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Title: CE Compliance Review Process

Effective Date: 1/1/2012

Revision Date: 1/29/2020

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 sampling of 1% of the membership certifying compliance. In addition, members who have signed actuarial opinions accompanying NAIC annual statements, and all new 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 and completeness to confirm the compliant status. Throughout the review process, the identity of the members whose records are reviewed and the members of the CE Compliance Committee conducting the reviews are kept confidential.**

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 sample of members who have signed actuarial opinions accompanying NAIC annual financial statements submitted in the prior year, all new members of the CAS Board of Directors and the CAS Executive Council, and a sample of one percent (1%) of the remaining CAS membership certifying compliance shall be obtained for the review.

March 1 – The CAS Professional Education Coordinator will contact the selected members (including new 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 supporting documents. This communication includes a letter from the Chairperson of the CE Compliance Committee explaining the

review process. 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. Each audit specimen will be assigned a sequential number and the individual names redacted from the CE records upon receipt by the CAS Professional Education Coordinator.

April 26 – Members selected for CE review that have not responded to the request by providing supporting documents will be called by the CAS Professional Education Coordinator. 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 the member's compliance status will be changed on the CAS Website unless supporting documents are provided.

April 30 – Supporting documents are received by the CAS Professional Education Coordinator through email, fax, regular mail or express service.

May 1-30 - The CAS Professional Education Coordinator shall compile the CE records and perform a cursory review noting questions and highlighting those that do not satisfy the CE requirements. The redacted CE records, including any spreadsheets also submitted, with identifying element removed, will then be sent to the CAS CE Compliance Committee for review.

June/July – During the review, CE Compliance Committee reviewers submit any questions for the selected members to the CAS Professional Education Coordinator, who will forward the questions to the members and the responses to the reviewers. Upon completion of each review, The CE Compliance Committee reviewers report their findings to the CAS Professional Education Coordinator who shall send a letter to each of the selected members, outlining the results of the review and thanking them for their cooperation. This letter shall be sent no later than August 30th. If a review results in a finding of non-compliance, the Chairperson of the CE Compliance Committee will refer this matter to the Vice President – Administration and the Executive Council.

Members who have questions regarding the review process may contact the CAS Professional Education Coordinator or the Chairperson of the CE Compliance Committee.

September 30 – Close of the audit for the cycle.