



AMERICAN ACADEMY *of* ACTUARIES

Timeline

Review of Qualifications for Signing Fire and Casualty Loss Reserve Opinions

Start date	Task	Date to complete by
Day 1	Academy policy analyst receives application, scans it	Day 3
Day 3	Application sent to Casualty Practice Council (CPC) to consider	Day 25
Day 25	CPC discusses on conference call/votes	Day 26
Day 26	CPC member/Academy staff contact applicant with news of outcome of CPC call	Day 28
	or	
	If applicant is approved, Academy staff/volunteer drafts approval letter immediately, with target date of Day 30	
Day 28	Response to applicant with questions/concerns, if applicant not already approved	Day 33
Day 33	Applicant provides additional material, if appropriate	Day 40
Day 40	Additional/revised material sent to CPC for consideration	Day 45
Day 45	CPC discusses additional/revised material on conference call	Day 46
	<i>If the applicant has not received approval yet, the process returns to Day 25.</i>	

Note:

- All applications must be received before Oct. 31.
- Unless there are extenuating circumstances, an applicant generally is contacted within 30 days after the Casualty Practice Council has received the application.