



NAIC Insurance Regulator Professional Designation Program Renewal Information and Instructions Renewal and Reinstatement Forms

Designation Maintenance (“Renewal”) Requirements

Insurance regulation, as a profession, is characterized by technical and diplomatic complexity and evolutionary change. Advancing technology, the globalization of the insurance marketplace, and the delicate balance between the needs for regulatory specialization and uniformity have created a dynamic environment that compels regulators to continuously develop and maintain their knowledge, skills, and abilities. This ongoing development of professional competence involves a program of structured, career-long learning activities.

NAIC’s Insurance Regulator Professional Designation Program is intended to promote, foster, and recognize career-long learning among regulators, and in doing so, elevate the profession of insurance regulation. To do that, the NAIC has established a system for quantifying and recording the learning activities of its Designees. This system has established *contact hours* and *credits* as a basis of measurement.

Contact hours:

Fifty (50) minutes of continuous, structured learning activity by means of formal training, coursework, or experiential endeavors that meet NAIC’s Minimum Education Standards (“NAIC Standards”). The Standards are delineated elsewhere in this document.

Credits for in-person and online course activities:

One 50-minute contact hour is equal to one (1) Designation Renewal Credit. Half credit increments (equal to 25 minutes) are permitted after the first credit has been earned.

Example

A Designee attends a course that is six and a half clock hours, or 390 clock minutes, in length, not including lunches, breaks, introductions, or wrap ups. Designation Renewal Credits (DRCs) would be calculated as follows:

$$390 \div 50 = 7.5$$

(Credits are rounded down to the nearest half).

For learning activities in which individual segments are less than 50 minutes in length, the sum of the segments should be considered one complete program. Three 30 contact minutes would be added up to equal 90 minutes, divided by 50, for 1.5 DRC.

Credits for text readings:

Some courses that fully meet DRC qualification requirements include reading assignments for which students may earn credit. Reading assignments must

include review questions in keeping with NAIC Minimum Education Standard 1.4. The calculation of credit for reading assignments is based on word count. The text's word count is divided by 180 (the average reading speed of adults is 180 words per minute). The total number of review questions is multiplied by 1.85 (the average time required to think about, and respond to, a review question is 1.85 minutes). These two numbers are added together, then divided by 50.

$$(\# \text{ of words} \div 180) + (\# \text{ of questions} \times 1.85) \div 50 = \text{DRC}$$

Example

A Designee attends a course that requires students to read a 10,500-word text which includes 10 review questions, followed by 390 clock minutes of in-person instruction. DRCs would be calculated as follows:

$$\text{Text credit: } (10,500 \div 180 = 58) + (10 \times 1.85 = 18.5) \div 50 = 1.5$$

$$\text{In-person instruction credit: } 390 \div 50 = 7.5$$

$$\text{Total DRCs: } 9$$

For self-study courses that are made up entirely of text readings, note that in accordance with NAIC Minimum Education Standard 1.4, self-study courses are ineligible for DRCs unless a) quizzes are incorporated into the program at intervals for review; b) feedback is provided to students after each quiz question; and c) a formal exam is passed with a score of at least 70%.

Designation Renewal Requirements

Designees who have earned an APIR, PIR, SPIR, and/or IPIR designation must demonstrate that they have engaged in continuous learning activity to ensure that their knowledge and skills remain relevant to current professional demands. Once earned, these designations are valid for three years. Designees who wish to renew their designations may do so indefinitely, provided they remain in good standing by quantifying and reporting their learning activities within each subsequent three (3)-year reporting period as stated in the table below.

Designation Level	Required DRCs per Three (3) Year Reporting Period	Minimum DRCs per Year	Minimum DRCs earned in NAIC Education & Training Department Courses per Three (3) Year Reporting Period
APIR	65*	20	16
PIR	65*	20	16
SPIR	65*	20	16
IPIR	65*	20	16

*65 DRCs is the equivalent of approximately three days of training or/coursework each year. Note that a minimum of 16 of the required 65 DRCs in a reporting period must be earned by satisfactorily completing one or more courses in NAIC's curriculum as a student.

