

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 ace@acord.org with any supporting documentation as required.

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. ACE Designees can participate in the webinar pertinent to their LOB/ACE Designation. (When the webinar is offered after January 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.

- 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 _____
- 4pts AML Standards Year in Review Webinar on _____

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)

GRLC & AML Communities Update

GRLC & AML run an agile process and so do not release standards regularly twice per year, hence GRLC and AML ACEs cannot earn all of the points listed in the Ballot Review section mentioned above. Therefore GRLC ACEs are offered a further annual webinar that focuses on providing an update on the various global GRLC or AML implementation communities and their activities/progress during the past year. This webinar is offered at year's end and will count for that calendar year's CPD credits.

- 4pts GRLC Communities annual update webinar on _____
- 4pts AML Communities annual update webinar on _____

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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: _____

ACE PROGRAM SUPPORT

- 3pts I served as the Expert during a live ACE applicant study session/webinar
- 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 (i.e. ACORD Connect 2018). 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 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

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CONTINUING PROFESSIONAL DEVELOPMENT (CPD) SUMMARY AND SIGNATURE

	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