Designation Access – New Users

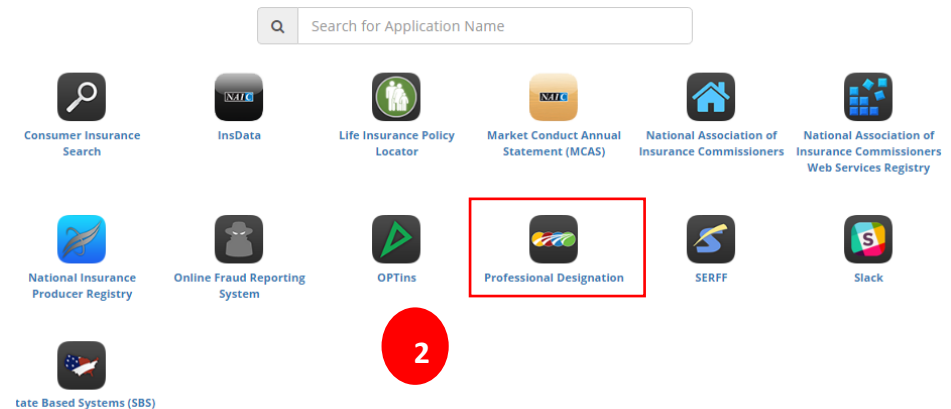**NAIC Insurance Regulator Professional Designation Program**

Access myNAIC

Go to www.naic.org
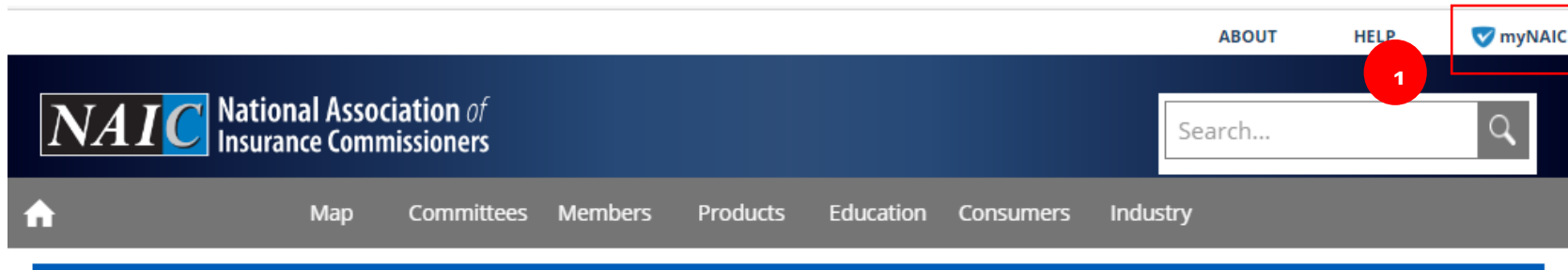
1. Click myNAIC
2. Click the Professional Designation icon

Do you have an account

YES I have an account and would like to sign in

NO I would like to create a new account in Certemy (3)

3. Select **No I would like to create a new account in Certemy**

   (Certemy – vendor for Designation program)

4. Complete required fields

5. Click CREATE ACCOUNT

(4) **Complete Registration**

First Name:

Last Name:

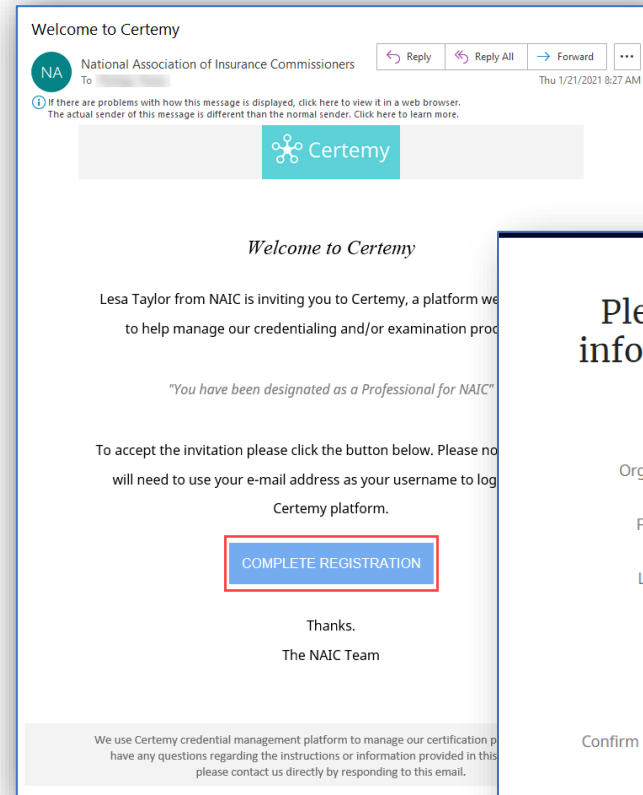Email:

