

Registration Booklet

Use this booklet to register for all Institutes' windows-based exams. For the most current study materials and exam information, please visit our website at <https://web.theinstitutes.org>.

Personal Information and Confidentiality

At any time, you may contact The Institutes at (800) 644-2101 to update your personally identifiable information, and opt-in or opt-out of any service. To request that The Institutes maintain the confidentiality of your personally identifiable information, use the Account Manager on The Institutes' website or contact CustomerSuccess@TheInstitutes.org.

Privacy Statement

Enrolling in any Institutes course, registering for an exam, or holding an Institutes certification or designation indicates your knowledge and acceptance of The Institutes Privacy Statement. For more details, please visit <https://web.theinstitutes.org/privacy-policy>.

Exam Information and Study Materials

Exam Administration:

Exams are delivered online through your account at <https://web.theinstitutes.org/courses-exams>. A stable internet connection is required. Most exams are administered in a two-month time period called a testing window. Dates for the testing windows are:

- January 15-March 15
- April 15-June 15
- July 15-September 15
- October 15-December 15

Exam Time and Format:

All Institutes' windows-based exams are 50 multiple-choice questions timed at 65 minutes, with the following exceptions. ACSR exams are 25-30 multiple-choice questions and 45-60 minutes, CAS exams are 75 multiple-choice questions and 100 minutes, and segmented exams are 15-40 multiple-choice questions and 45 minutes. Foreign language and iCAS exams vary in time and length. For more information, contact Customer Success at (800) 644-2101 or CustomerSuccess@TheInstitutes.org.

Retesting

Examinees may take the same exam a maximum of two times during a given testing window and a maximum of four times during a calendar year. All exam retakes are subject to the full applicable exam registration fee.

Current Study Material:

Course content is revised periodically. Be sure you have the correct edition for the testing window in which you plan to take your exam by contacting Customer Success at (800) 644-2101 or CustomerSuccess@TheInstitutes.org.

Registering for an Exam

Examinees must register for an exam with The Institutes. Purchasing study materials does not register you for an exam. Students can register via the web, phone, fax, mail, and email. For fax or mail, please include a completed Registration Form located below.

Exam Registration Confirmation Notice

The Institutes send an electronic registration confirmation if an email address is provided. Please read the confirmation completely. Check it for accuracy, and notify The Institutes immediately if there is an error. A separate confirmation notice is sent for each exam registration.

State Continuing Education Credit Examinee's Responsibility

The Institutes file state CE credits according to the statutes of the state(s) in which you are licensed. It is your responsibility to understand the proctoring and test administration requirements in your state(s). Failure to provide The Institutes with your current license information may result in state CE credits not being filed. Any late filing fees will be the sole responsibility of the student. Visit <https://web.theinstitutes.org/state-ce-and-license-information> for more information.

Transferring or Cancelling an Institutes Exam

Exam Transfer

You may call The Institutes up until the last business day of the testing window for which you are registered to transfer your exam. A transfer fee does apply. Failing to inform The Institutes before the close of the window will forfeit the entire registration fee. If the transfer fee is higher than the registration fee, the entire registration fee will be charged and a new registration is required.

Exam Cancellation

The Institutes must be informed before the close of a testing window if an examinee intends to cancel. You may be eligible for a partial fee credit from The Institutes if you cancel within the required time frame. Exam fee forfeitures and credits will be issued according to the fee chart. If a credit remains after a cancellation forfeiture, it can be applied to study material purchases or to a future exam fee. Any remaining credit is valid for two years from the date of issue. If the exam fee paid is less than the cancellation forfeiture, the entire fee is forfeited. Another full registration fee is required.

Conditions of Registration and Exam Administration

By registering for an exam, you understand and willfully agree to abide by the conditions under which The Institutes will administer an Institutes examination to you. Prior to your exam, please review our exam policies and rules at <https://web.theinstitutes.org/rules-conduct>.

Examinees who do not agree to abide by The Institutes' Rules of Conduct at the time of taking the exam will not be permitted to complete the exam and will forfeit the registration fee.

Failure to comply with the Rules of Conduct will be reported to The Institutes and appropriate action will be taken according to the Code of Academic and Professional Integrity, <https://web.theinstitutes.org/institutes-code-academic-and-professional-integrity>, which can include disqualification of your examination and restrictions on taking future exams.

The security of its test questions and unfair advantages to examinees are primary concerns of The Institutes. To that end, Institutes' examinations are copyright protected, and The Institutes use observational and statistical techniques to monitor and detect examination irregularities before, during, and after test administration.

Per the copyright of Institutes' examinations, any reproduction of examination materials in whole or in part, through any means, including, but not limited to, copying or printing of electronic files, reconstruction through memorization and/or dictation, and/or dissemination of exam material or derivative works through any form of verbal, electronic, or written communication is strictly prohibited.

Exam Grading

Exam Grade Notification

As soon as you complete the exam, you will receive an unofficial grade. A notice will be sent to your preferred email address to inform you when the official grade report is available on The Institutes' website. Be advised that spam filters and firewalls could prevent delivery.

Exam Grades

The minimum score you need to pass an Institutes' exam is 70%. Exams are scored using a letter grade. Numerical scores are not released. Grades are final and are not subject to appeal.

Lost Exam

If an exam is accidentally lost during transmission and no grade can be determined, The Institutes will arrange to re-administer the examination.

