



**INTERNATIONAL ASSOCIATION  
OF INSURANCE RECEIVERS**  
PROMOTING PROFESSIONALISM AND ETHICS

Dear IAIR Designation Holder:

During the last year the IAIR Ethics Committee has worked to enhance the continuing education program reporting and tracking of continuing education credits (CE). The enhancements to the program have been approved by the IAIR Board. The purpose of this letter is to make all designation holders aware of their reporting responsibilities and the reporting timeline for 2017 and later years and clarify questions regarding the program. The essential elements of the program are outlined below.

**Continuing Education Requirements:**

1. In order to obtain or maintain an IAIR designation, individuals must demonstrate fulfillment of the minimum continuing education requirements. IAIR Continuing Education Credits are based on a 60 minute hour.
2. Applicants for a designation must demonstrate participation in thirty (30) hours of eligible continuing education activity during the two years immediately preceding their application, a minimum of five (5) of which must be from an IAIR program.
3. Following grant of a designation, in order to retain active status, each designee must demonstrate participation in thirty (30) hours of eligible continuing educational activity every two years, a minimum of five (5) of which must be from an IAIR program.
4. The designee must report continuing education activity in accordance with paragraph 7 below.

**Continuing Education Reporting:**

5. It is the responsibility of each designee to maintain records documenting his or her participation in relevant continuing education programs.
6. On or about December 1 of each year, the IAIR Administrator shall issue notices to designees for the payment of accreditation fees and for the reporting of Continuing Education credits. The reminders may include summaries of programs shown on the records of the Association for which it appears that designees have attended.
7. On or before **January 31 of each year**, designees shall submit to the IAIR Administrator, in addition to their accreditation fees, a Continuing Education report identifying the programs for which credit is claimed. The report shall be in an electronic format on a form provided by the Ethics Committee.

8. Upon the request of a designee, any disagreement concerning the sufficiency or timeliness of a designee's reporting may be submitted to the Ethics Committee for resolution.
9. On or about February 15 of each year, the IAIR Administrator shall submit a report to the Ethics Committee of the status of each designee required to report as of the preceding calendar year. **Unless otherwise directed by the Ethics Committee for good cause shown, the designations of each individual who has failed to comply with the reporting or fees requirements shall be deemed suspended.** Suspended designees shall be notified by the IAIR Administrator of their suspension.
10. The two year reporting period begins on January 1 of each odd numbered year and concludes on December 31 of the succeeding even numbered year.

The Ethics Committee will perform a limited number of random audits each year to review the CE programs reported as qualifying for credit. Members will be notified if they are selected for an audit and may be asked to produce certificates of attendance or additional materials.

If any designee has questions concerning their responsibilities under the CE program please contact the Ethics Committee.