Password:

Confirm Password:

(5) CREATE ACCOUNT

Check your email account for confirmation email to proceed with enrollment application

Designation Access – New Users

Welcome Email - Received

1. Open email

   (Certemy – vendor for Designation program)

2. Click COMPLETE REGISTRATION

3. Complete all fields

   - **Organization**
   - **Email**
   - **Password**
     - Minimum eight characters
     - Upper case letters
     - Lower case letters
     - Numbers
     - Special characters
   - **Confirm Password**
   - **Industry** – select from drop-down list

4. Click to Accept Terms & Conditions

5. Click CONTINUE

Designation Candidate - Phase: Application

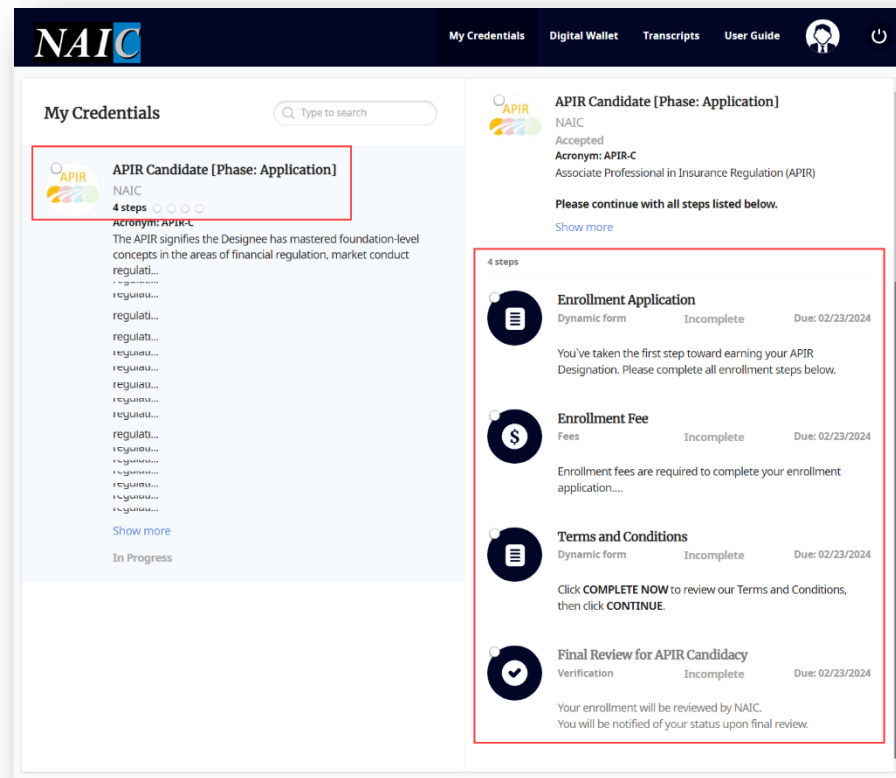**My Credentials:**   Left Panel: **Phase** and progress   Right Panel: **Steps** to complete

Key:
- ○ Incomplete
- 🟢 In progress
- ✅ Completed

Phase: Application

Complete All Steps:
- Enrollment Application
- Enrollment Fee
- Terms and Conditions
- Final Review for APIR Candidacy

Enrollment Application

1. Click **Enrollment Application**
2. Click COMPLETE NOW

3. Complete Enrollment Application required fields

First Name *	Employer Phone *
Last Name *	Job Title *
Preferred Name on Award *	Employment Start Date *
Department of Insurance *	

4. Confirm information is accurate, click ● **Agree**
5. Click CONTINUE

Designation Candidate - Phase: Application

6. Use mouse or touchpad to Sign in box
7. Click SUBMIT
8. Click CONFIRM

Enrollment Application

⚡ Incomplete Ⓢ Dynamic form 📅 02/23/2024

You`ve taken the first step toward earning your APIR Designation. Please complete all enrollment steps below.

Signature

6

Clear   Sign above

7   BACK   SUBMIT

Please confirm form submission

Step name:
Enrollment Application

Step type:
Dynamic form

8

BACK   CONFIRM

Note: Green dot with check confirms first step *(Enrollment Application)* Completed

NAIC   My Credentials   Digital Wallet   Transcripts   User Guide

My Credentials   🔍 Type to search

APIR Candidate [Phase: Application]
NAIC
4 steps ● ○ ○ ○
Acronym: APIR-C
The APIR signifies the Designee has mastered foundation-level concepts in the areas of financial regulation, market conduct regulati...