Qualifying Learning Activities

Designees may earn DRCs by participating in, and completing, a variety of activities, provided those activities meet NAIC's Minimum Education Standards. For APIR, PIR, and SPIR Designees, most of these activities should involve training or coursework on insurance-oriented subjects. Acceptable subjects include those associated with insurance company solvency and solvency regulation, market conduct regulation, public regulatory policy matters, regulatory legal issues, applied use of technical and other regulatory tools, general leadership, and adult learning theory and practice. However, due to the specialized nature of the IPIR designation, qualifying activities for this level—including coursework—are more narrowly defined. *IPIR qualifying renewal courses must address content that is investment-oriented.*

Other types of activities, such as National Meeting or Zone Meeting participation, teaching in NAIC courses, or participating on NAIC course or test development teams, may also qualify for credit, if those activities meet NAIC's Minimum Education Standards. Special projects associated with NAIC initiatives may qualify for credit, subject to approval by the Insurance Regulator Professional Designation Program Advisory Board.

NAIC's Minimum Education Standards:

1. Learning Events (trainings, courses, and other learning activities)

For learning events to be eligible for DRCs, they must meet the following standards:

- 1.1 Presence of learning objectives. Qualified learning activities must be based on learning objectives, and those objectives must be provided to students in written form.
- 1.2 Evidence of instructional intent. Qualified activities must be designed with the facilitation of learning as its primary goal. If an event's *primary* goal is to elicit sales, obtain market data (through focus groups, for example), or promote networking, it is not eligible for DRCs. Evidence of instructional intent includes text materials or job aids provided to guide the learner in meeting stated learning objectives.
- 1.3 Interactivity. Qualified activities must contain interactive elements that enable students to engage with the material, the instructor, and/or other students or attendees. These elements may include: quizzes, case studies, practice assignments, small or large group discussions, and question/answer segments, among others.
- 1.4 Presence of qualified instructors. Students at qualified learning events must have access to instructors who are subject matter experts throughout the duration of those events. Self-study courses are ineligible for DRCs *unless* a) quizzes are incorporated into the program at intervals for review; b) feedback is provided to students after each quiz question; and c) a formal exam is passed with a score of at least 70%.
- 1.5 Awarding of Certificates of Completion. Qualified learning events must supply students with certificates of satisfactory completion. Students are responsible for obtaining certificates from learning event sponsors.
- 1.6 Uniqueness of the experience. Designees may only earn DRCs for completing specific courses they have not taken, or taught, before.
- 1.7 Investment-oriented subject matter. (Required of IPIR Designees only). Qualifying courses must contain subject matter pertaining to capital markets, portfolio analysis, or other investment-oriented subject matter.

2. NAIC Meeting Participation

Designees may earn DRCs for verifiable participation in meetings and conference calls in support of NAIC letter committee task forces and working groups. Credits for those meetings are calculated just as they would be for trainings or courses (i.e. 50 minutes of meeting time = 1 DRC). To be eligible for DRCs, meeting participation must meet the following standards:

- 2.1 Defined participation role. Designees must serve in an active, defined role within the meeting. That role may be official in nature, such as chair, or it may be unofficial, yet integral to the objective of the meeting, such as policy reviewer, contributor, or spokesperson. Such participation must be verifiable through meeting minutes or other documentation.
- 2.2 Presence of clear meeting goals. Qualified meetings must be structured to achieve a clearly defined, measurable end-goal. This goal may or may not be provided to attendees in written form, but the goal must be definable, and all attendees must share a common understanding of what it is. Examples of end-goals include arriving at a particular decision associated with a larger project, drafting revisions to an existing policy, presenting conclusions of a research project, and so on. End-goals should be specific to a single meeting, even if that meeting is part of a larger project.
- 2.3 Project orientation. Qualified meetings are those that are reflective of a larger project plan. For example, a meeting to discuss and outline the content of a chapter in a new regulatory handbook would qualify for DRC because the meeting (to discuss content) is part of a larger project plan (the development of a new handbook).
- 2.4 Presence of an action learning component. Qualified meetings must be those that require attendees to stretch their prior understanding of a concept through research, analysis of information, experimentation, problem-solving, and/or facilitated discussion.
- 2.5 (E) or (F) Committee contributions. (Required of IPIR Candidates only). The purpose or topic of the meeting must be relevant to initiatives or projects currently underway involving the NAIC's Financial Condition (E) Committee or the NAIC's Financial Regulation Standards & Accreditation (F) Committee.

