



SOCIETY OF ACTUARIES



Canadian Institute of Actuaries

# Application for FAP Final Assessment (Modules 6-8)

No Registration Deadline

Jointly sponsored by the Society of Actuaries and the Canadian Institute of Actuaries

<b>Candidate Information</b>		Date of Birth: _____ Month D    ay    Year	
CAND #:	ID #:		
<i>For Office Use Only</i>		<i>For Office Use Only</i>	
If a different name was used on a previous application, print it here: _____			
Last Name / Family Name		First Name	Middle Name
Organization (if office address is used for mailing):			
Address:			
City:	State/Province:	Zip/Postal Code:	Country
Daytime TEL:		E-MAIL:	
"I have read and I understand the terms and conditions concerning the Interim Assessment and the FAP Final Assessment and agree to be bound by them. I also agree that the results of any submission of the Interim and Final Assessment, and any action taken as a result of my conduct (such as an irregularity, violation or cheating, and any hearings thereon) may, at the sole discretion of the SOA, be disclosed to any other bona fide actuarial organization that has a legitimate interest in such results and/or action."			
Signature: _____ (Your <u>original</u> written signature is required for this application to be valid.)			

<b>Supervisor Information</b>	The following individual will supervise my FAP Final Assessment ( <b>Business Address Only</b> ):		
Please circle actuarial credential: <b>FSA</b> <b>FCAS</b> <b>FCIA</b> <b>FFA</b> <b>FIA</b> <b>FIAA</b> <b>FSPA</b> None (Please specify: supervisory position, etc.) _____			
Last Name / Family Name	First Name		
Company Name:			
Business Address (no P.O. boxes):			
City:	State/Province:	Zip/Postal Code:	
Daytime TEL:			
E-MAIL:			
Supervisor's Signature:			

Pricing for candidates enrolled after 3/31/2008:  
 Final Assessment Fee: \$1200  
 Final Assessment Retake Fee: \$500

Pricing for candidates enrolled before 3/31/2008:  
 Final Assessment Fee: \$ \_\_\_\_\_  
 (see below for fee table)

You may fax your registration to **847-273-8529**

Or, send application and **CHECK** payments to:  
 Society of Actuaries  
 P.O. Box 95668, Chicago, IL 60694  
 OR . . .  
 If using **OVERNIGHT DELIVERY** or if paying by **CREDIT CARD**, send application to:  
 Society of Actuaries c/o FAP Services  
 475 North Martingale Road Suite 600  
 Schaumburg, IL 60173

This area for office use only    P    C    Check Number    Payer

If paying by credit card, please indicate the card: <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa (CVV2 info on pg. 3)	
Account Number: _____	CVV2 number _____ (required)
Expiration Date: ____ / ____	Cardholder's Printed Name _____ (required)
Cardholder's Signature: _____ (required)	
Cardholder's complete billing address (if different from applicant's): _____ (required)	
City _____	State/Province _____ Zip/Postal Code _____ Country _____

## FAP Final Assessment

Candidates seeking to take the FAP Final Assessment must first complete all required modules and have submitted and met the minimum requirements for all End-of-Module exercises.

The FAP Final Assessment is in the format of a comprehensive exercise available at the end of Module 8 to candidates who complete all required modules. The Assessment covers material in Modules 6-8. Candidates will have access to the Final Assessment once they complete Module 8 and download the Assessment to their computer. Candidates have 96 hours to complete and submit their Assessment. The 96-hour timeframe will begin as soon as candidates click and download Final Assessment materials. The Final Assessment is designed for a level of candidate effort of approximately 25 hours. If you do not submit your Assessment within the 96 hour timeframe, your Assessment will NOT be accepted and you will need to register to take the Final Assessment again and submit appropriate fees. There will be no refunds.

The Final Assessment is available on-demand. There is no registration deadline; candidates may take it at their own discretion once qualifications have been met. Candidates will have access to it after completing the required modules and exercises.

All Final Assessment submissions will be graded. The results of the FAP Final Assessment will be released to the candidate approximately seven weeks after submitting the Final Assessment.