Important Notes

Employer-Paid Exam Fees

Employer-paid fees are issued to the individual examinee's account. Fees are not transferable to another examinee. If you leave an employer before taking an exam, The Institutes will credit your former employer.

Special Accommodations

The Institutes make every effort to assist students who have disabilities that require special exam arrangements. We require current documentation of disability and a professional's explanation of how the disability affects your ability to take an exam. Visit <https://web.theinstitutes.org/exam-information> and go to Common Exam Questions for more information on how to apply.

Reduced Exam Fees

Teachers, Students, and Regulatory Employees within the United States or Its Possessions may qualify for an exam discount by 50 percent of the Standard Exam fee. The Institutes also offer a discount to active-duty members of the United States Military. For more information, visit <https://web.theinstitutes.org/faq> or contact Customer Success at CustomerSuccess@TheInstitutes.org.

Exam Fees

| Full Exam | Early Discount Virtual * | Standard Virtual | Virtual Retake** |
|--|--------------------------|------------------|------------------|
| CPCU | 300 | 380 | 300 |
| AINS, AIT | 200 | 280 | 200 |
| AIC, AIDA, API, ARe, ARM, AU, CYB, SPPA, WCCP | 210 | 290 | 210 |
| AAI, AFSB, AIAF, AIM, AMIM, ANFI, APA, ASLI, ARC | 265 | 345 | 265 |
| PRC | 180 | 260 | 180 |
| AGPI, AIRP | 125 | 205 | 125 |
| SM, AIS | 100 | 180 | 100 |
| ACSR | n/a | 70 | 70 |
| WCCA | n/a | 200 | n/a |
| CAS | n/a | 450 | n/a |
| Segmented Exams | | | |
| AIT 24 (A,BC) | 85 | 165 | 85 |
| AIC 30 (A,B,C) | 95 | 175 | 95 |
| AAI 81, 82, 83 (A,B,C) | 125 | 205 | 125 |
| WCCA 10, 11 (A,B) | n/a | 125 | n/a |
| WCCA 12, 14, 15 (A,B,C) | n/a | 90 | n/a |
| Transfer/Cancel | | | |
| Transfer fee | | 95 | |
| Cancellation Forfeiture | | 145 | |

* Early fees are charged before the first day of the testing window for which an examinee is registering.

** The virtual retake discount applies to exams taken in the same window.

The Institutes' courses and programs are dynamic in nature. To provide industry professionals with the knowledge needed to drive powerful business results, The Institutes continuously review and revise technical content and delivery methods based on current industry needs and practices. Therefore, course topics, program requirements, and pricing are subject to change at any time.

Registration Form

To register for an exam, please complete this form and return it to The Institutes. Either credit card information or the necessary fees (U.S. currency only) must accompany this form. Do not use this form to register for AAI segmented exams offered through state associations.

Telephone: (800) 644-2101 or (610) 644-2100 Fax: (610) 640-9576 Email: CustomerSuccess@TheInstitutes.org Web: TheInstitutes.org

1. Student ID number (if assigned): _____

If you need a student identification number, please call Customer Success at (800) 644-2101. **If you are requesting a NEW ID #:**

- Check with your employer first. Requesting a new ID is not available for some companies. A new ID number may also delay employer reimbursement or incentive payments.
- Creating a new ID may result in exam grades being improperly recorded. Always check your grades after changing your ID.

2. PRINT your full name as it appears in your Institutes account:

Last

First **MI**

3. If you have previously registered for an exam under a different name, please print that name:

Last

First **MI**

4. Date of Birth: _____

5. Job title: _____

6. Phone number: _____

7. Email address: _____

Check here if you would like to receive emails.

8. Employer's name: _____

9. Employer Type (select one):

- | | |
|--|---|
| <input type="checkbox"/> Insurance Company | <input type="checkbox"/> Adjuster |
| <input type="checkbox"/> Agency | <input type="checkbox"/> U/C General Agency |
| <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Agency-Exclusive |
| <input type="checkbox"/> Agency-Managing General | <input type="checkbox"/> Risk Mgmt in Non-Insurance |
| <input type="checkbox"/> Ind Service, TPA, Consult | <input type="checkbox"/> Professional/Trade Org |
| <input type="checkbox"/> Government/Public Entity | <input type="checkbox"/> Accounting Firm |
| <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Law Firm/Attorney |
| <input type="checkbox"/> Brokerage | |

10. Preferred mailing address: Home Business

Address

City/State/Zip

Province/Country

11. What program are you working toward? _____

12. Indicate the exam number and testing window for registration:

| Exam Number (e.g. AINS 101 or AIC 30A) | Testing Window (e.g., Oct 15 - Dec 15, 2022) |
|--|--|
| | |
| | |
| | |
| | |

13. CE Credit (Check applicable license):

Producer Adjuster None

License/NPN # _____

Resident State _____

License Expiration Date _____

14. Payment: (See Exam Fee Chart)

| | |
|------------------|-----|
| Exam Fee | \$ |
| Credit Available | -\$ |
| Total Remittance | \$ |

If paying by check, please make payable to The Institutes.

For corporate invoicing, provide the billable account code.

Account Code: _____

Return this form with fee or payment information to:

The Institutes
720 Providence Road, Suite 100
Malvern, PA 19355-3433
Fax: (610) 640-9576

Credit Card number: _____
(American Express, Diners Club, Discover, MasterCard, and VISA cards are accepted.)

Expiration date: _____ **CSV:** _____

Billing address zip code: _____

Signature: _____

For accounting use only

Date Received _____ Amount _____ Account # _____