

# Validation by Educational Experience

## VEE Course Approval Application



Canadian  
Institute of Actuaries



Casualty  
Actuarial Society



Society  
of Actuaries

Instructions for completing form on page 2. Please **PRINT** all information.

For Office Use Only

<b>Educational Institution</b>	Name of Educational Organization
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Street or P.O. Box

City	State/Province	Zip/Postal Code	Country
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Contact Person at Institution (Required)	Organization Web Site
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Institution Contact Telephone (Required)	Institution Contact E-Mail (Required)
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Candidate Name (if candidate is submitting application)	Candidate Telephone	Candidate E-Mail
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<b>VEE Credit</b>	The course(s)/experience(s) is being submitted for the following: <i>(Please submit a separate form for each VEE subject.)</i> <input type="checkbox"/> <b>VEE-Economics</b> <input type="checkbox"/> <b>VEE-Corporate Finance</b> <input type="checkbox"/> <b>VEE-Applied Statistical Methods</b>
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Course/Experience Information	Course Number(s), if applicable	Since when (semester and year) has the course been offered under this name and with essentially the same syllabus?	Are there plans to change the course in the next three years? If yes, when (semester and year)?
Name(s) of Course(s) or Experience(s)			
Option 1:			
Option 2:			
Option 3:			

Type of Educational Experience:  College/University     Standardized Exam (specify) \_\_\_\_\_     Other Experience (specify) \_\_\_\_\_

Grading Structure: <input type="checkbox"/> A, B, C, etc. <input type="checkbox"/> 4.0 scale <input type="checkbox"/> Other: <i>(specify)</i> _____	A grade of at least <b>B-</b> is required for candidates to receive VEE credit. If your institution does not issue letter grades (A, B, C, etc.), please indicate the equivalent of a grade of <b>B-</b> on your course/experience:
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<b>Documentation</b>	<b>The following required documentation must be included with this application:</b> 1. Course/Experience Description (Official Catalog Description) for Course(s)/Experience(s) and Prerequisites 2. Course(s)/Experience(s) Syllabus or Outline specifying detailed topic coverage <i>If you wish to include other information, please specify:</i> _____
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**Submit this application with the required documentation to:**

VEE Administration Committee  
 Society of Actuaries  
 475 N. Martingale Road, Suite 600  
 Schaumburg, IL 60173  
 Telephone: 847.706.3500

# 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.
- 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.

## 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).
- 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 the application form.

## RESPONSE

- The educational institution's contact will receive a written response to each application within approximately ten weeks. Approved courses/educational experiences will be added to the Directory of Approved Courses/Experiences or the Standardized Exams and Other Educational Experiences list available at <http://www.soa.org/education/exam-req/edu-vee.aspx>.

## GUIDELINES

- The guidelines for approval of educational experiences for VEE credit are available at <http://www.soa.org/education/exam-req/edu-vee.aspx>.