



Application for FAP Final Assessment

**Current FAP Modules will
discontinue March 31, 2020**

Recognized by the Canadian Institute of Actuaries

Candidate Information		Check here if you <u>do not</u> want to receive information from third party vendors <input type="checkbox"/>		Date of Birth: _____	
CAND #: _____		ID #: _____		Month _____ Day _____ Year _____	
<i>For Office Use Only</i>		<i>For Office Use Only</i>		Check your primary address: <input type="checkbox"/> Work <input type="checkbox"/> Home	
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:	
_____		_____		_____	
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.)					

Supervisor Information		The following individual will supervise my FAP Final Assessment (Business Address Only):		<input type="checkbox"/> Final Assessment Fee: \$1200	
Please circle actuarial credential: FSA FCAS FCIA FFA FIA FIAA FSPA		None (Please specify: supervisory position, etc.) _____		<input type="checkbox"/> Final Assessment Retake Fee: \$500	
Last Name / Family Name		First Name		Canadian residents add 5% GST, PE 14%, NB,NL,ON 13%, NS 15% GST/HST	
_____		_____		You may fax your registration to 847-273-8529	
Company Name:		_____		Or, send application and CHECK payments to: Society of Actuaries P.O. Box 95600, Chicago, IL 60694-5600	
Business Address (no P.O. boxes):		_____		OR . . .	
City:		State/Province:		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	
_____		_____		_____	
Daytime TEL:		_____		_____	
E-MAIL:		_____		_____	
Supervisor's Signature:		_____		_____	

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, via self-assessment, 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 that 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. 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 to nine 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

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.
- ❖ Candidate has submitted all End of Module exercises for all required modules and the Interim Assessment.
- ❖ Candidate has met the minimum requirements for all exercises, via self-assessment, prior to taking 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:

- ◆ Interim Assessment applicants may cancel their Interim Assessment registration before logging into the Interim To cancel your order go to www.soa.org, locate MY SOA on the upper right hand side of the screen. Then scroll down to view order history, and select the order you wish to cancel from your order summary. Click the cancellation button and complete the form to submit your cancellation request. There is a \$100 administration fee for each cancellation issued. Your request will be processed and you will receive your refund (less administration fees) in 2-4 weeks, in the manner in which the original payment was made.
- ❖ 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.

Questions should be directed to the e-Learning Administrator at the SOA office at ellearn@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.