Show more

In Progress

APIR Candidate [Phase: Application]
NAIC
Accepted
Acronym: APIR-C
Associate Professional in Insurance Regulation (APIR)

Please continue with all steps listed below.
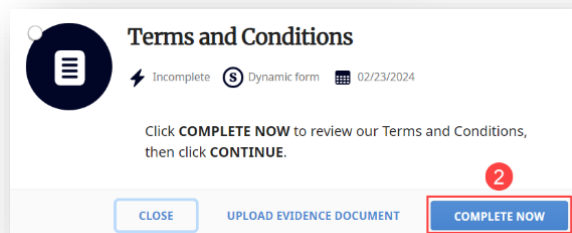
Show more

4 steps

Enrollment Application
Dynamic form   Completed   Due: 02/23/2024

You`ve taken the first step toward earning your APIR Designation. Please complete all enrollment steps below.

Enrollment Fee
Fees   Incomplete   Due: 02/23/2024

Enrollment fees are required to complete your enrollment

Enrollment Fee *(required to complete enrollment application)*

1. Click on **Enrollment Fee**
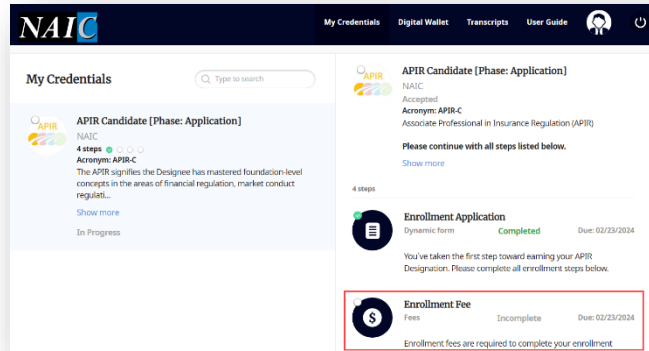
2. Determine payment type

   - Credit Card: **PAY FEE**
   - Invoice: **3RD PARTY PAYMENT**
   - Zone/Grant Funds: **UPLOAD EVIDENCE OF PAYMENT**

     Note: Invoice and Zone/Grant Funds option will show "Pending verification" until process completed by NAIC.

     ○ Incomplete
     ● In progress
     ✓ Completed
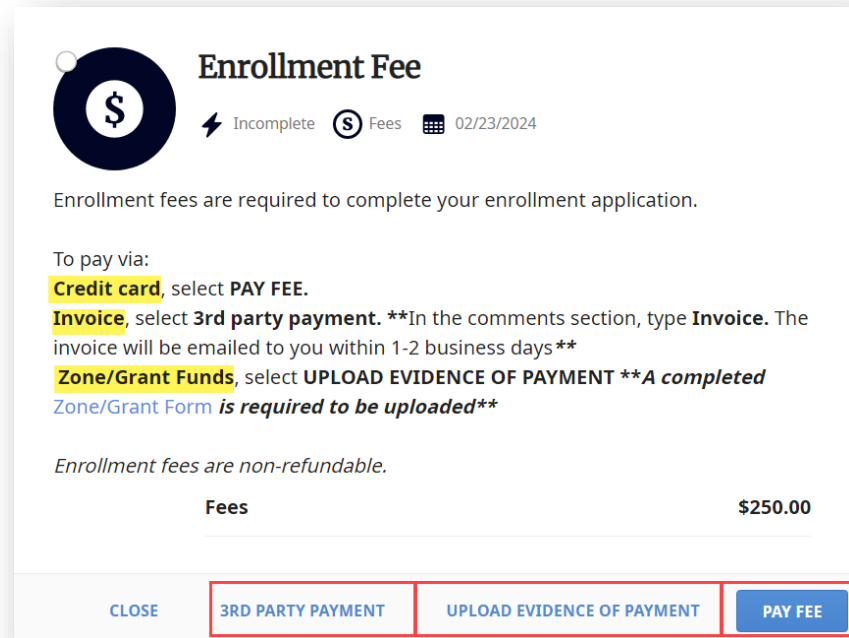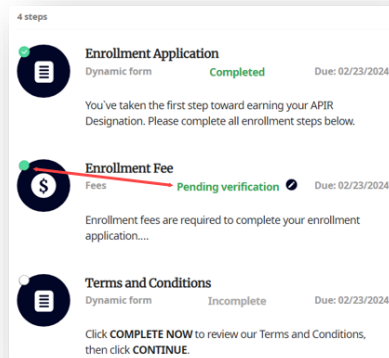
Designation Candidate - Phase: Application

