LIMRA®

CHARTERED INSURANCE AGENCY MANAGER (CIAM)
APPLICATION AND THESIS APPROVAL

CIAM
Chartered Insurance Agency Manager

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.** Once you are notified that your application has been verified and thesis topic has been approved, you can start writing your thesis paper. Upon approval of your thesis paper, your diploma will be mailed to the address provided.

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 indicating that you have a minimum of five year's service as a manager. Please attach the letter to this application. It shall be noted that your successful completion of AMTC will serve as an attestation to your character and leadership qualifications. LIMRA Staff will email applicants regarding topic and thesis paper notifications, application results and any other necessary further actions if applicable. As noted, upon approval of your thesis paper, a diploma and pin will be mailed accordingly. In addition, a verifiable digital badge will be sent using the email address provided in 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 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:

°   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.

"   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.

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.

)   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.

-   The requirements for the actual writing of the paper/thesis are as follows:

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    Length – 12 to 16 pages, inclusive of attachments, enclosures, etc.;

    Double spaced;

    Paper – A4 or standard U.S. letter size, 8 ½ x 11 inches;

    Font size = 12 point; and

    Number of characters per line = 70-85 (or the comparable number in the language of the applicant); and

    Content – the actual content of the paper/thesis should include information covering the following three areas:

        A comprehensive description of the specific theme, topic, or aspect of field management that is the subject being covered in the paper/thesis;

        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) -
) of the CIAM process; and

        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

Artificial Intelligence Policy for CIAM Thesis Papers

Objective

The objective of this policy is to ensure the academic integrity and originality of CIAM thesis papers by prohibiting the use of Generative Artificial Intelligence ("GAI") tools in their creation. This policy outlines the guidelines and expectations for applicants regarding the prohibited use of GAI tools in their thesis work.

Scope

This policy applies to all individuals enrolled in LIMRA* programs that require the submission of a thesis paper as part of their CIAM application (each, an "Applicant").

Policy Statement

1. **Prohibition of GAI Tools:**

   o Applicants are strictly prohibited from using GAI tools to generate, write, or edit any part of their thesis paper. This includes, but is not limited to, AI-powered writing assistants, text generators, and editing tools.

2. **Original Work Requirement:**

   o All thesis papers must be the original work of the Applicant. The use of GAI tools to produce content is considered a violation of academic integrity and will be treated as plagiarism.

3. **Research and Data Analysis:**

   o GAI tools may not be used for research purposes or data analysis.

4. **Ethical Considerations:**

   o Applicants are required to uphold the highest ethical standards in their academic work. The use of GAI tools to complete assignments undermines the value of academic integrity and the learning process.

5. **Confidentiality and Intellectual Property:**
   Applicants are prohibited from sharing or inputting any LIMRA Materials (including but

   not limited to research, reports, education content, training content, emails, etc.) with or into GAI. All LIMRA Materials are owned by LL Global, Inc. (and its brands LIMRA and LOMA). Unauthorized use, reproduction, or reprinting of LIMRA Materials (or any portion thereof) for any purpose, including use with any current or future form of GAI tool or engine, without express and written permission from LL Global (LIMRA and LOMA) is strictly prohibited. Please note that GAI Tools are not legal entities and are not bound by the same confidentiality agreements or legal protections as human employees or contractors. GAI Tools are public platforms, similar to social media/social networking sites that use information inputs as training materials for future users and content output.

* LIMRA is a brand name owned by LL Global, Inc.

Enforcement

1. **Monitoring and Detection:**

    o   Instructors and thesis advisors will monitor the submission process and utilize tools to detect GAI-generated content. Any suspicion of GAI tool use will be investigated thoroughly.

2. **Consequences of Violation:**

    o   Violation of this policy will result in severe academic consequences, including but not limited to:

    -   Failing grade on the thesis paper.

    -   Revocation of any awards or recognitions related to the thesis.

    -   Where deemed relevant and appropriate, alert regulators or academic bodies to ensure the integrity of industry standards.