

## To Request Continuing Education Certification:

**COMPLETE THE REVERSE SIDE OF THIS FORM AND IF RUSH REQUEST IS REQUIRED, PROVIDE CREDIT CARD INFORMATION (BELOW) or provide payment to your On-site Coordinator.**

**Certificate Delivery:** You can expect your certificate within 10-20 business days from the course completion date. You will receive an email directing you to your **Profile** located at [www.scic.com](http://www.scic.com) where you can print your CE certificate.

**CE Credit Rush Request:** If you need your CE credits submitted to your state in less than the state deadline requirement, The National Alliance offers Rush Request processing for a \$25 fee. Please allow 2-5 business days from the course completion date for processing. *(Payment required below).*

**Late Fee:** If you wish not to request CE, please be aware that many states have CE reporting deadlines or penalty fees; therefore, **late reporting may not be allowed.** For information regarding your state, please visit your state's insurance website or call the Continuing Education Department at 800-633-2165. Participants will be responsible for any late fees assessed by the state in addition to a \$20 processing fee.

**Non-Resident Licenses:** All states have CE requirements and reciprocal agreements. When you satisfy your home state's CE requirements, you are also compliant with your non-resident CE requirement. Please contact the licensing department of your non-resident state(s) to determine the documentation required to renew your non-resident license.

**Resident & Adjuster Licenses:** Unless you hold an adjuster license, CE certificates are issued for your **resident state only**. Please follow your resident state's instructions regarding certificate handling. If you are an **adjuster**, please indicate on page 2.

**State Fees: CE PROCESSING MAY BE DELAYED IF STATE FEES ARE NOT PAID.**

☐ **I DO NOT need "state" continuing education credit for this course.**

*(I understand that if I request state credits at a later date, then I am responsible for paying a \$20 late fee request and any state penalty fees.)*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Rush Request:** \$25 Fee (Please allow 2-5 business days from course completion date for processing.) *For quicker processing please notify the CE Department at [cerush@scic.com](mailto:cerush@scic.com) and include all required documents.*

☐ **CE Rush Request**

**Fee Payment - Credit Card Information: *no signature required***

☐ American Express

☐ MasterCard

☐ Visa

☐ Discover

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Checks:** Please see On-site Coordinator for check payment information.

\*\*\*Please email all required documents to [cerush@scic.com](mailto:cerush@scic.com) or upload to Licensee "CE Priority only" ftp folder. \*\*\*



## Commercial Property Institute

### Location

CITY / STATE: Greenville, SC

DATE: June 20-22, 2018

### Name

(As it appears on your license):

Date of Birth:        /        /

### Company Name:

Office Phone: (        )

### Mailing Address:

check one: ☐ Office  
☐ Home

Email:

### City, State, Zip:

Resident State	
Alabama	<input type="checkbox"/> NPN # State Fee \$20 <input type="checkbox"/> CIC's designated before 2013, No Fee <input type="checkbox"/> Adjuster #                      \$20, Must pay Fee
Alaska	<input type="checkbox"/> NPN # State Fee \$20
Arizona	<input type="checkbox"/> License #
Arkansas	<input type="checkbox"/> NPN # <input type="checkbox"/> Adjuster State Fee \$20
California	<input type="checkbox"/> License # <input type="checkbox"/> Adjuster #
Colorado	<input type="checkbox"/> License #
Connecticut	<input type="checkbox"/> License # State Fee \$3.75
Delaware	<input type="checkbox"/> NPN # State Fee \$20
District of Columbia	<input type="checkbox"/> NPN # State Fee \$20
Florida	<input type="checkbox"/> License # <input type="checkbox"/> Adjuster #
Georgia	<input type="checkbox"/> License #
Hawaii	<input type="checkbox"/> Entity #
Idaho	<input type="checkbox"/> License # State Fee \$20
Illinois	<input type="checkbox"/> NPN # State Fee \$20
Indiana	<input type="checkbox"/> License # State Fee \$4
Iowa	<input type="checkbox"/> NPN # State Fee \$20
Kansas	<input type="checkbox"/> NPN # State Fee \$12
Kentucky	<input type="checkbox"/> License #
Louisiana	<input type="checkbox"/> License #
Maine	<input type="checkbox"/> License #
Maryland	<input type="checkbox"/> License # State Fee \$20
Massachusetts	<input type="checkbox"/> License # <input type="checkbox"/> Adjuster # State Fee \$10
Michigan	<input type="checkbox"/> System ID # State Fee \$20
Minnesota	<input type="checkbox"/> License #
Mississippi	<input type="checkbox"/> License # State Fee \$4.75
Missouri	<input type="checkbox"/> NPN # State Fee \$16
Montana	<input type="checkbox"/> NPN # State Fee \$20

Resident State	
Nebraska	<input type="checkbox"/> NPN # State Fee \$20
New Hampshire	<input type="checkbox"/> NPN # <input type="checkbox"/> Agent State Fee \$20 <input type="checkbox"/> Multi Lines Adjuster State Fee \$20 <input type="checkbox"/> Workers Comp Adjuster State Fee \$20 <input type="checkbox"/> Public Adjuster State Fee \$15
Nevada	<input type="checkbox"/> License # State Fee \$20 CICs Exempt from Fee
New Jersey	<input type="checkbox"/> License #
New Mexico	<input type="checkbox"/> License #
New York	<input type="checkbox"/> License #
North Carolina	<input type="checkbox"/> NPN # State Fee \$33
North Dakota	<input type="checkbox"/> NPN # State Fee \$20
Ohio	<input type="checkbox"/> NPN # State Fee \$20
Oklahoma	<input type="checkbox"/> License # <input type="checkbox"/> Adjuster #
Oregon	<input type="checkbox"/> NPN # State Fee \$20
Pennsylvania	<input type="checkbox"/> License # State Fee \$5
Puerto Rico	<input type="checkbox"/> NPN # Pass Exam Required for non-designees State Fee \$20
Rhode Island	<input type="checkbox"/> NPN # State Fee \$20
South Carolina	<input type="checkbox"/> License #
South Dakota	<input type="checkbox"/> License # State Fee \$10
Tennessee	<input type="checkbox"/> NPN # State Fee \$20
Texas	<input type="checkbox"/> License # State Fee \$15
Utah	<input type="checkbox"/> License # State Fee \$20 CICs and CRMS Exempt from Fee
Vermont	<input type="checkbox"/> License # State Fee \$30
Virginia	<input type="checkbox"/> License # <input type="checkbox"/> Adjuster #
Washington	<input type="checkbox"/> OIC #
West Virginia	<input type="checkbox"/> NPN # State Fee \$36
Wisconsin	<input type="checkbox"/> NPN # State Fee \$20
Wyoming	<input type="checkbox"/> License # State Fee \$20

I understand that in order to receive State CE credit, I must attend this program in its entirety.

Participant Signature

Date