International Association of Insurance Professionals

Certified Insurance Industry Professional Designation Renewal Application

Updated 1/2023

Submission Requirements:

- Completion of all qualifying professional development activities and requirements at the time the application is submitted. An incomplete application can cause denial of application.
- Typed applications will only be accepted. Handwritten application will be returned.
- IAIP Education hours must be listed in member profile for verification.
- Initial each page and email a PDF of your completed application to IAIP. Your application will be processed within two weeks of being received.
- Renewal of the CIIP is required every three years.
- IAIP courses can only be used for one new or renewal designation application. However, the exception is CLP and Advanced CLP courses, which can be used twice: once towards a CLP and/or CLP-A designation, as well as once toward another (CIIP or DAE) new or renewal designation application.

Application	Payment	IAIP Staff Use Only
Mail: IAIP 2501 Jolly Road Suite 110 Okemos, MI 48864 **Email:** membership@iaip-ins.org	**Mail:** Include $15 renewal application fee with submission Late Renewal fee: $10 (if applicable) **Online**: www.internationalinsuranceprofessionals.org/store/viewproduct.aspx?id=12018876 Visit the IAIP Store → Designations → CIIP Renewal Fee	Receive Date _____ Process Date _____ Eligibility Date _____ Processed By _____ Approved↑ Denied

APPLICATION CHECKLIST

☐ **Section 1: Candidate Information** I have completed all candidate information.

☐ **Section 2: IAIP Membership** I have held continuous membership with IAIP for the last three years with dues paid in full for the current year.

☐ **Section 3: Education:** I have completed a total of six hours of education within the last three years.

☐ **Section 4: Payment** I have included payment information with this application for the $15 renewal fee and, if applicable, the $10 late fee.

☐ **Section 5: Attestation** I have signed to indicate my acceptance of the application attestation.

SECTION 1: CANDIDATE INFORMATION

Name _____ **Member ID** _____

Mailing Address _____

City, State, ZIP _____

Email _____ **Home Phone** _____

Company _____ **Work Phone** _____

Local Association _____ **Region** _____

Please initial each page before submitting completed application.

_____

SECTION 2: IAIP MEMBERSHIP

CIIP renewal applicants must have maintained continuous membership in IAIP over that past three years with dues paid in full for the current fiscal year. I confirm that I am a current member of IAIP and have been for the past three years. _____ (indicate years ex: 2020-2023)

SECTION 3: EDUCATION

Fulfill the educational programming requirement by **completing a total of six hours of educational courses within the last three years.** The six hours should consist of two hours of IAIP Association Development programming and four hours of any of the following: Industry sponsored CE or IAIP I CAN! Series, Career Development, CLP or CE courses.

Title of Program:	
Date(s):	
Number of Credits:	

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Date(s):	
Number of Credits:	

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Date(s):	
Number of Credits:	

Title of Program:	
Date(s):	
Number of Credits:	

(If needed, attach additional sheets with title of program, date completed and number of credits.)

☐ **Total number of credits submitted:** _____ *(Six hours required; one hour equals one credit.)*

SECTION 4: PAYMENT

All fees must accompany the application. The renewal application fee is $15. The application fee includes a $10 non-refundable processing fee. Application fees, less the non-refundable processing fee, will be refunded only if your application does not meet the eligibility requirements for designation candidacy.

☐ **Pay by Credit Card:** Please pay the CIIP renewal fee through the online IAIP store. If applicable, please pay the CIIP renewal with late fee. Email your application, supporting documents and a copy of your receipt of payment to membership@iaip-ins.org.

☐ **Pay by Check:** Please send application, documentary evidence of completion of education requirements and check for $15 renewal fee (and $10 late fee, if applicable) to: IAIP; 2501 Jolly Road, Suite 110, Okemos, MI 48864

SECTION 5: APPLICATION ATTESTATION

I CERTIFY THAT THE ABOVE STATEMENTS ARE COMPLETE AND TRUE AND ARE MADE IN FULL COMPLIANCE WITH THE CODE OF PROFESSIONAL ETHICS OF IAIP.

Signature of Candidate Date

Please initial each page before submitting completed application.

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