FAP Modules

How much does it cost to go through the entire FAP Course?
The overall cost of the course is $2100. See below for the fee breakdown:

FAP Modules 1-8	$300
Interim Assessment	$600
Final Assessment	$1,200
Assessment Retakes	$500

Are there any prerequisites to the FAP course?
There are no prerequisites to register for the FAP Modules. Candidates may register before earning credit for the preliminary examinations. However, many candidates will find it helpful to complete the preliminary examinations prior to reaching FAP Module 5.

How do I register for FAP?
Candidates can register online for all of the FAP components. Candidates may also register for each component individually. Candidates can also fill out an application at and fax it to the number indicated on the form. Your application and login information will be processed within 10 working days. You will have access to the modules immediately after receiving confirmation that your application has been processed.

Is there a detailed syllabus available?
A detailed syllabus is not available. There are seven required books for FAP. The complete listing of the FAP required textbooks is posted on the SOA Web site. Candidates can find a complete list of readings (books, articles, etc.) by module on the FAP site under "Resources." Candidates will also be directed via the online screens to the readings corresponding to the module section.   Candidates can also review FAP module objectives.

Do I have to buy the books or does the SOA provide them?
The SOA does not supply the textbooks. Candidates may refer to online book distributors for purchase.

How long do I have to complete the entire FAP course?
Candidates have 24 months from the date of purchase of the modules to complete the course. Candidates who do not complete the course within this timeframe will have the opportunity to apply for a one-time, one year extension.

Do I need to file for an extension to complete my Final Assessment?
 If you plan to submit your Final Assessment after your listed expiration date, you will need to apply for the extension. If you submit your Final Assessment prior to your expiration date, no action is required until you receive your result. If you pass, you will no longer need access to the modules and no extension is required. If you do not pass, you will need to apply for the extension in order to retake the Final Assessment.

Will FAP expiration affect my FSA module access?
No. The expiration date of the FAP course is based upon the purchase date of FAP. The expiration date of the FSA modules is based upon the purchase date of the FSA modules.

Can I register for an extension online?
No. Contact Customer Service at 1-888-697-3900 to purchase an extension.

How do I determine my expiration date?
To determine when your e-Learning access will expire, login to the SOA Web site and select "View My Account" to view order history and date of purchase.

What if I experience technical problems on the FAP site?
Call the following FAP technical support, available 24/7, at the numbers located on the FAP site: 1-800-716-2094 (United States/Canada) 1-512-558-7557 (International)

What if I have questions about the content of the modules?
Post your question on the FAP discussion forum to discuss with your fellow candidates.

What if I believe I have found an error in the module content?
Submit the module, section and page number and a description of the error to elearn@soa.org and the FAP Committee will review and adjust as necessary.

Interim Assessment

What is the Interim Assessment?
The Interim Assessment is designed to assess understanding and application of key concepts in Modules 1-5. The Interim Assessment helps candidates prepare successfully for the Final Assessment and is available on demand. Candidates will have access to the Interim Assessment after completing the required modules, exercises and after their registration has been processed.

What is the format of the Interim Assessment?
The Interim Assessment is comprised of 12-15 questions, with a time estimate of 30-60 minutes per question. Candidates will submit their work in Word and Excel files. Candidates must submit their answers in the template provided. If the template is not used, the assessment will be failed and the candidate will need to re-purchase and re-take the assessment. No exceptions will be made.

Why does the template say it is locked for editing?
There may be several reasons for the template being locked.

1. You are using an older version of Word. The template is only compatible with versions of Word 2003 and later. If you are using an older version of Word, save the file in Word 2003 or 2007 to alleviate the issue.
2. You have an issue with a temp file that is locking the .doc file you are trying to edit, resulting in your document being in 'read only' mode. It's also possible that

your Normal.dot template file for your Microsoft Word application has a temp file associated with it and is locking the .dot.

To alleviate either of the locking issues, you will need to find the temp file (usually preceded by a ~ symbol) and delete it to release the lock. Or, for the purpose of continuing your work as soon as possible, you can simply use a different computer. Keep in mind that if using the same .doc saved to a flash drive, you may be bringing the file lock issue with you. You will want to re-download the template directly onto another computer.