Credit Card: *(enrollment fees are non-refundable)*

1. Select PAY FEE

2. Enter credit card information

   o **Name on Card** *
   o **Card** * (Number and expiration MM/YY)

3. Click PAY $250.00

Invoice: *(enrollment fees are non-refundable)*

1. Select 3ʳᵈ PARTY PAYMENT

Enrollment Fee

$ ⚡ Incomplete $ Fees 📅 02/23/2024

Enrollment fees are required to complete your enrollment application.

To pay via:
Credit card, select **PAY FEE.**
Invoice, select **3rd party payment. **In the comments section, type **Invoice.** The invoice will be emailed to you within 1-2 business days**
Zone/Grant Funds, select **UPLOAD EVIDENCE OF PAYMENT ***A completed Zone/Grant Form **is required to be uploaded***

Enrollment fees are non-refundable.

| Fees | $250.00 |

CLOSE   **3RD PARTY PAYMENT**   UPLOAD EVIDENCE OF PAYMENT   **PAY FEE**

2. Type **Invoice** in **Comment** *box *(required)*
3. Click Confirm

Payment by 3rd party

This option means that your company or a 3rd party will pay the fees.
Please provide comment on who will be submitting the payment.

Comment * :

Invoice

BACK   CLOSE   **CONFIRM**

Note: Invoice will be sent to Candidate's email. Must use NAIC's Account Manager and pay via Account Manager. If you do not have access, check with your State Mentor to help identify who has access for your State.

Zone / Grant: *(enrollment fees are non-refundable)*

1. Select UPLOAD EVIDENCE OF PAYMENT
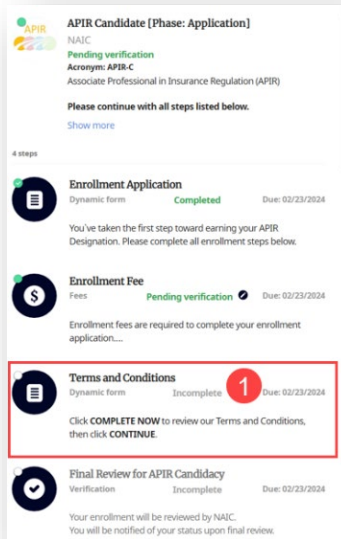
2. Click Zone/Grant Form link

   Download and complete form

3. Drop fie or use Browse link to attach completed form
4. Click UPLOAD

Terms and Conditions

1. Click on **Terms and Conditions**

2. Click **COMPLETE NOW**

3. Review, click on ● I agree to accept terms and conditions *

4. Click **CONTINUE**

5. Use mouse or touchpad to Sign in box

6. Click SUBMIT

Terms and Conditions

⚡ Incomplete Ⓢ Dynamic form 📅 02/23/2024

Click **COMPLETE NOW** to review our Terms and Conditions, then click **CONTINUE**.

Signature

5

Clear   Sign above

6

BACK   **SUBMIT**

7. Click CONFIRM to complete form submission

Please confirm form submission

Step name:
Terms and Conditions

Step type:
Dynamic form

7

BACK   **CONFIRM**

APIR Candidate [Phase: Application]
NAIC
Pending verification
Acronym: APIR-C
Associate Professional in Insurance Regulation (APIR)

Please continue with all steps listed below.

Show more

4 steps

✓ **Enrollment Application**
Dynamic form   **Completed**   Due: 02/23/2024

You`ve taken the first step toward earning your APIR Designation. Please complete all enrollment steps below.

Enrollment Fee
Fees   **Pending verification** ✏️   Due: 02/23/2024

Enrollment fees are required to complete your enrollment application....

✓ **Terms and Conditions**
Dynamic form   **Completed**   Due: 02/23/2024

Click **COMPLETE NOW** to review our Terms and Conditions, then click **CONTINUE**.

Final Review for APIR Candidacy
Verification   **Pending verification**   Due: 02/23/2024

Your enrollment will be reviewed by NAIC.
You will be notified of your status upon final review.

Final Review for APIR Candidacy

APIR Candidacy will display 'Pending verification' until processed by NAIC staff.

