



**Self-Study Designation Program**  
Offered by the Maine Insurance Agents Association

ACSR is more than a program...it's an investment in the success of your agency ~ An investment that yields a wealth of dividends. ACSR's are better prepared with increased product knowledge, improved selling/account rounding skills, enhanced productivity and confidence, and studies have shown that they offer higher levels of professionalism and customer service.

Course Description	Continuing Ed Credits (CECs)	Cost \$	Total
<b>ACSR 1 Homeowners Insurance:</b> Homeowners policies—provisions, endorsements and pricing; other residential policies	5	\$ 90 Member \$180 Non-member	
<b>ACSR 2 Personal Auto:</b> The Personal Auto Policy (PAP)—provisions, endorsements and pricing	5	\$ 90 Member \$180 Non-member	
<b>ACSR 3 Personal Lines Related Coverages:</b> Dwelling; personal lines floaters, personal umbrella, watercraft, flood insurance and more	5	\$ 90 Member \$180 Non-member	
<b>ACSR 4 Errors &amp; Omissions/Loss Control:</b> Agent liability; client responsibilities; reducing exposures; common errors; specialty markets; claims	5	\$ 90 Member \$180 Non-member	
<b>ACSR 5: Professional Development:</b> Principles of risk management, account rounding and cross selling; time management, setting personal goals and ethics	5	\$ 90 Member \$180 Non-member	
<b>ACSR 6: Commercial Property:</b> Property loss exposures; building and personal property; business income; cause of loss forms; endorsements	5	\$ 90 Member \$180 Non-member	
<b>ACSR 7: Commercial Liability:</b> Liability loss exposures; CGL occurrence and claims made forms; endorsements; commercial umbrella; underwriting	5	\$ 90 Member \$180 Non-member	
<b>ACSR 8: Commercial Automobile:</b> Business auto coverage (BAC) and endorsements; garage and truckers forms	5	\$ 90 Member \$180 Non-member	
<b>ACSR 9: Commercial Lines Related Coverages:</b> Crime, inland & ocean marine; businessowners policies (BOP); workers' compensation; bonds	5	\$ 90 Member \$180 Non-member	

<b>Personal Lines Designation:</b> The student must successfully complete the course work and exams for Modules 1 through 5 & pass the online Institutes ethics course  <b>Commercial Lines Designation:</b> The student must successfully complete the course work and exams for Modules 4 through 9 & pass the online Institutes ethics course  <b>Ethics course can be found at <a href="http://www.theinstitutes.org">www.theinstitutes.org</a> Ethics 311 &amp; 312 – Free online!</b>  <b>Life &amp; Health Designation</b> also available – Contact Shannon @ 623-1875 for additional info	Sub Total	
	5.5% ME State Sales Tax	
	Shipping & Handling: Add \$5.50 per manual	
	<b>Grand Total</b>	

**NOTE**

- Modules 4 & 5 & the ethics course are only required to be taken once if the individual is working on both designations
- CEC's cannot be issued unless the exam is passed with a score of 70 or better. Students not passing the exam on the first attempt may purchase a second exam for \$30.00. You must notify Shannon of a passing grade within 20 days.

**Self Study Instructions:** Upon receipt of your paid and completed order form, MIAA will mail your textbook directly to you. Once you are ready to take the exam, please contact Shannon ([shannon@maineagents.net](mailto:shannon@maineagents.net)) and an exam will be sent to your agency proctor. All exams must be monitored as they are closed book and time allotted for the exam is one hour.  
**The MIAA recommends you take the exam within 4 months of ordering the textbook as exams and textbooks are updated periodically by The Institutes.**

Students Name: \_\_\_\_\_ License #: \_\_\_\_\_  
 Agency/Co: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

My check made payable to MIAA is enclosed for \$ \_\_\_\_\_

For Security purposes please FAX (207.626.0275) this form – **we cannot process credit card info emailed to us**

Please charge my  Visa  MasterCard  AMEX Amount to be Charged: \$ \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print name & Billing address of cardholder: \_\_\_\_\_