DIVERSIFIED ADVANCED EDUCATION RENEWAL APPLICATION

Revised 4/24

Application for renewal must be submitted every five years. Renewal requirements must be completed within the five years prior to renewal date. Failure to renew will result in loss of use of the DAE designation.

Submission Requirements:

- All requirements and qualifying professional development activities must be completed when the application is submitted. Submission must be before renewal deadline for no additional fee to apply. An incomplete application can cause denial of application.
- Provide proof of completion of eligible industry education and Ethics requirement. IAIP Education hours must be listed in member profile.
- Typed applications will only be accepted. Handwritten applications will be returned.
- Initial each page and email or mail a PDF of your completed application to IAIP. Your application will be processed within two weeks of being received.
- IAIP Educational 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 $30 renewal application fee with submission Late Renewal fee: $10 (if applicable) **Online:** www.internationalinsuranceprofessionals.org/store/viewproduct.aspx?id=811218 Visit the Store → Designations → DAE Renewal Fee	Receive Date _____ Process Date _____ Eligibility Date _____ Processed By _____ *Approved / Denied*

APPLICATION CHECKLIST

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

☐ **Section 2:** I have maintained continuous membership in IAIP over the past five years with dues paid in full for the current fiscal year.

☐ **Section 3:** I have fulfilled the Industry Education requirements by completing one of the three options listed in this section within the five years after the initial application or previous renewal date.

☐ **Section 4:** I have completed a total of 12 hours of IAIP Educational Programming within the five years after the initial application or previous renewal date.

☐ **Section 5:** I have fulfilled at least one of the qualifying leadership requirements within the past five years.

☐ **Section 6:** I have fulfilled the participation requirements having attend any combination of two Council Meetings, Regional Conferences or International Conventions within the past five years. Attendance can be virtual.

☐ **Section 7:** I have completed an ethics program per the requirements stated within the five years after the initial application or previous renewal date.

☐ **Section 8:** I have included payment information with this application for the $30 renewal fee and if applicable, the $10 late fee.

☐ **Section 9:** I have signed to indicate my acceptance of the application attestation.

Please initial each page before submitting completed application.

_____

SECTION 1: CANDIDATE INFORMATION

Name _____ **Member ID** _____

Mailing Address _____

City, State, ZIP _____

Email _____ **Home Phone** _____

Company _____ **Work Phone** _____

Local Association _____ **Region** _____

SECTION 2: IAIP MEMBERSHIP

DAE renewal applicants must have maintained continuous member in IAIP over the past five 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 five years.

SECTION 3: INDUSTRY EDUCATION

Fulfill the Industry Education requirements by completing one of the three options listed in this section: 25 hours of industry education, industry designation, or published work. This must have been **completed within five years after the initial application or previous renewal date**. **Check one of the below:**

☐ **Industry Education:** 25 hours of insurance education, continuing education or professional development courses either as a student or facilitator. Virtual attendance is acceptable. **Proof of completion must be included.**

Detailed Listing of Professional Development Activities:

Title of Program:	
Sponsoring Organization:	
Date(s):	
Number of Credits:	
Location:	
Facilitator:	

Title of Program:	
Sponsoring Organization:	
Date(s):	
Number of Credits:	
Location:	
Facilitator:	

Title of Program:	
Sponsoring Organization:	
Date(s):	
Number of Credits:	
Location:	
Facilitator:	

If needed, attach additional sheets with title of program, sponsoring organization, date, and credits.

Total number of credits submitted: _____ *(25 hours required; one hour equals one credit.)*

Please initial each page before submitting completed application.

_____

☐ **Industry Designation:** One class leading to an industry designation, completed as either a student or facilitator. Virtual attendance is acceptable. **Proof of completion must be included.**

Industry Designation:	
Sponsoring Organization:	
Date(s):	
Location:	
Facilitator:	

☐ **Publications (check one):** Proof of completion must be included.

- ☐ Write two 500 words or longer articles published outside of IAIP, **OR**
- ☐ Write an IAIP course approved by the Board of Directors, **OR**
- ☐ Revise an IAIP course, **OR**
- ☐ Write a white paper published for the industry.

Disclaimer: *This work is on an individual basis. Anything qualifying for this section of the designation must have been done or published within the last five years after the initial application or previous renewal date. You must attest that your original article, course, or white paper has not been previously published by another author.*

Title of article/course/white paper: _____

Title of article/course/white paper: _____

SECTION 4: IAIP EDUCATION

Complete twelve hours of IAIP educational courses. This must have been **completed within five years after the initial application or previous renewal date**. Qualifying IAIP education courses are listed on the Course Offerings webpage. Completed courses need to be listed in the member's profile. Virtual attendance is acceptable.

Title of Program:	
Date(s):	
Event/On Demand	
Number of Credits:	

Title of Program:	
Date(s):	
Event/On Demand	
Number of Credits:	

Title of Program:	
Date(s):	
Event/On Demand	
Number of Credits:	

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

Total number of credits submitted: _____ *(12 hours required; one hour equals one credit.)*

SECTION 5: IAIP LEADERSHIP

Fulfill the qualifying leadership activities requirement by providing the **positions held in IAIP within the past five years**. Options include: ☐ serving or chairing two local committees ☐ holding one local elected position or ☐ serving on or chairing one Council, Regional or International committee.

Position:		Position:	
Dates:		Dates:	

Please initial each page before submitting completed application.

SECTION 6: IAIP EVENT PARTICIPATION

Fulfill the participation requirement by attending any combination of two Council Meetings, Regional Conferences or International Conventions **within the past five years**. List the event and date of programs attended. Virtual attendance is acceptable.

Event:	
Date(s):	
Event:	
Date(s):	

SECTION 7: ETHICS REQUIREMENT

Complete of one of IAIP's ethics courses or a state certified ethics course. This must have been **completed within the five years after the initial application or previous renewal date. Proof of completion must be submitted**. Virtual attendance is acceptable.

Check one:

☐ Professional Ethics - Not Just for Agents: *4-hour Continuing Education course*
☐ Ethics in the Workplace: *4-hour Certified Leadership Program course*
☐ Making a Difference: Ethics: *1-hour Career Development course*
☐ State certified Ethics course

Title of Program:	
Sponsoring Organization:	
Date(s):	
Number of Credits:	
Student or Facilitator:	

SECTION 8: PAYMENT

All fees must accompany the application. The renewal application fee is $30 if submitted prior to the renewal deadline. A $10 late fee will apply for applications submitted after the deadline. The application fee includes a $15 non-refundable processing fee. Application fees, less the non-refundable processing fee, will be refunded only if your application does not meet the renewal eligibility requirements for DAE candidacy.

☐**Pay by Credit Card:** Please pay the DAE renewal fee through the online IAIP store. If applicable, please pay the DAE 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 $30 renewal fee (and $10 late fee, if applicable) to IAIP, 2501 Jolly Road, Suite 110, Okemos, MI 48864

SECTION 9: 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.