

# 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' progress indicator. The right panel provides details for the APIR designation, including the acronym and expiration date. 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

# Designation Designee - Phase: Renewal



## To Submit Credits for NAIC Education & Training Department Courses

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

### 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.**

<b>65 Credits</b> Incomplete	<b>0 Credits</b> Pending verification	<b>0 Credits</b> Completed
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Education step details

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

Specific requirements

	<b>NAIC Education &amp; Training Department Courses</b> Incomplete • 0 of 16 completed <b>1</b>
	<b>Continuous Education</b> Incomplete • 0 of 49 completed

# Designation Designee - Phase: Renewal



## 2. Complete all required \* fields

(right side)

- Activity type \*
- 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 a web form titled "Submit Credits for NAIC Education & Training Department Courses". The form is for the "NAIC Education & Training Department Courses" and shows "Incomplete • 0 of 16 completed". The form fields are: "Activity type \*" (a dropdown menu with "Please select" and a red circle with the number 2), "Credits \*" (a text input field with a red circle with the number 2, a help icon, and a note: "Value should be multiple of 0.01 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 "yyyy-mm-dd" and a calendar icon), and "Upload credential file(s) (up to 5 MB) \*" (a dashed box with a red circle with the number 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 circle with the number 4 above it.

# Designation Designee - Phase: Renewal



## To Submit Credits for Continuous Education

1. Click **Continuous Education**  
(left side)

### 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.**

<b>65 Credits</b> Incomplete	<b>0 Credits</b> Pending verification	<b>0 Credits</b> Completed
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Education step details

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

Specific requirements

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

# 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 circle 2 next to it), "Credits \*" (a text input field with a red circle 2 next to it, and a note "Value should be multiple of 0.01 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 circle 3 next to it, containing 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 circle 4 next to it.