



CHARTERED INSURANCE AGENCY MANAGER (CIAM) THESIS APPROVAL AND APPLICATION

This form is developed for and is to be used by candidates applying for their CIAM designation. A non-refundable processing fee of \$100 is required. Please type or print clearly, encrypt the form and send the completed form and supporting forms to talentsolutionsinternational@limra.com.

PAYMENT INFORMATION (For Payment Processing)

Mastercard Visa AMEX

Card Number: _____ Expiration Date: _____

CVV: _____ Card Holder's Name: _____

(3- or 4-digit security code) located on the back of MC, VISA,
and on the front of AMEX)

Phone: _____

Residential Address Company Address

Company Name For Payment Processing (If Applicable): _____

Billing Address (City, State, Country and Zip Code): _____

APPLICANT INFORMATION

Name (exactly as it will appear on certificate): _____ Company*¹: _____

*¹The name of the company you completing the training with and worked for.

Mailing Address (City, State, Country and Zip Code): _____

Email*²: _____ Date: _____

**²Your company email address at the time you completed the training

NOTE: There are two additional steps that must be completed after your thesis has been approved. Your company must provide LIMRA with a letter (1) attesting your character and qualifications and (2) indicating that you have a minimum of five year's service as a manager.

COURSE COMPLETION

STEP

PROGRAM NAME

DATE COMPLETED

A

(Management Basics)

B

(Skill Development)

AMTC

C

(Operational and Growth Skills)

D

(Advanced Management)

THESIS TOPIC

Write a detailed description of the specific theme, topic or aspect of field management you have chosen for your thesis. Briefly describe the steps you have taken or what was done to implement the theme or topic in your agency (maximum 50 words).

TO BE COMPLETED BY LIMRA

The above topic is Approved Not Approved

Remarks:



To: CIAM Interested Parties
Subject: Guidelines for Completion of the CIAM Paper/Thesis
Step (E)
From: LIMRA Talent Solutions International

Step (E), Final Paper/Thesis, in the CIAM process is intended to help the applicant think critically about a key component of agency management and indicate how the steps in the CIAM have helped him/her implement effective management practices in that area. Therefore, the following guidelines should be followed in completing this step of the CIAM:

- A. After completing Steps (A) - (D) of the CIAM, the candidates should review the topics covered in the programs completed, his/her own current unit/agency operations, and the long term objectives for that operation.
- B. Based on this review, the candidate should identify a specific theme, topic, or aspect of field management that is of particular interest and/or has been impacted by what has been covered in Steps (A) - (D) of the CIAM.
- C. A brief title and description (50 words or less) of the topic is to be submitted to the Managing Director, AMTC for approval as the subject of the paper/thesis. A form for this submission is available from the Managing Director, AMTC and at www.limra.com.
- D. The Managing Director, AMTC will respond back to the candidate to indicate whether or not the topic is approved. If the topic is approved, the candidate can begin writing the paper/thesis, following the requirements in (E) immediately below.

If the topic is not approved, the Managing Director, AMTC will indicate how the proposed topic should be changed in order for approval to be given. Assuming the suggested changes are agreed to by the candidate, he/she may begin writing the paper/thesis, following the requirements in (E) immediately below.

- E. The requirements for the actual writing of the paper/thesis are as follows:
 1. Length – 12 to 16 pages, inclusive of attachments, enclosures, etc.;
 2. Double spaced;
 3. Paper – A4 or standard U.S. letter size, 8 ½ x 11 inches;
 4. Font size = 12 point; and
 5. Number of characters per line = 70-85 (or the comparable number in the language of the applicant); and
 6. Content – the actual content of the paper/thesis should include information covering the following three areas:
 - a. A comprehensive description of the specific theme, topic, or aspect of field management that is the subject being covered in the paper/thesis;
 - b. A description of what the applicant has actually done to apply and/or implement this theme topic, or aspect of field management in his/her own field management activities as a result of his/her completion of Steps (A) - (D) of the CIAM process; and
 - c. An analysis of the results produced by applying this theme, topic, or aspect of field management, i.e., what has worked, what has not worked, and how is the applicant modifying his/her activities as a result of these experiences.

The paper/thesis title and description are to be e-mail to talentsolutionsinternational@limra.com.