Designation Candidate - Phase: Acknowledgement

My Credentials: Left Panel: **Phase** and progress   Right Panel: **Steps** to complete

Key: ◯ Incomplete
       🟢 In progress
       ✅ Completed

Phase: Acknowledgement

1. Click Show more and **Read Acknowledgement**
2. Click Accept *(phase or steps panel)*
3. Click PROCEED IN CERTEMY

Designation Candidate - Phase: Acknowledgement

4. Click Integrity Oath *(1 step)*

5. Read, then click COMPLETE NOW

6. Read and check boxes to Agree:

   o Designation Program Policy & Procedures

   o Integrity Oath

7. Today's Date

   o Enter yyyy-mm-dd or use Calendar icon

8. Click CONTINUE

2

9. Use mouse or touchpad to Sign in box

10. Click SUBMIT

I have read the Designation Program Policy & Procedures.
I have read and agree to the integrity oath.

Signature

9

Clear   Sign above

10

BACK   SUBMIT

11. Click CONFIRM to complete form submission

Please confirm form submission

Step name:
Integrity Oath

Step type:
Dynamic form

11

BACK   CONFIRM

My Credentials: Left Panel: **Phase** and progress   Right Panel: **Steps** to complete

Key: ○ Incomplete
      ● In progress
      ✓ Completed

Phase: Candidacy

Satisfactorily complete required NAIC courses and achieve a score of 70% or better on each exam.

1. Click on Designee Requirements

2. Click COMPLETE NOW

3. Read and accept Designee requirements

   ● Yes

4. Click CONTINUE

Designee Requirements

⚡ Incomplete ⓢ Dynamic form 📅 02/23/2024

Satisfactorily complete the NAIC courses below and achieve a score of 70% or better on each corresponding exam.

- Foundations of Insurance Regulation
- Introduction to Financial Regulation
- Regulation of Insurance Products

Course registrations can be made by visiting the Education and Training Course Schedule.

All Designation Program course exams must be taken within 60 days of course completion.

Select COMPLETE NOW to continue.
I understand the APIR Designee requirements. *
● Yes

BACK CONTINUE

Note: Designee Requirements for Candidacy will show completed *only after* satisfactorily completing the required NAIC courses and exams.

EXAM SCORES WILL POPULATE AUTOMATICALLY

My Credentials 🔍 Type to search

APIR Candidate [Phase: Candidacy]
NAIC
1 step ✓
Acronym: APIR-C
The APIR signifies the Designee has mastered foundation-level concepts in the areas of financial regulation, market conduct regulati...
Show more
Completed

APIR Candidate [Phase: Candidacy]
NAIC
Completed
Acronym: APIR-C

1 step

Designee Requirements
Dynamic form Completed Due: 02/23/2024

Satisfactorily complete the NAIC courses below and achieve a score of 70% or better on each corresponding exam....

5. Click CONFIRM

Please confirm form submission

Step name:
Designee Requirements

Step type:
Dynamic form

BACK CONFIRM

UPON SUCCESSFULLY COMPLETING ALL REQUIRED EXAMS, AN ELECTRONIC AWARD WILL BE ISSUED.

YOU MUST ACCEPT YOUR AWARD TO BE AWARDED THE DESIGNATION. YOUR DESIGNATION WILL BE VALID FOR THREE YEARS FROM THE DATE AWARDED.

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

To Submit Credits for NAIC Education & Training Department Courses

1. Click **NAIC Education & Training Department Courses**

   (left side)

2. Complete all required * fields

   (right side)

   - Actvity type *
   - Credits *
   - Actvity 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

Submit Credits for NAIC Education & Training Department Courses

NAIC Education & Training Department Courses
Incomplete • 0 of 16 completed

Activity type *

Please select ▼

②

Credits * ❓

Value should be multiple of 0.01
Reporting more than 16 credits will not affect your progress

Activity title *

Activity sponsor/ Provider *

Date when the activity was completed *

yyyy-mm-dd 🗓

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

③ ☁ Drop files to attach, or Browse

④

CONTINUE

To Submit Credits for Continuous Education

1. Click **Continuous Education**

    (left side)

2. Complete all required * fields

   (right side)

   o Actvity type *****
      - Special Projects
      - NAIC Course DevelopmentInstructor
      - Task Force or Working Group
      - NAIC Meeting Participation
   o Credits *****
   o Actvity title *****
   o Activity sponsor / Provider *****
   o 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

Submit Credits for Continuous Education

Continuous Education
Incomplete • 0 of 49 completed

Activity type *

Please select

2

Credits * ❓

Value should be multiple of 0.01
Reporting more than 49 credits will not affect your progress

Activity title *

Activity sponsor/ Provider *

Date when the activity was completed *

yyyy-mm-dd

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

3 ☁ Drop files to attach, or Browse

4

CONTINUE