facilitator:</b>	

<b>Title of Program:</b>	
<b>Sponsoring Organization:</b>	
<b>Date(s):</b>	
<b>Number of Credits:</b>	
<b>Location:</b>	
<b>Facilitator:</b>	

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Title of Program:	
Sponsoring Organization:	
Date(s):	
Number of Credits:	
Location:	
Facilitator:	

Title of Program:	
Sponsoring Organization:	
Date(s):	
Number of Credits:	
Location:	
Facilitator:	

*(If needed, attach additional sheets with title of program, sponsoring organization, date, and credits.)*

**Total number of credits submitted:** \_\_\_\_\_  
 25 hours required; one hour equals one credit

**Industry Designation:** One class leading to an industry designation, completed as either a student or facilitator. **Proof of completion must be included.**

Industry Designation:	
Sponsoring Organization:	
Date(s):	
Location:	
Facilitator:	

- Publications (check one):** Proof of completion must be included.
- Write two 500 words or longer articles published outside of IAIP, **OR**
  - Write an IAIP course approved by the Board of Directors, **OR**
  - Revise an IAIP course, **OR**
  - Write a white paper published for the industry.

**Disclaimer:** This work is on an individual basis. **Anything qualifying for this section of the designation must have been done or published within the last five years after the initial application or previous renewal date.** You must agree to a disclaimer that your original article, course, or white paper has not been previously published on claims, property/casualty issues, life/health issues, education, networking, and legislation or risk management by other authors.

Title of article/course/white paper: \_\_\_\_\_

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**SECTION 4**

**IAIP EDUCATION**

Fulfill the IAIP educational programming requirement by completing a total of twelve (12) hours of IAIP educational courses. This must have been **completed within the five (5) years after the initial application or previous renewal date**. Qualifying IAIP education courses are listed on Course Offerings webpage under Education tab and also includes IAIP education webinars. Completed courses need to be listed in member’s profile.

<b>Title of Program:</b>	
<b>Date(s):</b>	
<b>Number of Credits:</b>	

<b>Title of Program:</b>	
<b>Date(s):</b>	
<b>Number of Credits:</b>	

<b>Title of Program:</b>	
<b>Date(s):</b>	
<b>Number of Credits:</b>	

*(If needed, attach additional sheets with title of program, date completed and number of credits.)*

**Total number of credits submitted:** \_\_\_\_\_  
 12 hours required; one hour equals one credit

**SECTION 5**

**IAIP LEADERSHIP**

Fulfill the qualifying leadership activities requirement by providing the **positions held in IAIP within the past five (5) years**. Options include:  serving or chairing two (2) Local Committees  holding one (1) Local elected position or  serving or chairing one (1) Council, Regional or International Committee.

<b>Position:</b>	
<b>Dates:</b>	

<b>Position:</b>	
<b>Dates:</b>	

**SECTION 6**

**IAIP EVENT PARTICIPATION**

Fulfill the participation requirement by attending any combination of two (2) Council Meetings, Regional Conferences or International Conventions **within the past five (5) years**. List the event and date of programs attended.

<b>Event:</b>	
<b>Date(s):</b>	
<b>Event:</b>	
<b>Date(s):</b>	

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Please initial each page before submitting completed application.

SECTION 7

**ETHICS REQUIREMENT**

Fulfill the ethics requirement with the completion of one of IAIP’s ethics courses or a state certified ethics course. This must have been **completed within the five (5) years after the initial application or previous renewal date. Proof of completion must be submitted.**

**Check one:**

- Professional Ethics - Not Just for Agents: *4 hours Continuing Education Course*
- Ethics in the Workplace: *4 hours Certified Leadership Program Course*
- Making a Difference: Ethics: *1 hour Career Development Course*
- State certified Ethics course

Title of Program:	
Sponsoring Organization:	
Date(s):	
Number of Credits:	
Student or Facilitator:	

SECTION 8

**PAYMENT**

All fees must accompany the application. The renewal application fee is \$30 if submitted prior to the renewal deadline. A \$10 late fee will apply for applications submitted after the deadline. The application fee includes a \$15 non-refundable processing fee. Application fees, less the non-refundable processing fee, will be refunded only if your application does not meet the renewal eligibility requirements for DAE candidacy.

- Pay by Check:** Please send application, documentary evidence of completion of education requirements and check for \$30 renewal fee (and \$10 late fee, if applicable) to:

IAIP  
 3525 Piedmont Road  
 Building Five, Suite 300  
 Atlanta, GA 30305

- Pay by Credit Card:** Please pay matriculation fee through the online store at <http://www.internationalinsuranceprofessionals.org>. Email your application, supporting documents and a copy of your receipt of payment to [education@iaip-ins.org](mailto:education@iaip-ins.org).

SECTION 9

**APPLICATION ATTESTATION**

I CERTIFY THAT THE ABOVE STATEMENTS ARE COMPLETE AND TRUE AND ARE MADE IN FULL COMPLIANCE WITH THE CODE OF PROFESSIONAL ETHICS OF IAIP.

Signature of Candidate

Date

Please initial each page before submitting completed application.