

NAMIC has designed a program to allow host organizations to offer courses for FMDC credit as a part of their board education and training.

NAMIC appreciates the cooperation of host organizations in order to offer the most effective and consistent certification program possible.

CONDITIONS OF CERTIFICATION COMPLIANCE

Classes must be from the official Course Catalog of the FMDC program.

Each course must be a minimum of 50 minutes in length.

Intent to Conduct form must be submitted to NAMIC at least 30 days prior to the course offering with \$150 Intent to Conduct fee.

If a speaker has not been pre-approved to present a specific course, he/she must submit a detailed session outline with the Intent to Conduct form in order to be approved for that course.

Speaker selection must be approved by NAMIC staff. Approval will be based on speaker's experience, professional background, and identified objectives in the course outline. NAMIC will make available a past speaker list. NAMIC staff is available to discuss the outline with any speaker who is not on the speaker list.

NAMIC will not contact speakers hired by host organizations without first notifying the host organization and seeking its agreement.

Host organizations may file for continuing education credits with their respective Department of Insurance. NAMIC will not apply for continuing education credits for an event hosted by a host organization.

NAMIC will communicate with the host organization regarding the Intent to Conduct form approval process within 10 business days of receipt of the completed form and course outline(s).

INTENT TO CONDUCT FEE

When filing an Intent to Conduct form with NAMIC, a host organization must include an Intent to Conduct fee of \$150 with the form. This is a flat \$150 fee per event, regardless of the number of classes given or participants.

The \$150 fee covers all identical meetings listed on the Intent to Conduct form (i.e., when the same meeting is held in multiple locations at multiple times). Additional programs presenting different classes, or revised Intent to Conduct forms changing classes to be presented at a previously filed event, will require an additional \$150 fee with the new/revised Intent to Conduct form.

Fees collected from host organizations by NAMIC are used to maintain an FMDC database of program participants, participation reports, and course materials.

Upon approval of the Intent to Conduct form, NAMIC will provide to the host organization:

- Approved Intent to Conduct form
- Acknowledgement of receipt of Intent to Conduct fee
- Copy of the FMDC application for new enrollees
- Marketing list for the program, if applicable for open programs
- Sign-in sheets for the program
- Posting of courses on NAMIC.org, if applicable for open programs

For new program participants, an FMDC application must be completed and submitted with a \$25 application fee per application. Applications will not be processed until the \$25 application fee has been received. Each class must have a sign-in sheet. It is the responsibility of the meeting supervisor to ensure that individuals remain in class for its duration.

CLASS COMPLETION

Following the completion of the classes, NAMIC requests:

Applications and corresponding \$25 application fee from each new director

Copies of sign-in sheets
Typed attendee list

Complete this form and submit it along with a \$150 Intent to Conduct fee to NAMIC at least 30 days prior to the course offering. Fax to FMDC manager at 317.879.8408 or e-mail to FMDC@namic.org.

NAMIC will contact you within 10 business days of receipt of this Intent to Conduct form with approval or communication regarding outstanding needs for approval.

CONTACT INFORMATION



NAMIC®
INSURANCE
SOLUTIONS

We serve the professional liability needs of more mutual property and casualty companies than any organization in the United States.

www.namicinsurancesolutions.com

FMDC CORPORATE SPONSOR

First Name

Middle Initial

Last Name

Title

Host Organization Name

Mailing Address

City

State

Zip or Postal Code

Province

Country

Telephone

Fax

E-mail

EVENT INFORMATION

WILL THE FMDC CLASS(ES) BE HELD IN CONJUNCTION WITH ANOTHER EVENT? **YES** **NO**

Event Name

Event Location

Date(s) FMDC course(es) are to be held

Anticipated FMDC Attendance

PAYMENT INFORMATION

MasterCard

American Express

Check # _____

Visa

Discover

payable to NAMIC (In U.S. Dollars)

Card Number

Expiration Date

3-digit Security Code (4-digit for AmEx)

Name as it appears on the card

Card Holders Billing Address

SIGNATURE OF HOST ORGANIZATION OFFICIAL

Name

Title

Date

NAMIC APPROVAL

Name

Date

FMDC COURSES

Check the FMDC class(es) to be held. List the proposed instructor along with telephone and e-mail contact information. **NOTE: Each course must be a minimum of 50 minutes in length.**

MANAGEMENT MODULE	INSTRUCTOR	TELEPHONE	EMAIL
Board Evaluation	_____	_____	_____
Board Meeting Procedures	_____	_____	_____
Board Recruitment	_____	_____	_____
Corporate Governance For Mutuals	_____	_____	_____
Directors And Officers Liability	_____	_____	_____
Emerging Governance Issues	_____	_____	_____
Leadership Skills	_____	_____	_____
Maximizing Your NAMIC Membership	_____	_____	_____
Mergers/Consolidations	_____	_____	_____
Role Of The Board	_____	_____	_____
Small Company Conflict of Interest	_____	_____	_____
Strategic Business Planning	_____	_____	_____
Succession Planning	_____	_____	_____
OPERATIONS AND INSURANCE MODULE	INSTRUCTOR	TELEPHONE	EMAIL
Changing Agent Distribution Channels	_____	_____	_____
Claims	_____	_____	_____
Emerging Industry Trends	_____	_____	_____
Emerging Operations Issues	_____	_____	_____
Emerging Risks	_____	_____	_____
Evaluating New Business	_____	_____	_____
Human Resources	_____	_____	_____
Insurance Company Operations	_____	_____	_____
Insurance Regulatory Environment	_____	_____	_____
Marketing	_____	_____	_____
Organizational Risk Management	_____	_____	_____
Past, Present and Future of the Farm Mutual	_____	_____	_____
Reinsurance	_____	_____	_____
Technology Needs for the Board	_____	_____	_____
Underwriting	_____	_____	_____
Weather Trends	_____	_____	_____
FINANCE AND ACCOUNTING MODULE	INSTRUCTOR	TELEPHONE	EMAIL
Board's Role In Strategic Planning/Establishing Financial Goals	_____	_____	_____
Catastrophe Modeling Impact to Reinsurance	_____	_____	_____
Current Advocacy Issues	_____	_____	_____
Financial Implications And Impact Of Defined Benefit Plans	_____	_____	_____
Financial Primer	_____	_____	_____
Insurance Accounting	_____	_____	_____
Insurance-Specific Performance Metrics (Scorecard)	_____	_____	_____
Investment Perspective	_____	_____	_____
Mergers/Consolidations - Financial Implications	_____	_____	_____
Understanding And Analyzing Financial Statements	_____	_____	_____
Understanding The Audit Committee Role	_____	_____	_____