3. Teaching in NAIC Courses and/or Serving on NAIC Course or Exam Development Teams

It is important for regulators to play an active role in building and delivering courses in NAIC's curriculum—not only as students, but as mentors, models, subject matter experts, and teachers as well. The curriculum is at its best and most practical when it is maintained *by* regulators *for* regulators. In addition, teaching others is perhaps the most impactful way to learn. For these reasons, Designees at all levels, but particularly those holding the Program's SPIR designation, are encouraged to participate in the teaching of NAIC courses and the development of courses and exams, based on project availability. DRCs are awarded to instructors and course developers when the following standards are met:

- 3.1 Active role in the course development process. Designees wishing to earn DRCs through work on a course development team must play an active role in the entire course development process, which may include everything from assisting in the writing of learning outcomes, to the compilation, organization, and review of content, to the production of course materials, to the development and review of test items.
- 3.2 Evidence of applied adult learning theory. Designees must demonstrate, through their organizing and planning for instruction, a genuine interest in catering to the needs of adult learners. This requires at least minimal familiarity with adult learning theory, which may be acquired either through formal train-

the-trainer classes offered by NAIC's Education & Training Department, or through collaborative work with Education & Training Department instructional designers.

- 3.3 Teaching or facilitation of courses offered through NAIC's Education & Training Department. To earn DRCs, Designees must do one of the following: teach at least one unit or segment of a live, in-person class or webinar, record at least one lecture for use in NAIC tutorials or online courses, or facilitate at least one online threaded discussion within an online course.
- 3.4 Uniqueness of the experience. Designees may only earn DRCs for teaching/developing specific courses one (1) time *unless* substantial changes to the content, exercises, materials, lectures, or exams are made.
- 3.5 Investment-oriented subject matter. (Required of IPIR Designees only). Qualifying courses taught by IPIR Designees must contain subject matter pertaining to capital markets, portfolio analysis, or other investment-oriented subject matter.

4. Special Projects

Requests for DRCs for special projects such as authoring articles in professional journals, mentoring novice regulators, representing the NAIC on official international business, and other activities must be submitted to the NAIC Education & Training Department for consideration and approval. The Education & Training Department may consult the NAIC Capital Markets and Investment Office when considering projects submitted for renewal credits toward the IPIR. Approval for projects submitted toward any designation may be escalated to the Insurance Regulator Professional Designation Program Advisory Board in some instances.

Reporting Periods

NAIC Designations are valid for three years, but eligible for renewal if, within the reporting period, the Designee meets the requirements set forth in this document. The reporting period concludes July 31 after the third *full year* after a Designation is awarded, then every third year after on July 31 provided renewal requirements are met. For example, if a designation is first awarded in March of 2011, the Designee's reporting period will conclude July 31, 2014. If a designation is first awarded in September of 2011, the Designee's reporting period will conclude July 31, 2015.

The NAIC will notify Designees to apply for renewal one year prior to their designation expiration date.

Reporting Requirements

1. Designees seeking to renew their designations must earn the minimum required DRCs as set forth in this document within the specified reporting period.
2. Designees are expected to maintain personal files containing information and documentation in support of their learning activities for at least six (6) years, or two (2) full reporting periods. Documentation includes course completion certificates, rosters, meeting minutes, or other materials that provide substantive evidence that learning activities have met NAIC Minimum Education Standards. Designees may be asked to produce their files for review in the event of an audit.
3. Designees must complete and upload the Insurance Regulator Professional Designation Program Designation Renewal Application Form by July 31. Note that failure to submit this form by the deadline may result in the Designation Program Advisory Board declaring the Designee "inactive."
4. The NAIC will conduct periodic audits of Designee files and documentation to ensure that activities submitted on the Renewal Application Form meet the requirements set forth in this document. If it is

determined a candidate did not meet the requirements there will be a six month grace period from the date of notification to make up DRC's that are not qualified.

