

Application for Validation by Educational Experience Credit



Canadian Institute of Actuaries



Casualty Actuarial Society



Society of Actuaries

Details for completing this application are on the reverse side. Please **PRINT** all information.

For Office Use Only:

| | | | | | | | |
|---|--|---|----------------|--|--|--|-------------------------|
| Name | | Prefix (check one): <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> _____ | | Date of Birth | | Month-Day-Year | |
| Last Name/Family Name | | | | First Name | | Middle Name | Suffix |
| Contact Information | | If a different name was used on a previous application, print it here: | | | | I work in the property/casualty field: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Organization Name (only if a company address) | | | | | | | |
| Street or P.O. Box | | | | | | | |
| City | | | | State/Province | | Zip/Postal Code | Country |
| Business Telephone | | | Home Telephone | | | E-Mail | |
| Actuarial Exams | | I have credit for: <input type="checkbox"/> Exam P/1 <input type="checkbox"/> Exam FM/2 <input type="checkbox"/> Exam M/3 <input type="checkbox"/> Exam C/4 <input type="checkbox"/> Exam ____ (list exam) <input type="checkbox"/> Exam ____ NOTE: Only the applications of those with credit for at least two actuarial examinations will be processed. | | | | | |
| VEE Credit | | I am applying for credit for: <i>(Please submit a separate form for each VEE subject.)</i> <input type="checkbox"/> VEE-Economics <input type="checkbox"/> VEE-Corporate Finance <input type="checkbox"/> VEE-Applied Statistical Methods | | | | | |
| Educational Experience | | Type: <input type="checkbox"/> College/University Course <input type="checkbox"/> Standardized Exam (specify) _____ <input type="checkbox"/> Other Experience (specify) _____ | | | | | |
| Name of educational institution | | | | Address | | | |
| City | | | | State/Province | | Zip/Postal Code | Country |
| Course(s)/Experience(s) (include course number) | | | | Date(s) of completion | | Grade(s) received | Approval Code(s) |
| | | | | | | | |
| | | | | | | | |
| Documentation | | I have arranged to have the following type of authenticated verification sent to the VEE Administration Committee: <input type="checkbox"/> Certified Transcript (with specific passing grade) <input type="checkbox"/> Other (specify) _____ | | | | | |
| Signature (Required) | | "I verify that the information that I am submitting for VEE credit is accurate." Signature: _____ | | | | | |
| Payment Information | | Method of Payment (Indicate One): <input type="checkbox"/> Personal Check <input type="checkbox"/> Company Check <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card | | | | | |
| Amount Enclosed: _____ The processing fee must be included with the application(s). Make checks payable to "Preliminary Actuarial Examinations." | | If paying by credit card, please indicate the card: <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa (65-405001-04901-101) Account Number: _____ Expiration Date: _____ Cardholder's Name _____ Cardholder's Signature (Required): _____ | | | | | |
| Mail check or money order with VEE application to: VEE Administration Committee Preliminary Actuarial Examinations P.O. Box 95600 Chicago, IL 60694-5600 | | | | Mail VEE application with credit card payments to: VEE Administration Committee SOA/Preliminary Actuarial Examinations 475 N. Martingale Road, Suite 600 Schaumburg, IL 60173 | | | |
| TRANSCRIPTS: If enclosing transcript(s), please use Schaumburg mailing address. | | | | | | | |

Instructions for Completing Application for Validation by Educational Experience Credit

Please PRINT all information.

1. Please submit a **separate** application form for each Validation by Educational Experience (VEE) subject. Multiple application forms for the same person may be submitted together.
2. Only candidates who have passed at least two actuarial examinations may apply for VEE credits.
3. All courses/experiences submitted for individual VEE credit must first be approved and appear on the Directory of Approved Courses/Experiences or the Standardized Exams and Other Educational Experiences list available at <http://eande.soa.org/vee/approved-courses-experiences-for-vee.html>

NAME AND CONTACT INFORMATION

- Indicate your full legal name, complete mailing address, telephone number(s), and e-mail address.
- Indicate your date of birth (using month-day-year format).
- If you used a different name on your last application (e.g., a maiden name), print that name in the space provided.
- Indicate whether or not you work in the property/casualty industry.

ACTUARIAL EXAMS

- Only those who have passed at least two actuarial examinations may submit an application for VEE credit. Please indicate at least two actuarial exams sponsored by the Canadian Institute of Actuaries, Casualty Actuarial Society, and/or the Society of Actuaries that you have passed.

VEE CREDIT

- Indicate the subject for which you are applying for VEE credit. Please submit a separate application for each VEE subject. Multiple applications for the same person may be submitted together if complete.

EDUCATIONAL EXPERIENCE

- Indicate the name and address of the educational institution that sponsored your educational experience.
- Indicate whether the educational experience you are submitting is a college/university course, an examination of the CAS or SOA, a standardized exam (please specify the name of the exam and the topic), or describe the other approved educational experience.
- Write the name and course number, if applicable, the date that you successfully completed the course experience, and the grade. A grade of at least a B- (or its equivalent) is required for VEE credit. **Please note:** Candidates may not submit VEE credit applications for partial credit (e.g. an approved regression course may not be submitted alone, but must be accompanied on the same application by an approved time series course). Candidates may not submit for VEE credit for a topic until they have completed all requirements for that topic.
- Provide the Course/Experience Approval Code(s) for the course(s) that you are submitting. **Your application will not be processed without the Approval Code(s).** Approval codes can be found on the Directory of Approved Courses/Experiences or the Standardized Exams and Other Educational Experiences list. These are available at <http://eande.soa.org/vee/approved-courses-experiences-for-vee.html> (Candidates may combine two approved courses/experiences to complete a VEE topic requirement. In these cases candidates should include approval codes from both approved courses.)

DOCUMENTATION

- The candidate must arrange to have the educational institution send authenticated verification (e.g., an official transcript) that the candidate has successfully completed the course/educational experience with a grade of at least B- (or the accepted equivalent). The documentation must include the candidates full name and be sent to: VEE Administration Committee, Society of Actuaries, 475 N. Martingale Road, Suite 600, Schaumburg, IL 60173. (If the institution will not send a transcript directly to the SOA, the candidate should include a sealed transcript with their application form and submit it to the Schaumburg address.)

SIGNATURE

- Your original written signature verifying the accuracy of the information that you are submitting is required for this application to be valid.

PAYMENT

- Payment of the processing fee must accompany the application for VEE credit(s) according to the following fee schedule:

\$50 (U.S.) for one VEE topic submission

\$75 (U.S.) for two VEE applications submitted together for one person (e.g., VEE-Economics and VEE-Corporate Finance)

\$100 (U.S.) for three VEE applications submitted together for one person

Made checks payable to "Preliminary Actuarial Examinations." If paying by credit card, please provide the appropriate information on the application form. The processing fee is non-refundable.

SUBMITTING THE APPLICATION

- If you are paying by check or money order, please mail the application to the VEE Administration Committee at Preliminary Actuarial Examinations, P.O. Box 95600, Chicago, IL 60694-5600. If you are paying by credit card, please send the materials to the VEE Administration Committee at: SOA/Preliminary Actuarial Examinations, 475 N. Martingale Road, Suite 600, Schaumburg, IL 60173. **(If enclosing transcript(s), please use the Schaumburg mailing address.)**

RESPONSE

- Candidates will receive a written response to each application. The processing time is approximately six weeks.