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# CAE APPLICATION FORM

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## July-December 2024 Review Cycle

*Information on the CAE criteria has been abbreviated for the purpose of this application. Please read the [CAE A & B Criteria Guidance](#) thoroughly before preparing your submission.*

### Submission Instructions

Send your submission to [cae@soa.org](mailto:cae@soa.org) as an attachment via email or provide a link to a third-party file sharing site where the documents may be downloaded. Please note that the SOA email servers automatically reject password-protected documents. The following should be provided as a single bookmarked PDF document:

1. Completed application form and narratives bookmarked by criterion
  - a. Narrative for Criterion A.2 should include course syllabi and coursework (as detailed in A Criteria Guidance) bookmarked first by SOA exam then by university course
  - b. Any other supporting documents for other criteria should be included
2. Appendix B Syllabus worksheet
  - a. Each exam should be represented in your submission (even if not covered at your university)
3. Appendix C Faculty Worksheet
4. Appendix D Graduate Worksheet
  - a. Each Period and Summary tab should be represented in your submission

Each Criterion should be bookmarked along with each document as described above. If your application is not bookmarked upon submission, it may be sent back for you to add the proper bookmarks before it is accepted. If you have trouble bookmarking your document, you may request assistance at [cae@soa.org](mailto:cae@soa.org).

Applications will not be considered as having met the application deadline until the fully completed application and all required supporting documentation has been received by the SOA by July 26, 2024 (11:59 p.m. Central Time).

*Questions: Please email [cae@soa.org](mailto:cae@soa.org)*

**APPLICATION DEADLINE:**

**JULY 26, 2024**

**(11:59 p.m. Central Time)**

## Educational Institution

Name of institution:			
Name of the chair of the actuarial science program:			
Primary contact for the purpose of this application (if different than above):			
Institution mailing address:			Campus box or mail code (if applicable)
City	State/Province	Postal code	Country
Telephone number	E-mail address		
Institution website address:		Actuarial program website address:	
Please list all dates that would work well for a two-day site visit within the following date range (weekdays only): September 16-November 15, 2024			
<b>NOTE: This is the earliest time frame during which a site visit may be conducted. Site visits will be conducted at the SOA's sole discretion, contingent upon factors such as the ability to safely travel and participate in face-to-face meetings on campus.</b>			

## Submission of Application

By signing below, each of the individuals listed below certifies that (i) the information provided in this application and its attachments is true, accurate, and complete to the best of their knowledge and belief; and (ii) they will inform the SOA of any material changes in the information provided in this application. Each of the undersigned understands and acknowledges that any false or misleading information may result in revocation of the designation.

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Chair of Actuarial Program Date

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Dean presiding over Actuarial Program Date

**Note: If a site visit is granted, an administrative fee will be due 10 days prior to the first date of the visit.**

## CAE Criteria Guidance

**IMPORTANT!** *Information on the CAE criteria has been abbreviated for the purpose of this application. Please read the [CAE A & B Criteria Guidance](#) thoroughly before preparing your application. Within the guidance documents you will find links to the appendices and worksheets required for each criterion. There are some instances where one worksheet can serve as supporting data for multiple criteria. Any supporting documentation or explanation in addition to that which is specifically requested is welcome.*

### A-Level Criteria

**Criterion A.1:** The university must offer a program with an identifiable **major** or track (the term “major” will henceforth be used to refer to all actuarial programs) in actuarial science. *For guidance on this criterion, see the bookmark for Criterion A.1 in the [A-Criteria Guidance](#).*

**Criterion A.2:** The **curriculum** for the undergraduate program (or graduate program if no undergraduate program exists) must cover at least 80% of the syllabus-weighted learning objectives for at least five of the preliminary SOA examinations which must include SRM, FAM, and either ASTAM or ALTAM. *For guidance on this criterion, see the bookmark for Criterion A.2 in the [A-Criteria Guidance](#).*

**Criterion A.3:** The university must have produced an average of no fewer than ten **graduates** per year over the previous four years across all identifiable actuarial science majors. *For guidance on this criterion, see the bookmark for Criterion A.3 in the [A-Criteria Guidance](#).*

**Criterion A.4:** The **faculty** responsible for actuarial courses and other program involvement must be sufficient in both quantity and qualifications. At least one faculty member must be full-time, tenured or tenure-track, and must be a credentialed actuary or pursuing actuarial credentials (Associate or Fellow). *For guidance on this criterion, see the bookmark for Criterion A.4 in the [A-Criteria Guidance](#).*

### B-Level Criteria

**Criterion B.1:** The program should produce **high-quality graduates** who are in demand by employers. *For guidance on this criterion, see the bookmark for Criterion B.1 in the [B-Criteria Guidance](#).*

**Criterion B.2:** There must be an **appropriate integration** with other relevant fields, particularly those developing business skills, EQ/AQ skills, and communication. *For guidance on this criterion, see the bookmark for Criterion B.2 in the [B-Criteria Guidance](#).*

**Criterion B.3:** To earn a CAE designation a **connection to industry** must exist through activities such as an advisory board, campus speakers, career center, internship program, and actuarial club. *For guidance on this criterion, see the bookmark for Criterion B.3 in the [B-Criteria Guidance](#).*

**Criterion B.4:** The program should be producing **peer-reviewed academic research** and be taking steps to **advance the actuarial profession**. *For guidance on this criterion, see the bookmark for Criterion B.4 in the [B-Criteria Guidance](#).*