5. Designees who do not apply for Designation renewal by the end of their reporting period will be automatically deemed "inactive" on August 1, and will no longer hold the APIR, PIR, or SPIR. To reinstate after August 1, a \$25 filing fee will apply. To reinstate after September 1 a \$50 filing fee will apply. Failure to reinstate by October 1 will result in indefinite suspension of an individual's Designation status. Candidates may apply for re-instatement within three years of suspension date with an applicable administrative fee. Proof of required DRC credits must be submitted at the time of application. If a candidate leaves regulation with their designation in good standing and returns, the administrative fee will be waived and their renewal date for DRC credits will be effective July 31, three years from the date they submit the re-instatement application. If candidate did not leave in good standing they will be required to re-enroll in the program and take the courses/requirements to earn the designation they held at the time they left regulation.
6. Candidates may submit application for an extension for renewal sixty (60) days prior to their renewal date. The application should include reason for request, DRC's earned to date and a proposed plan to meet the full requirements with management endorsement. All applications for extension will be reviewed by the Designation Program Advisory Board and the length of extension will be determined after said review.

SECTION #2 REINSTATEMENT REQUEST (SEE REPORTING REQUIREMENTS #5)

*Note: If you did not renew by your deadline, have earned your DRC credits, and would like to reinstate please complete this section. **Renewal Application information in Section #1 above must be completed with this request.***

Last Name: _____ First: _____ Designation: APIR PIR SPIR

Employed by: _____ Job Title: _____

Email Address: _____ Business Phone: _____

Date Designation Earned: _____

Date Original Renewal Due: _____

**Must have required DRC credits to apply for reinstatement*

*Date applying for reinstatement (August 1 – August 31)

*Date applying for reinstatement (September 1 – September 30)

*Date applying for reinstatement (after October 1)

*Date applying for reinstatement (within three (3) years of original renewal date)

Approved Denied New Renewal Date: _____

Candidate Comments:

NAIC Staff Comments:

SECTION #3 - REINSTATEMENT REQUEST FOR CANDIDATES IN GOOD STANDING (SEE REPORTING REQUIREMENTS #5)

Note: If you left regulation with your designation in good standing and have returned please complete this section

Last Name:	First:	Designation: <input type="checkbox"/> APIR <input type="checkbox"/> PIR <input type="checkbox"/> SPIR
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Employed by:	Job Title:
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Email Address:	Business Phone:
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Date Designation Earned:

Date Employment with State Insurance Department terminated:

Date Employment with State Insurance Department resumed:

Candidate signature:

Human Resources, Manager or Supervisor signature:

Date request submitted:

Approved Denied New Renewal Date:

Candidate Comments:

NAIC Staff Comments:

SECTION #4 - RENEWAL EXTENSION REQUEST WITH COURSE PLAN

Last Name:	First:	Renewing: <input checked="" type="checkbox"/> APIR <input type="checkbox"/> PIR <input type="checkbox"/> SPIR
Employed by:	Job Title:	
Email Address:	Business Phone:	
Extended renewal date requested:	Original renewal date:	

65 Designation Renewal Credits (DRCs) required every three years - 16 of which must be earned through completion of courses in NAIC's Education & Training Department curriculum.

PROPOSED CREDITS FROM LEARNING EVENTS

Date or session	Provider Name	Title of Course or Program	Location	DRCs
Total				

PROPOSED CREDITS EARNED THROUGH ZONE OR NAIC NATIONAL MEETING PARTICIPATION

Dates	Location and Meeting Description	DRCs
Total		

PROPOSED SPECIAL PROJECTS (MUST BE APPROVED BY THE DESIGNATION ADVISORY BOARD)

Proposed start date	Proposed completion date	Name of project (please attach detailed outline of proposed project)	DRCs
Total			

Explanation for request and length of extension requested: