

Designation Designee - Phase: Renewal



My Credentials: Left Panel: **Phase** and progress

Right Panel: **Steps** to complete

- Key:
- Incomplete
 - In progress
 - Completed

Phase: Renewal *(Designees can enroll in a subsequent designation level noted below)*

Designees seeking to renew their designations must earn the minimum required DRCs within the specified reporting period.

65 DRC's are required per three (3) year reporting period, with a minimum of 16 DRCs earned in NAIC Education & Training Department Courses.

1. To record, click on Designation Renewal Credits

The screenshot displays the 'My Credentials' section on the left and the 'APIR Renewal [Phase: Renewal]' details on the right. The left panel shows the APIR logo, the phase name, and a '1 step' indicator. The right panel provides details for the APIR designation, including the acronym, expiration date (07/30/2024), and a requirement for 65 DRCs. A red box highlights the 'APIR Designation' link in the text, with an arrow pointing to a note: 'Note: Click link to enroll in a subsequent designation level'. Below this, a table shows the 'Designation Renewal Credits' step, which is currently 'Incomplete' and due on 07/29/2024. The table lists the credit requirements: 65 DRC's are required per three (3) year reporting period, with a minimum of 16 DRCs earned in NAIC Education & Training...

Step	Status	Due Date
1	Incomplete	07/29/2024

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To Submit Credits for NAIC Education & Training Department Courses

1. Click **NAIC Education & Training Department Courses**
(left side)

NOTE: Designation Renewal Credits are submitted in two distinct sections: **NAIC Education & Training Department Courses** and **Continuous Education**.

16 credits must be earned from NAIC courses/trainings/events, which should be recorded within the **NAIC Education & Training Department Courses** section.

Credits that exceed the 16 minimum from NAIC trainings and events, along with credits earned from providers other than NAIC should be recorded in the **Continuing Education** section.

EXAMPLE:

A certificate of completion earned from an NAIC Education & Training event issued 26 credits. The Designee should record 16 DRCs in the **NAIC Education & Training Department Courses** section and the remaining 10 DRCs in the **Continuous Education** section. The Designee will have met the 16-minimum requirement for NAIC credits and have 39 remaining credits to earn to fulfill the required 65 DRCs for renewal.

The screenshot shows a dashboard titled "Designation Renewal Credits" with a graduation cap icon. It displays the following information:

- Status: Incomplete (lightning bolt icon)
- Category: Education (dollar sign icon)
- Reporting Period: 02/23/2024 (calendar icon)
- Requirement: 65 DRC's are required per three (3) year reporting period, with a minimum of 16 DRCs earned in NAIC Education & Training Department Courses.
- Instruction: Designees seeking to renew their designations must earn the minimum required DRCs as set forth in this document within the specified reporting period.
- Documentation: 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.
- Audit Notice: 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.
- Credit Summary Table:

Credits	Status
65 Credits	Incomplete
0 Credits	Pending verification
0 Credits	Completed
- Education step details:

Industry:	Other
Speciality:	N/A
CE type:	General CE
CE classification:	N/A
Required credits:	65
- Specific requirements:
 - NAIC Education & Training Department Courses**: Incomplete • 0 of 16 completed (1 credit needed, highlighted in red)
 - Continuous Education**: Incomplete • 0 of 49 completed

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2. Complete all required * fields

(right side)

- Activity type *
- Credits *
- Activity title *
- Activity sponsor / Provider *
- Date when the activity was completed

3. Upload credential file(s) (up to 5 MB) *

Drag/drop file(s) or use Browse to upload

4. Click **CONTINUE**

The screenshot shows a web form titled "Submit Credits for NAIC Education & Training Department Courses". The form is for the "NAIC Education & Training Department Courses" and is currently "Incomplete" with "0 of 16 completed". The form fields are:

- Activity type ***: A dropdown menu with "Please select" as the current selection. A red circle with the number "2" is next to it.
- Credits * ⓘ**: A text input field. Below it, a note says "Value should be multiple of 0.01" and "Reporting more than 16 credits will not affect your progress".
- Activity title ***: A text input field.
- Activity sponsor/ Provider ***: A text input field.
- Date when the activity was completed ***: A date picker with the placeholder "yyyy-mm-dd".
- Upload credential file(s) (up to 5 MB) ***: A dashed box containing a red circle with the number "3", a cloud icon, and the text "Drop files to attach, or [Browse](#)".

A red circle with the number "4" is positioned above the "CONTINUE" button at the bottom right of the form.

Designation Designee - Phase: Renewal



To Submit Credits for Continuous Education

1. Click **Continuous Education**

(left side)

NOTE: Designation Renewal Credits are submitted in two distinct sections: **NAIC Education & Training Department Courses** and **Continuous Education**.

16 credits must be earned from NAIC courses/trainings/events, which should be recorded within the **NAIC Education & Training Department Courses** section.

Credits that exceed the 16 minimum from NAIC trainings and events, along with credits earned from providers other than NAIC should be recorded in the **Continuing Education** section.

EXAMPLE:

A certificate of completion earned from an NAIC Education & Training event issued 26 credits. The Designee should record 16 DRCs in the **NAIC Education & Training Department Courses** section and the remaining 10 DRCs in the **Continuous Education** section. The Designee will have met the 16-minimum requirement for NAIC credits and have 39 remaining credits to earn to fulfill the required 65 DRCs for renewal.

Designation Renewal Credits

Incomplete **Education** 02/23/2024

65 DRC's are required per three (3) year reporting period, with a minimum of 16 DRCs earned in NAIC Education & Training Department Courses.

Designees seeking to renew their designations must earn the minimum required DRCs as set forth in this document within the specified reporting period.

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.

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.

65 Credits Incomplete	0 Credits Pending verification	0 Credits Completed
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Education step details

Industry:	Other
Speciality:	N/A
CE type:	General CE
CE classification:	N/A
Required credits:	65

Specific requirements

- NAIC Education & Training Department Courses**
Incomplete • 0 of 16 completed
- Continuous Education**
Incomplete • 0 of 49 completed **1**

Designation Designee - Phase: Renewal



2. Complete all required * fields

(right side)

- Activity type *
 - Special Projects
 - NAIC Course Development/Instructor
 - Task Force or Working Group
 - NAIC Meeting Participation
- Credits *
- Activity title *
- Activity sponsor / Provider *
- Date when the activity was completed

3. Upload credential files(s) (up to 5 MB) *

Drag/drop file(s) or use Browse to upload

4. Click **CONTINUE**

A screenshot of the "Submit Credits for Continuous Education" web form. The form is titled "Submit Credits for Continuous Education" and has a sub-header "Continuous Education" with a red puzzle piece icon and the text "Incomplete • 0 of 49 completed". The form contains several fields: "Activity type *" (a dropdown menu with "Please select" and a red callout '2'), "Credits *" (a text input field with a red callout '2', a help icon, and instructions: "Value should be multiple of 0.01" and "Reporting more than 49 credits will not affect your progress"), "Activity title *" (a text input field), "Activity sponsor/ Provider *" (a text input field), "Date when the activity was completed *" (a date picker with "yyyy-mm-dd" and a calendar icon), and "Upload credential file(s) (up to 5 MB) *" (a dashed box with a red callout '3', a cloud icon, and the text "Drop files to attach, or Browse"). At the bottom right, there is a blue "CONTINUE" button with a red callout '4' above it.