### Securing an Examination Supervisor:

**Candidates wishing to take the FAP Final Assessment must secure his/her own supervisor.**

Preferably, the Supervisor must be an FSA in good standing. If an FSA is not available, the following are also acceptable:

- FCAS, FCIA, FFA, FIA, FIAA, or FSPA
- An individual who is in a supervisory position and who is not potentially able to write FAP in the future. (HR department rep has occasionally served)

### The role of the supervisor:

- Supervisors must be present during the download of Final Assessment materials to verify success of the download.
- Supervisors must be present during the upload of the Final Assessment submission to:
  - Attest that to the best of the supervisor's knowledge the submission represents the candidate's own work
  - Verify success of the upload
- Supervisors must electronically attest to successful transmission of materials.
- Supervisors may proctor no more than 15 candidates at one sitting.
- Submit supervisor changes to [ellearn@soa.org](mailto:ellearn@soa.org)

### Final Assessment Fee Table:

See below for Final Assessment fee table and write your registration fee in the appropriate area in the application:

FAP Final Assessment pricing for candidates enrolled before March 31, 2008:

Existing Purchase of 1 FAP Component	\$800
Existing Purchase of 2 FAP Components	\$700
Final Assessment Retake Fee	\$500

FAP Final Assessment pricing for conversion candidates enrolled after March 31, 2008:

Course 7 Conversion Credit	\$1200
Final Assessment Retake Fee	\$500

### Prerequisite to FAP Final Assessment:

In order to sit for the FAP Final Assessment, the candidate must first meet the following qualifications:

- ❖ Candidate has completed all required modules (1-8, 1-5 or 6-8, depending on conversion credit).
- ❖ Candidate has submitted all End of Module exercises for all required modules.
- ❖ Candidate has met the minimum requirements on the Interim Assessment
- ❖ Candidate has met the minimum requirements for all exercises prior to taking the Final Assessment.
- ❖ Candidates whose exercise or Interim Assessment does not meet minimum requirements before taking the Final Assessment will not be allowed access the Final Assessment.

## SOA Code of Conduct

By signing this application, I acknowledge that I have read the [terms and conditions](#) concerning the use of online modules and agree to be bound by them. I acknowledge that I have read and agree to adhere to the [SOA Code of Conduct for Candidates](#). I also agree that the results of any exercise or assessment I submit, and any action taken as a result of my conduct (such as an irregularity, violation or cheating, and any hearings thereon) may, at the sole discretion of the SOA, be disclosed to any other bona fide actuarial organization that has a legitimate interest in such results and/or action.

### Cancellations / Refund Policy:

- ❖ Final Assessment applicants may cancel their Final Assessment registration before logging into the Final Assessment by doing either of the following:
  - Go to [www.soa.org](http://www.soa.org), click on “My Account” and select order history. Log in, choose the order you wish to cancel from your order summary, click the request cancellation button, and complete the form to submit your request.
  - E-mail a request to [refund@soa.org](mailto:refund@soa.org) and specify “Final Assessment”.
- ❖ The SOA will refund the registration fee, minus a cancellation fee of \$100 (U.S.). You will receive your refund (less the administration fee) in 2-4 weeks.
- ❖ No refunds will be considered for the Final Assessment applicants who fail to correctly cancel online, or send a written or e-mailed cancellation request and do not specify “Final Assessment”.
- ❖ If candidates do not submit their Assessment within the 96 hour timeframe, the Assessment will **NOT** be accepted and a refund will not be issued.

Questions should be directed to the FAP Administrator at the SOA office at [elearn@soa.org](mailto:elearn@soa.org)

## ADDITIONAL CREDIT CARD INFORMATION—CVV2 NUMBER

### How to find your credit card's CVV2 number:

On a **Visa** or **MasterCard**, please turn your card over and look in the signature strip. You will find (either the entire 16-digit string of your card number, OR just the last 4 digits), followed by a space, followed by a 3-digit number. That 3-digit number is your CVV2 number (see below). On **American Express** Cards, the CVV2 number is a 4-digit number that appears above the end of your card number (see below).

### What is CVV2?

CVV2 is a security measure we require for all transactions. Since a CVV2 number is listed on your credit card, but is not stored anywhere, the only way to know the correct CVV2 number for your credit card is to physically have possession of the card itself. All VISA, MasterCard and American Express cards made in the United States in the past 5 years have a CVV2 number.

### Visa & MasterCard:



This number is printed on MasterCard and Visa cards in the signature area of the back of the card. (it is the last 3 digits AFTER the credit card number in the signature area of the card). IF YOU CANNOT READ YOUR CVV2 NUMBER, YOU WILL HAVE TO CONTACT THE ISSUING INSTITUTION.

### American Express:



American Express cards show the CVV2 printed above and to the right of the imprinted card number on the front of the card.

**NOTE:** For European or Asian credit cards that do not have a CVV2 number, please enter 000 as your CVV2 number.