University-Earned Credit (UEC) Exam Addition Application

April 2024 Review Cycle
Application Deadline: April 1, 2024

This form is for Centers of Actuarial Excellence (CAE) universities that are already approved the University-Earned Credit (UEC) program seeking approval for additional exams. Refer to the guidance beginning on page 2 of this document for instructions on how to complete the application.

Box 1: Contact Information
1a. Name of university
1b. Name of faculty contact for the purpose of this application

1c. Faculty contact email address	1d. Faculty contact phone number

Box 2: Curriculum Details

2a. Mark the exams for which you are seeking to provide University-Earned Credit and indicate the course number(s) for each. If there are multiple sections offered for the course(s) indicated, specify which courses.

Additional Exams	Course Number(s)	Which course(s) have multiple sections?
☐ Financial Mathematics (FM)	(1 course max)	
☐ Statistics for Risk Modeling (SRM)	(3 courses max)	
☐ Fundamentals of Actuarial Mathematics (FAM)	(2 courses max)	
☐ Advanced Long-Term Actuarial Mathematics (ALTAM) only	(2 courses max)	
☐ Advanced Short-Term Actuarial Mathematics (ASTAM) only	(2 courses max)	

Required documentation:
  Completed Curriculum Worksheets for courses indicated
  Course syllabi for each of the terms modified according to UEC guidelines[1]
  Midterm and Final Exams administered during the last two administrations of each course indicated[2]

Box 3: Acknowledgements and Signature

Applicants (contact person noted in Box 1) attest to the following (applicant must check the box and sign below):
  ☐   I agree that the Accreditation Actuary will provide the required materials to the External Examiner by the established deadlines

  Signature: Date:

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[1] Syllabi for each section of a course must be provided if all sections do not share these in common.
[2] Midterm and/or final exams for each section of a course must be provided if all sections do not share these in common.

Submission Instructions

This completed application and the required documentation listed below must be received by the SOA no later than **April 1, 2024.**

1. Application form – complete with acknowledgements and signature
2. Curriculum worksheets showing at least 85% coverage for any exams indicated in Box 2
3. Course syllabi – for each of the terms modified according to UEC guidelines
4. Midterm and Final Exams – administered during the last two administrations of each course indicated

The documents must be saved _in the above order_ into a single PDF and with the appropriate bookmarks for each exam annotated in Box 2. Email your submission to UEC@soa.org as an attachment or provide a file sharing link where we may download your file.

UEC Exam Addition Application Guidance

Additional information for completing the application

Box 1: Contact Information

- Enter name of the university.
- Enter the name, email address, and phone number for the faculty contact to be used for the purposes of this application.

Box 2: Curriculum Details

- Check the boxes for the exams for which you are seeking approval through the University-Earned Credit program and list the course numbers for the courses that cover those exams. Note that there are maximums permitted for each exam.
  - If there are multiple sections offered for the course(s) indicated, specify which courses these are.
- For each exam for which a box is checked, fill out the Curriculum Worksheet provided for that exam to show how the course(s) map to the exam topics/learning objectives.
- Provide the syllabi for each of the terms modified according to UEC guidelines.
- Provide copies of the midterms and final exams administered for the last two administrations of each course indicated.

Box 3: Acknowledgements and Signature

- Check the box next to each statement and sign and date the form to indicate that you acknowledge and understand each statement.