

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 offerings and opportunities as listed below. Each ACE must submit his/her completed CPD form for the prior calendar year no later than the due date set forth by the ACE Program Administrator. Please check each applicable box, filling in supplemental information where necessary, total your credits, sign, and date your form, and submit it to memberservices@acord.org with any supporting documentation as required.

STANDARDS & ARCHITECTURE WEBINARS – Live or Recorded

ACORD offers various STANDARDS & ARCHITECTURE WEBINARS each quarter for each LOB (both live and recorded). ACE Designees can participate in the webinar pertinent to their LOB/ACE Designation. (When the webinar is offered before February 1, it will count for the PRIOR calendar year's CPD credits.) Webinar dates are communicated on the ACORD website and via email, and you must register to attend live or listen to the recorded version.

- 2pts Webinar: _____ Date: _____
- 2pts Webinar: _____ Date: _____
- 2pts Webinar: _____ Date: _____
- 2pts Webinar: _____ Date: _____
- 2pts Webinar: _____ Date: _____
- 2pts Webinar: _____ Date: _____
- 2pts Webinar: _____ Date: _____
- 2pts Webinar: _____ Date: _____

Domain: _____

BALLOT REVIEW

ACORD offers a Ballot Review Session for each release to provide a forum to inform participants of issues related to proposed Standards Enhancements (SEs) prior to vote.

- 2pts Ballot Review Session (1st Release)
- 2pts Ballot Review Session (2nd Release)

EDUCATIONAL INVOLVEMENT/ATTENDANCE

- 1pt I attended a non-ACORD, industry-relevant webinar (attach proof of attendance)
Name of Webinar/Institution: _____ Date: _____
- 2pts 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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EVENTS

There are many technology-related insurance events throughout the year, most notably the annual ACORD conference (i.e. ACORD Connect). 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 (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 Project Group, Implementation Community, ACORD Committee or User Group - Name of Group: _____
- 4pts I served as the chair for a Standards Project, Implementation Community, or special ACORD Committee, etc. - Name of Group: _____

SPECIAL – Work Related

ACORD recognizes the importance of the standards-based work that you do on a daily basis at your organization. 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. A scanned/electronically signed document accompanying this form will be acceptable.

- 3pts Project 1
- 3pts Project 2

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) SUMMARY AND SIGNATURE

| | |
|--|---|
| | ENTER TOTAL NUMBER OF POINTS ACCRUED |
|--|---|

I attest that I have met the above requirements and that I have attached all supporting evidence as requested.

Signature

Date