

Instructions for Completing VEE Course Approval Application

Please PRINT all information.

Please submit a separate application for each Validation by Educational Experience (VEE) subject.

NAME AND CONTACT INFORMATION

- Indicate the name and address information of the educational institution.
- Indicate the name, telephone number, and e-mail address of the contact person (faculty member or administrator) for the appropriate department that is responsible for the courses that are being submitted. This is required.
- If the application is being submitted by a candidate, indicate the name, telephone number, and e-mail address of the candidate.

VEE CREDIT

- Indicate the subject for which you are submitting course(s)/educational experience(s) for VEE credit. Please submit a separate application for each VEE subject.
- Do not submit any payment, transcripts or the VEE Candidate Credit Application at this time. You must wait until you have received confirmation that your courses are approved before doing so.

COURSE/EXPERIENCE INFORMATION

- If a combination of courses/experiences is being submitted to fulfill the requirements of a single VEE subject, list all of the required courses/experiences in the combination together under one option. If applicable, use the second and third option fields to list other courses or combinations of courses/experiences.
- For each course/experience, indicate the name and course number (if applicable).
- You must enter a begin date for when the course began. If you are unaware, you may ask the institution or you may enter the term during which you took the course.
- Indicate the type of education experience that you are submitting. If it is not a college course or standardized examination, please provide documentation about the type of educational experience, how it is administered, and how candidates are evaluated.
- Indicate the grading structure. A grade of at least a B- is required for candidates to receive VEE credit. If your institution does not issue letter grades (A, B, C, etc.), please indicate the grading structure as well as its equivalence of a grade of B- in your structure.

DOCUMENTATION

- Attach both the official course/experience description(s) that appears in your institution's catalog as well as a copy of the syllabus or outline for the course(s)/experience(s). The syllabus/outline must include detailed topic coverage information.
- A catalog description of all prerequisites also must be attached.

EVALUATION CRITERIA

- The course(s)/experience(s) must substantially meet the objectives listed in the VEE guidelines for the specific VEE topic. The VEE guidelines for Economics, Corporate Finance, and Applied Statistical Methods are available at <http://www.soa.org/Education/Exam-Req/edu-vee.aspx>. Additional information may be requested during the review process.

SUBMITTING THE APPLICATION

- Please submit your application, with the required documentation, to the VEE Administration Committee at the address at the bottom of Page 1 of the application form.

RESPONSE

- The candidate and educational institution's contact will receive a written response to each application within approximately ten weeks. Approved courses/educational experiences will be added to VEE Directory of Approved Courses and Alternate Options: <http://www.soa.org/Education/Exam-Req/Instructions-for-VEE-Directory.aspx>

FAQs

- The frequently asked questions for VEE course approvals are available at <http://www.soa.org/Education/Exam-Req/resources/edu-vee-approval-faq.aspx>.