



CHARTERED INSURANCE AGENCY MANAGER (CIAM)
APPLICATION AND THESIS APPROVAL



This application is developed for candidates applying for their CIAM designation. Designation applications are processed quarterly; those submitted after the deadlines will be processed the following quarter. Please type or print clearly and complete the application in full, then send the completed form and supporting document(s) to talentsolutionsinternational@limra.com.

APPLICANT INFORMATION

Name (exactly as it will appear on diploma):

Add In Language name if desired; will appear after English name:

Company:*

Work Email Address: **

*The name of the company you worked for when completing the training.

**Your company email address at the time you completed the training. Records are tracked by email; in order to find your records, we need the same address originally provided.

MAILING ADDRESS

Street Address:

City:

State/Province:

Postal Code:

Country:

Phone Number:

Date Submitted:

COURSE COMPLETION

PROGRAM NAME

DATE(S) COMPLETED

STEP A (Management Basics)

STEP B (Skill Development)

STEP C (Operational & Growth Skills)

STEP 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).

ATTESTATION LETTER: There is an additional step that must be completed to obtain CIAM designation. 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. Please attach the letter to this application.

FOR INTERNAL USE ONLY

The above thesis topic is:

Approved

Not Approved; applicant needs to revise and resubmit

Company Attestation Letter including qualifications and years experience:

Attached & Meets Requirements

Attached but need more information; applicant needs to resubmit

Not Attached; applicant needs to submit for consideration



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

Step (E), Thesis Paper - 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 LIMRA Talent Solutions International staff for approval.
- D. LIMRA Talent Solutions International staff will send the topic to a CIAM expert reviewer and 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 thesis paper, following the requirements in (E) below. If the topic is not approved, the CIAM expert reviewer 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 thesis paper, following the requirements in (E) immediately below.

- E. The requirements for the actual writing of the thesis paper 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.

Upon completion, applicants need to email the thesis paper to talentsolutionsinternational@limra.com