How much time do I have to take the Interim Assessment?
Candidates have 30 days to complete the Interim Assessment after downloading the materials. If candidates do not complete the Interim Assessment in the time allotted, they will not have met minimum requirements and will need to reregister. No exceptions will be made.

When does my Interim Assessment clock begin?
The assessment clock begins once a candidate reaches the download page, and several warnings will be issued in advance of that happening. Candidates may log in, read the instructions and FAQs prior to beginning their assessment clock.

Can I take the Final Assessment before taking the Interim Assessment?
No. Candidates need to have met minimum requirements on the Interim Assessment before being able to gain access to the Final Assessment.

How is the Interim Assessment graded?
Candidates will complete the Interim Assessment under controlled conditions with formal grading. All submitted Interim Assessments are graded as meets (pass) or does not meet (fail) minimum requirements. Sequence of grading is identical to that of the Final Assessment. You will "pass" if the grader determines that your assessment meets minimum requirements. If the grader determines your assessment does not meet minimum requirements, your assessment will be graded independently by another grader. If there is a discrepancy between the grades assigned by the two graders, your assessment will be graded by one more independent grader to resolve the discrepancy. All grades are final.

When will I receive my Interim Assessment results?
Candidates should expect to receive their results approximately seven weeks after submission. Interim Assessments are graded in the order in which they are submitted. Some submissions are graded by more than one grader and that this will naturally extend the process. As the SOA indicated, you should allow 7 weeks for your Interim Assessment to be graded. Results will be emailed to candidates immediately upon completion. Results will also be displayed on the Interim Assessment screen upon login. Credit will be posted to a candidate's online transcript within approximately 24 hours.

What happens if my assessment does not meet minimum requirements?
To receive credit, you will need to register to take the assessment again and submit the appropriate registration form. Assessment retake registration cannot be performed online.

When can I register for the Interim Assessment?
Candidates can register for the Interim Assessment in advance. If a candidate is not eligible to take the Interim Assessment, a message will be displayed upon login listing any outstanding End-of-Module exercises. If a candidate is eligible to take the Interim Assessment, immediate access will be granted upon login.

Do I have to wait to receive my Interim Assessment results before accessing Module 6?
No. Candidates will have access to Module 6 immediately upon submission of their Interim Assessment.

Do I need a supervisor for the Interim Assessment?
There is no supervisor involvement needed for the Interim Assessment. The candidate will attest that the work submitted is his/her own and that he/she has not distributed any materials.

What happens if the SOA e-Learning website is not available when I need to upload my Interim Assessment files?
During planned system outages (i.e., system maintenance, etc.), the candidate is solely responsible for scheduling the download and upload of the Interim Assessment so that it does not conflict with the planned outage. Consequently, candidates who do not upload their Interim Assessment within the 30 day time frame due to the planned outage will be graded as "Does Not Meet Minimum Requirements." Candidates will then be required to re-register and retake the Interim Assessment. All planned outage schedules are posted in advance in the News portion of the e-Learning Web site.

Am I allowed to discuss the Interim Assessment with others?
Candidates may NOT discuss the Interim Assessment with others. Discussion is strictly prohibited on the FAP Forum and other public forums. Candidates not adhering to the terms and conditions of the course and/or Interim Assessment instructions will be subject to disciplinary action.

How do I request a refund for the Interim Assessment?
- Interim Assessment applicants may cancel their Interim Assessment registration before logging into the Interim Assessment by doing either of the following:
    - Go to 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 and specify "Interim 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 Interim Assessment applicants who fail to correctly cancel online, or send a written or e-mailed cancellation request and do not specify "Interim Assessment".
- If candidates do not submit their Assessment within the 30 day timeframe, the Assessment will **NOT** be accepted and a refund will not be issued.

Final Assessment

What is the FAP Final Assessment?
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 of FAP. The Assessment covers material in Modules 6-8. Note, however, that Modules 6-8 build upon Modules 1-5. Eligible candidates will have access to the Final Assessment once they complete Module 8. Candidates have 96 hours to complete and submit their Assessment. The Final Assessment is designed for a level of candidate effort of approximately 25 hours. If a candidate does not submit his Assessment within the 96-hour timeframe, that Assessment will NOT be accepted and he 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. Candidates will have access to it after completing the required modules, exercises and Interim Assessment.

