



CASUALTY ACTUARIAL SOCIETY

Title: CE Compliance Review Process

Effective Date: 1/1/2012

Revision Date:

Purpose: The purpose of the audit is to verify accuracy in the attestation of compliance for continuing professional development for members of the Casualty Actuarial Society.

Scope: The process begins with the selection of a random sampling of 1% of the membership certifying compliance. In addition, all members of the CAS Board of Directors and CAS Executive Council are subject to the audit process. The member's submission is verified for accuracy to confirm the compliant status.

Procedures:

The review process will begin at the end of the CE filing period (calendar year end).

January 30 - All members of the CAS who are subject to CE requirements will be notified of the review process by January 30th of each year, and will be informed that they may be selected for a review of their CE activities. The importance of retaining records of their CE activities will be reinforced.

February 15 - A random sample of one percent (1%) of the CAS membership certifying compliance shall be obtained for the review. In addition, all members of the CAS Board of Directors and CAS Executive Council will be subjects of the review.

March 1 – The CAS Member Resource Center will contact the selected members (including CAS Board and EC Members) by e-mail (or by mail if there is no email address on file) notifying them that they have been selected for the audit and requesting support documents. CE records shall be due from the member within four (4) weeks of the notification date. Email and hard copy reminder letter shall be sent to the member two (2) weeks prior to the due date.

If the member fails to submit the required documents by the identified due date, a registered letter shall be sent indicating that the member is not in compliance with the CE requirements and that their name will be published as non-compliant on the CAS Website.

April 26 – Audit Specimens that have not responded to the request by providing supporting documents will be called by the CAS Member Resource Center.

April 30 – Support documents are received by the CAS Member Resource Center through email, fax, regular mail or express service.

May 1-30 - The CAS Member and Volunteer Coordinator shall compile the CE records and perform a cursory review before sending them to the CAS CE Compliance Committee, noting questions and highlighting those that do not satisfy the CE requirements.

June/July - Upon completion of the review, the member shall be sent a letter outlining the results of the review and thanking them for their cooperation. This letter shall be sent no later than August 30th.

Members who have questions regarding the review process may contact the CAS Membership and Volunteer Coordinator or the Chairperson of the CE Compliance Committee.

September 30 – Close of the audit for the cycle.