

# NAIC Insurance Regulator Professional Designation Program Renewal Information

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## Designation Maintenance (“Renewal”) Requirements

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

## Designation Renewal Credits (DRCs)

APIR, PIR, SPIR and/or IPIR designations are valid for three years. Designees may renew their designations indefinitely. Designees who have earned the SPIR and the IPIR may renew to keep both designations active and current. Courses taken during any renewal overlap period for the two designations will count toward both renewals. Renewal is only allowed for designees who are currently employed by a state DOI.

Designation Level	Required DRCs per Three-Year Reporting Period	Recommended Minimum DRCs per Year	Minimum DRCs required from NAIC Education & Training Courses per Three-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 within the NAIC’s curriculum.

### Credits for in-person and online course activities

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

*Example: A 6 ½ hour course, or 390 clock minutes, not including lunches, breaks, introductions or wrap-ups. DRCs is calculated as follows:*

$$390 \div 50 = 7.5 \text{ (Credits are rounded down to the nearest half.)}$$

For individual segments less than 50 minutes, the sum of the segments should be considered one complete program. Three sessions with 30 contact minutes each equal 90 minutes, divided by 50 (number of minutes in a contact hour), equating to 1.5 DRCs.

### 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. The calculation of credit for reading assignments is based on word count divided by 180. The total number of review questions is multiplied by 1.85. These two numbers are added together and then divided by 50.

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

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

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

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

$$\text{Total DRCs: } 1.5 + 7.5 = 9$$

## Reporting Periods

NAIC Designations are valid for three years and are eligible for renewal if the designee meets the renewal requirements within the reporting period. The reporting period concludes *three* years after a designation is awarded and every three years thereafter.

## Reporting Requirements

1. Designees must maintain course completion documentation in personal files for at least six years, or two full reporting periods. Designees may be asked to produce their files for review in the event of an audit.
2. Designees must complete and upload the NAIC Insurance Regulator Professional Designation Program Renewal Application by the renewal due date.
3. The NAIC conducts periodic audits of designee files ensure that activities submitted on the Renewal Application meet renewal requirements. If a candidate did not meet the requirements, there will be a six-month grace period from the date of notification to make up DRCs that are not qualified.
4. Candidates may apply for an extension 60 days prior to their renewal date. The application must include the reason(s) for the request, DRCs earned to date and a proposed plan to meet the full requirements. The Advisory Board reviews extension applications to approve and determine the length of extensions.

## NAIC's Minimum Education Standards:

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

Learning events must meet the following standards to be eligible for DRCs:

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 (e.g., through focus groups) 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 (SMEs) throughout the duration of those events.

1.5 NAIC self-study courses are eligible for DRCs.

1.6 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.

1.7 Uniqueness of the experience. Designees may only earn DRCs for completing specific courses they have not taken or taught before.

1.8 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 = one DRC). Meeting participation must meet the following standards to be eligible for DRCs:

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 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 and Accreditation (F) Committee.

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

It is important for state insurance regulators to play an active role in building and delivering courses in the NAIC's curriculum—not only as students, but also as mentors, models, SMEs and teachers. 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 assisting in the writing of learning outcomes; the compilation, organization and review of content; the production of course materials; and/or the development and review of test questions.

**3.2 Evidence of applied adult learning theory.** Designees must demonstrate, through 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 the NAIC's Education & Training Department or through collaborative work with Education & Training Department instructional designers.

**3.3 Teaching or facilitation of courses offered through the 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 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 & Investment Analysis Office when considering projects submitted for DRCs toward the IPIR. Approval for projects submitted toward any designation may be escalated to the Board in some instances.

## Non-Renewals

Designees who do not apply for designation renewal by the end of their reporting period are deemed “inactive” and no longer hold the APIR, PIR, SPIR or IPIR.

Candidates may apply for reinstatement within three years of their inactive date with an applicable reinstatement filing fee and proof of required DRCs.

If a candidate leaves regulation with an active designation and returns, the reinstatement filing fee is waived. Their renewal date for DRCs will three years from the date of the **reinstatement application**.

Candidates who leave regulation with an inactive designations and return will be required to re-enroll in the program and take the courses/requirements to earn the designation held prior to leaving regulation.



**NAIC Insurance Regulator Professional Designation Program  
Renewal Application**

Last Name:	First:	Renewing: <input type="checkbox"/> APIR <input type="checkbox"/> PIR <input type="checkbox"/> SPIR <input type="checkbox"/> IPIR
Current Employer:		Job Title:
Email Address:		Business Phone:

**LEARNING EVENTS (SEE MINIMUM EDUCATION STANDARDS #1)**

Date(s)	Provider Name	Title of Course or Program	Location	DRC's
<b>Total</b>				

**NAIC MEETING PARTICIPATION (SEE MINIMUM EDUCATION STANDARDS #2)**

Date(s)	Location	DRC's
<b>Total</b>		

<b>TASK FORCE OR WORKING GROUP (SEE MINIMUM EDUCATION STANDARDS #2)</b>				
Date(s)	Name of	Task Force <input type="checkbox"/>	OR Working Group <input type="checkbox"/>	DRC's
<b>Total</b>				

<b>NAIC COURSE DEVELOPMENT/INSTRUCTOR (SEE MINIMUM EDUCATION STANDARDS #3)</b>			
Date(s)	Title of Course	Brief description of participation	DRC's
<b>Total</b>			

<b>SPECIAL PROJECTS (SEE MINIMUM EDUCATION STANDARDS #4)</b>			
Date(s)	Date completed	Name of project or brief description	DRC's *
<b>Total</b>			

\* Pending Advisory Board Approval