

NAME: _____ COMPANY: _____ CPD YEAR: _____



Continuing Professional Development (CPD) Program

In order to maintain your designation as an ACORD Certified Expert, you must earn a minimum of 8 Continuing Professional Development (CPD) credits per calendar year. This is achieved through a combination of webinars, educational opportunities, ACE program support involvement, event attendance, standards working groups, and special projects as listed below. Each ACE must submit his/her completed CPD form with applicable supporting documentation, no later than January 31st of the following year, for the prior calendar year. Credits are only good for the year in which they are accrued, with the exception of standards year-in-review webinars which may be held in January. Please check each applicable box, total your credits, sign and date your form, and submit it to ace@acord.org with any supporting documentation as required. Upon completion of your CPD credits and payment of your annual maintenance fee, you will be issued your ACE renewal digital badge.

STANDARDS YEAR IN REVIEW WEBINAR – Live or Recorded

ACORD offers 1 Standards Year In Review webinar per LOB (both live and recorded) focused on the changes made to the ACORD standards based upon the PAIR Reports. ACE Designees can participate in the webinar pertinent to their LOB/ACE Designation. When the webinar is offered in January it will count for the PRIOR calendar year's CPD credits. Webinar dates are communicated on the ACORD website and you must register.

- 4pts P&C Standards Year In Review Webinar on _____
- 4pts L&A Standards Year In Review Webinar on _____
- 4pts GRLC Standards Year In Review Webinar on _____

PROGRAM WORKING GROUP INVOLVEMENT

If you are an active member of an ACORD Program Working Group (PWG) you can earn 2 credits per cycle.

- 2pts 1st Cycle
- 2pts 2nd Cycle

PLENARY

ACORD offers a Plenary for each cycle to provide a forum to inform participants of issues related to proposed Standards or MRs prior to vote.

- 2pts Plenary 1 (spring)
- 2pts Plenary 2 (fall)

EDUCATIONAL INVOLVEMENT/ATTENDANCE

- 1pt I attended an ACORD webinar other than the Standards Year in Review
Name of Webinar: _____ Date: _____
- 1pt I attended a non-ACORD, industry-relevant webinar (attach proof of attendance)
Name of Webinar/Institution: _____ Date: _____
- 3pts I wrote a book, article, case study, or white paper that focuses on or involves ACORD and is
Published by or linked to ACORD. Title: _____

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ACE PROGRAM SUPPORT

- 1pt I was a frequent contributor to the ACE Online Community (minimum 5 posts)
- 3pts I served as the Expert during an online ACE applicant study session
- 3pts I served as the Expert during a live full or ½ day ACE applicant study session
- 2pts I volunteered to review and validate new test questions that have been written by others (minimum 5 questions)
- 3pts I participated in an ACE live or virtual question writing workshop
- 2pts I have proctored an ACE exam this year on _____

EVENTS

There are many technology-related insurance events throughout the year, most notably the annual ACORD conference (ACORD2015, ACORD2016, ACORD2017 etc.) For non-ACORD events please attach proof of attendance (i.e. registration receipt/email confirmation).

- 4pts I attended the ACORD annual conference
- 2pts I presented at the ACORD annual conference
- 2pts I attended another ACORD-sponsored technology-related insurance event/conference
Name of event: _____ Date: _____
- 2pts I attended a non-ACORD technology-related insurance event or conference (i.e. London Market Group, AAMGA Automation, the IRI Operations & Technology Conference, etc.)
Name of event: _____ Date: _____
- 2pts I presented at a non-ACORD conference regarding ACORD and ACORD Standards
Name of event: _____ Date: _____
- 2pts I served on an ACORD Conference Program Development Committee (ACORD will periodically hold ad hoc advisory groups to help formulate conference programs)
- 2pts I served as a conference session host at _____ on _____

STANDARDS

- 2pts I participated in a Standards Working Group, Implementation Community, ACORD Committee or User Group – Name of Group: _____
- 4pts I served as the chair for an ACORD Working Group, Implementation Community, or ACORD Committee such as Steering, ASC, etc. – Name of Group: _____

SPECIAL – Work Related

ACORD recognizes the importance of the work you do on a daily basis at your organization, and our ACEs have frequently mentioned being heavily involved in ACORD-related projects at work. If you were involved in an ACORD-related standards project this year, please provide a brief description of the project and timeline on a separate page/document, which MUST INCLUDE the following: Description of Project, Timeline/Dates, Project Manager’s Name, Email, and Signature verifying the project was performed as outlined.

- 3pts Project 1
- 3pts Project 2

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| | ENTER TOTAL NUMBER OF POINTS ACCRUED |
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I attest that I have met the above requirements and that I have attached all supporting evidence as requested.

Signature

Date