Is the Final Assessment held on a specific date?
The Final Assessment is available on demand; candidates may take it when they qualify for it, after their registration has been processed.

How do I know if I am eligible for the Final Assessment?
Candidates will be able to check their eligibility online.

These eligibility requirements include:
- 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 for all exercises prior to taking the Final Assessment.
- Candidates whose exercises do not meet minimum requirements before taking the Final Assessment must resubmit a new exercise before being allowed access the Final Assessment.
- Candidate has successfully completed the Interim Assessment

When can I register for the Final Assessment?
Candidates may register for the Final Assessment at any time by filling out an application or registering online.

Can I take the Final Assessment prior to taking the Interim Assessment?
No. Candidates must have met minimum requirements on the Interim Assessment prior to being granted access to the Final Assessment.

When will I receive my Final Assessment login information?
Candidates will receive their login information via e-mail upon logging in to the FAP course after receiving confirmation that the order has been processed.

How will my Final Assessment be graded?
All Final Assessment submissions will be graded. Your assessment will be graded by at least one grader. You will "pass" if the grader determines that your assessment meets minimum requirements. If the grader determines your assessment does not meet minimum requirements, your assessment will be graded independently by another grader. If there is a discrepancy between the grades assigned by the two graders, your assessment will be graded by one more independent grader to resolve the discrepancy.

The results of the FAP Final Assessment will be released to the candidate approximately seven weeks after submitting the Final Assessment. All grades are final.

Is feedback available for my failed Final Assessment submissions?
Candidates who submit and fail the Final Assessment two times may request detailed feedback regarding their assessments. This feedback is provided to help the candidate successfully complete the Final Assessment on the third attempt. Contact elearn@soa.org to request a Final Assessment feedback application.

How do I cancel my Final Assessment registration?
- 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, 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 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.

Do I need to install any third-party software to run the Final Assessment?
No. The Final Assessment is entirely run through the existing SOA e-Learning Web site.

What is 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 verify success of the uploaded documents.
 • Supervisors must electronically attest 1) to successful transmission of materials, 2) that to the best of the supervisor's knowledge, the completed submission represents the candidate's work, and 3) that the candidate has not distributed the assessment materials to anyone.

Supervisors do not need to be present during the entire 96 hour time frame.

Will my supervisor receive a separate set of instructions?
No. Supervisors will be directed via the online screens how to proceed once the candidate logs into the Final Assessment.

How do I change my supervisor?
Submit your new supervisor's name, title and contact information to customerservice@soa.org.

My supervisor is not able to supervise the upload of my files. Can I have another supervisor step in?
Yes. Candidates may have different supervisors for either the download or upload. You must notify the SOA regarding any supervisor changes by sending an email to customerservice@soa.org.

Can my supervisor just email me the Final Assessment files?
No. Candidates must log on as themselves and agree to the Final Assessment Terms and Conditions.

How long do I have to complete the Final Assessment?
96 hours. Candidates may login, read the instructions and FAQs prior to beginning their assessment clock. The clock does not begin until a candidate reaches the download page, and several warnings will be issued in advance of that happening.

When does the personal assessment clock start?
The clock will begin when you access a screen titled Download Page. You will receive a warning several times before entering this page.

What happens if I don't complete the Final Assessment within 96 hours?
To receive credit, you will need to register to take the assessment again and submit the appropriate fees.

What happens if the SOA e-Learning website is not available when I need to upload my Final Assessment files?
During planned system outages (i.e., system maintenance, module rollouts or updates, etc.), the candidate is solely responsible for scheduling the download and upload of the Final Assessment so that it does not conflict with the planned outage. Consequently, candidates who do not upload their Final Assessment within 96 hours due to the planned outage will be graded as "Does Not Meet Minimum Requirements." Candidates will then be required to re-register and retake the Final Assessment. No exceptions will be made. All planned outage schedules are posted in advance in the News portion of the e-Learning Web site.

In the event the e-Learning system is not available due to an unscheduled outage thereby preventing candidates from uploading their Final Assessment files within 96 hours, please contact FAP staff at elearn@soa.org.

