Joint Board
for the
Enrollment
of Actuaries

Department of
Labor

Department
of the
Treasury

Department of the Treasury
Internal Revenue Service
Washington, DC 20224

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# CONTINUING PROFESSIONAL EDUCATION NOTICE

The regulations for the Joint Board for the Enrollment of Actuaries require an Enrolled Actuary to complete 36 hours of continuing professional education (CPE) credit each enrollment cycle to qualify for renewal of enrollment. Core subject matter must comprise at least 18 hours. For newly enrolled actuaries who were enrolled during the current enrollment cycle, lesser requirements apply.

For the current cycle, the period during which these CPE hours must be fulfilled extends from January 1, 1999, to December 31, 2001. Note the CPE hours must be met three months prior to the end of the enrollment cycle, which is March 31, 2002.

Enrolled actuaries are required by the regulations to retain, for a period of three years after the end of an enrollment cycle, the following supporting documentation regarding CPE:

1) The name of the sponsoring organization
2) The location of the program
3) The title of the program and description of its content
4) The dates attended
5) The name of the instructor, discussion leader or speaker
6) The certificate of completion and/or signed statement of the hours of attendance from the sponsor
7) The total core and noncore credit hours

The Joint Board conducts random audits of claims for CPE credit, which includes the review of the documents listed above. The Joint Board urges you to pay close attention to those sections of the regulations that discuss the criteria for courses or programs to fulfill the CPE requirements.

Please note that the regulations provide that teaching, publishing articles and certain other activities may earn a limited number of CPE hours. Similar record keeping requirements apply to these activities.