

# **U.S. Actuarial Qualification Standards**

## **Continuing Education Requirements**

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### **Applicability of U.S. Qualification Standards**

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- The Qualification Standards apply to all actuaries issuing “Statements of Actuarial Opinion” in the United States.
- “Statement of Actuarial Opinion” is defined as “an opinion expressed by the actuary in the course of performing Actuarial Services and intended by that actuary to be relied upon by the person or organization to which the opinion is addressed.”
- “Actuarial Services” include the rendering of advice, recommendations, findings, or opinions based upon actuarial considerations.

## Continuing Education Requirements

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- General Qualification Standard
  - Organized Activities
  - Other Activities
  - Professionalism Topics
  - General Business Skills
- Specific Qualification Standard (when necessary)
  - Organized Activities
  - Other Activities

3

## Organized Activities

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- “Organized activities” involve interaction with actuaries or other professionals working for different organizations.
- Examples of “organized activities” include, but are not limited to, conferences, seminars, webcasts, in-person or online courses, or committee work that is relevant CE.
- In-house meetings can constitute “organized activities” by using outside speakers, otherwise in-house meetings without an outside speaker could qualify as an “other activity” for CE credit purposes.
- “Outside speaker” does not include someone employed by a company working at a different location.

4

## Other Activities

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- “**Other activities**” include:
  - reading actuarial literature, statutes or regulations,
  - reading other books, papers or articles on relevant technical or professional topics,
  - writing professional papers or articles,
  - listening to tapes of actuarial meetings or other relevant seminar or conferences,
  - in-house meetings (without outside speakers),
  - studying for actuarial exams,
  - drafting actuarial exam questions, and
  - preparing to speak or lead a discussion at a continuing education activity.

5

## Professionalism Topics

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- **Professionalism topics** – include, but are not limited to, the following:
  - studying, reviewing, or providing input on an Exposure Draft of an ASOP,
  - studying or reviewing the Code of Professional Conduct, or
  - serving on the ASB or a professionalism committee of an actuarial organization.
- The professionalism component may be satisfied by either “organized activities” or “other activities”.
- Excess professionalism credits may be carried forward if the annual CE requirement has been met and exceeded.
- Professionalism topics should not be confused with “general business” topics.

6

## General Business Skills

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- General Business and Consulting Skills –include, but are not limited to, the following:
  - client relationship management,
  - presentation skills,
  - communication skills,
  - project management, and
  - personnel management.
- General business and consulting courses may count towards your annual CE requirements but are capped at 3 CE hours.

7

## Continuing Education Requirements – General Standard

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- **30 CE Hours** – Actuaries must complete and document at least **30 CE hours** of relevant CE each calendar year.
- **“Organized Activity” Requirement** – At least **6 CE hours** must be from “Organized Activities.”
- **Professionalism Requirement** – At least **3 CE hours** must be on professionalism topics.
- **Cap on General Business Courses** - General business courses are limited to **3 CE hours** per year.

8

## Continuing Education Requirements – General (contd.)

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Continuing education is “**relevant**” if

- (1) it broadens or deepens an actuary’s understanding of one or more aspects of the work an actuary does;
- (2) the material expands an actuary’s knowledge of practice in related disciplines that bear directly on an actuary’s work;
- or
- (3) it facilitates an actuary’s entry into a new area of practice.

9

## Continuing Education Requirements – General (contd.)

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- The CE requirement will typically be met in the calendar year preceding the year in which the actuary issues the Statement of Actuarial Opinion.
- A CE hour is defined as 50 minutes for all activities (whether self study or “organized activities”).
- Actuaries should use a reasonableness standard when determining the amount of time attributable to self-study and other types of “other activities” that count towards CE.

10

## Continuing Education Requirements – General (contd.)

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- Ultimately, it is an actuary's responsibility to make a reasonable, good-faith determination of what continuing education opportunities will enhance an actuary's ability to practice in a desired field.

11

## Continuing Education Carry Forwards

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- CE hours in excess of the annual requirement may be carried forward **one** year (including excess "organized activities", professionalism and general business skills).
- Example – an actuary earns 36 hours of CE credit in 2009, of which 12 hours are from "organized activities". 6 hours of "organized activities" credit can be carried over to satisfy the 2010 CE requirements.

12

## CE and Enrolled Actuaries

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- Enrolled Actuaries who issue Statements of Actuarial Opinion “related to retirement plans to which ERISA applies” will be deemed to meet the Qualification Standards requirements for continuing education if they satisfy the Joint Board CE requirements, but only through 2010.
- Commencing in 2011, this exemption will apply only to Form 5500 Schedule B certifications and other government-required forms. For any other SAO, Enrolled Actuaries must meet all of the CE requirements including 30 hours annually.

13

## Specific Qualification Standards

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- They apply to actuaries who issue the following Statements of Actuarial Opinion:
  - NAIC Life and A&H Annual Statement
  - NAIC Property and Casualty Annual Statement
  - NAIC Health Annual Statement
- The continuing education requirements are 15 CE per calendar year, with a minimum of 6 from “organized activities”.
- The CE requirements of the Specific Standards also satisfy the General Standards CE requirements and are not in addition to the 30 hour requirement (i.e. you do not need 45 CE annually).

14

## More Information

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For more information about the Qualification Standards  
please see:

<http://www.actuary.org/qualstandards/qualfaqs.asp>

15

## TRACE Tutorial

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*Introducing*

**TRACE**  
*tracking your CE*



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16