How do I complete the Final Assessment?
Step 1: Download the files in the presence of your supervisor.
Step 2: Have your supervisor attest that your download of files was successful.
Step 3: Complete the Final Assessment by doing the following:
      1. Read all materials.
      2. Complete the tasks assigned to you. Use the solutions completed by your fictional assistant to help guide you.
      3. Review your work.
Step 4: Attach all of your Final Assessment files in the presence of your supervisor and submit for grading.
Step 5: Have your supervisor confirm your upload and confidentiality prior to submission.

How long will it take me to complete the Final Assessment?
The assessment has been designed so that a well-prepared candidate – one who has learned the key concepts, completed all FAP case studies and module exercises – will spend approximately 25 hours completing assignments. Twenty-Five hours is an estimate based on the experience of candidates, to date. Actual time will vary depending on candidate experience, expertise, working style, etc.

How do I know how much time is officially remaining before I need to submit my Final Assessment?
A personal assessment clock is accessible on the Working Page and can be refreshed at any time during the 96-hour period.

Can I access the assignment tasks and supporting spreadsheets at anytime during the Final Assessment?
Yes. You can access the assignment tasks, solution files and supporting spreadsheets at any time from the Working Page.

Can I discuss the Final Assessment with someone else?
Yes, you may discuss the assessment (tasks/solutions/Excel files) with an ASA, FSA, or other FAP candidates via the FAP Discussion Forum or at work or with a study group. However, your final submitted files MUST be your work and your work only. Having another person(s) write your solutions, plagiarizing or copying another person's work or model solutions is strictly prohibited. Failing to adhere to the e-Learning Terms and Conditions, to which you agreed to upon registration subjects you to disciplinary action ranging from one year to a lifetime ban.

How is the SOA addressing cheating in the e-Learning courses?
While the overall percentage of plagiarism throughout the e-Learning system remains low, the SOA maintains the integrity of the ASA and FSA designation by using several sophisticated anti-plagiarism mechanisms. Any evidence that the work submitted is not the candidate's own automatically results in the submission being failed and may lead to disciplinary action ranging from one year to a lifetime ban. All End-of-Module exercises and assessments are checked for plagiarism and collaboration.

What disciplinary action will the SOA take if a candidate is found in violation of the agreement?
Disciplinary actions can be taken by the SOA at anytime, even if a candidate has already completed an e-Learning course, module and/or assessments and has obtained the ASA or FSA credential. A designation earned under false pretenses will be revoked. In the event a designation is removed, the name of the candidate will be posted on the SOA Web site and may be published in The Actuary publication.

Where can I report a possible violation?
The SOA has an official process to report rule infractions. Candidates who are aware of any infractions are encouraged to fill out the SOA infraction form. If a candidate suspects another candidate has violated the e-Learning Terms and Conditions they are encouraged to fill out the infraction report and submit it anonymously to the SOA.

Does everyone get the same Final Assessment?
No. Currently, the background information for the assessment is the same for all candidates. All candidates will complete pricing, funding, and monitoring tasks; however, not all candidates will get the same tasks to complete. In other words, we have created multiple (many) forms of the assessment.

Can I work on my Final Assessment from more than one computer?
Yes, the Final Assessment is designed to allow you to work from any location. Make sure your final submission files are on the computer from which you will upload in the presence of your supervisor.

Can I share any of the Final Assessment materials or my solution files with a colleague?
No. The files are strictly confidential.

When will I receive my Final Assessment results?
Results will be available within approximately seven weeks after a candidate has submitted their Final Assessment materials.   Results will be sent via e-mail. Credit will be posted to the online transcript within approximately 24 hours of the assignment of the grade.

I did not receive my Final Assessment results email, what should I do?
Due to technical reasons beyond our control, some candidates may not receive emails from the e-Learning system. In such cases, candidates may also log in to the Final Assessment page where Assessment results are displayed.

Why did my colleague receive his results before me?
Final Assessments are graded in the order in which they are submitted. Some submissions are graded by more than one grader and this will naturally extend the process. As previously indicated, all candidates should allow approximately seven weeks for their Final Assessments to be graded before contacting the SOA about their results.

The Final Assessment was my last requirement for Associate ship. What is my next step?
The listing of New ASAs is the official confirmation that candidates have succeeded in meeting all of the ASA requirements. Candidates may begin to use the ASA designation after their name appears on the New ASA list.