

# THE INSTITUTES 2024 ORDER FORM FOR STUDY MATERIALS: EDITION 5

Prices and availability are subject to change. See the price list starting on page 3.

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## TO ORDER YOUR STUDY MATERIALS:

1. Indicate when you plan to take your exam.
2. If this order is to be billed, fill out the account number, purchase order number, and billing address.
3. Provide your shipping address.
4. Select your study materials.
5. Add up your order value on page 2, and enter the sum in the order value blank below.
6. Add the order value, figure discount, tax and handling costs if applicable. See page 2 for shipping information.

## PLEASE INDICATE THE MONTH/YEAR IN WHICH YOU PLAN TO TAKE YOUR EXAM

1.  January 15–March 15, 2025       April 15–June 15, 2025       July 15–September 15, 2024       October 15–December 15, 2024

## BILL TO (COMPLETE ALL FIELDS):

(Established accounts only. All other orders must be prepaid. Please direct questions about establishing an account to Accounts Receivable.)

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| Billing Account #                                | Purchase Order # |
| Name—Please print clearly.                       |                  |
| Firm Name—if business address                    |                  |
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| City and State                                   | ZIP Code         |
| Country  |                  |
| Daytime Phone Number (Please include area code.) |                  |

## SHIP TO:

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| ID# (Students only)   |          |
| Name—Please print clearly.  |          |
| Firm Name—if business address (business address preferred)              |          |
| Street Address (Do not use PO Box.)                                     |          |
| City and State  | ZIP Code |
| Country   |          |
| Daytime Phone Number (Please include area code.)                        |          |
| Email Address (Please read our privacy statement at TheInstitutes.org.) |          |

## ORDER

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| Order Value (from other side)   | \$                             |
| Net Amount  |                                |
| Shipping Charge<br><small>You will pay the published UPS rate for your order. If you need to know the rate before placing your order, contact CustomerSuccess@TheInstitutes.org or call (800) 644-2101.</small> | UPS Published Rate             |
| Handling Charge <input type="checkbox"/> Ground Deliveries = No Charge <input type="checkbox"/> Second Day Air, Overnight Delivery, or International Orders = \$10.00   |                                |
| Subtotal (Net Amount plus Shipping and Handling, if applicable.)  |                                |
| Sales Tax <small>Applicable sales tax will be charged for your delivery address location</small>  | Applicable Sales Tax           |
| Total Amount Enclosed (Must be paid in U.S. funds, or charge order to a credit card below.) Make checks payable to The Institutes.  | \$                             |
| <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA                              |                                |
| Account No. _____   | Exp. Date _____ CSV _____      |
| Cardholder's Signature _____  | Billing Address Zip Code _____ |
| <small>(mandatory on all charge orders)</small>   |                                |

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| INSTITUTES USE ONLY:<br>P    C    \$ _____ # _____      GF    AF    EX |
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| 4. ITEM #  | DESCRIPTION | QUANTITY | UNIT COST | AMOUNT |
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| Order Value (Carry this total to front of order form.) |             |          |           | \$     |

5. Visit us at TheInstitutes.org to fast track your risk management or insurance career with certifications and designations that will get your noticed!

Questions? Just call Customer Success at (800) 644-2101. We will be glad to answer questions and help you select the appropriate course!

**SHIPPING AND HANDLING INFORMATION**

|   |  |
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| <p>All in-stock materials are shipped within two business days of our receiving the order.</p> <p>Shipping Charges: All orders are shipped by UPS. You will be charged the UPS published rate for shipping. Orders shipped to Alaska, Hawaii, and Puerto Rico will be shipped by UPS Second Day Air. An additional \$10 handling fee will be charged for 2nd Day Air and Overnight Air deliveries.</p> <p>If you need to know the shipping rate before placing your order, contact <a href="mailto:CustomerSuccess@TheInstitutes.org">CustomerSuccess@TheInstitutes.org</a> or call (800) 644-2101.</p> | <p>International Orders: Place your order on our website <a href="http://TheInstitutes.org">TheInstitutes.org</a>. Shipping charges will be added at the time of your order. International deliveries are subject to additional charges for duties and taxes that are assessed at the time of customs clearance. Due to increased fuel costs, please note that a UPS fuel surcharge will be added to all international orders. The surcharge fluctuates by month, and notice of the exact surcharge will be included with your shipping quote.</p> <p>Return Information: Before returning any study materials, contact Customer Success at The Institutes [Phone: (800) 644-2101; Fax: (610) 640-9576] for approval and instructions. You are responsible for the shipment until it arrives at our warehouse. Please ship using a traceable method or insure the package. Any printed materials must be returned within 30 days in the same condition received—the sender is responsible for return shipping and shipping charges will not be refunded.</p> <p style="text-align: center;">PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE.</p> |
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## KEY TO ORDER FORM SYMBOLS

Prices for new items are effective immediately. Course topics, program requirements, and pricing are subject to change at any time.

▶ Revised/New Content.

\* The studybook is a text/course guide combination.

| STUDY MATERIALS                               |  | ITEM # | UNIT COST |
|---|--|--------|-----------|
| CPCU DESIGNATION PROGRAM (Foundation Courses) |  |        |           |
| <b>CPCU 500</b>                               | ▶ <b>Becoming a Leader in Risk Management and Insurance</b>  |        |           |
|   | <b>Recommended Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book) | 500CPB | \$469     |
|   | <b>Online Learning with Exam Prep</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)           | C500   | 379       |
| <b>CPCU 520</b>                               | ▶ <b>Meeting Challenges Across Insurance Operations</b>  |        |           |
|   | <b>Recommended Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book) | 520CPB | \$469     |
|   | <b>Online Learning with Exam Prep</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)           | C520   | 379       |
| <b>CPCU 530</b>                               | ▶ <b>Applying Legal Concepts to Insurance</b>  |        |           |
|   | <b>Recommended Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book) | 530CPB | \$469     |
|   | <b>Online Learning with Exam Prep</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)           | C530   | 379       |
| <b>CPCU 540</b>                               | ▶ <b>Contributing to Insurer Financial Performance</b>   |        |           |
|   | <b>Recommended Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book) | 540CPB | \$469     |
|   | <b>Online Learning with Exam Prep</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)           | C540   | 379       |
| <b>CPCU 550</b>                               | ▶ <b>Maximizing Value with Data and Technology</b>   |        |           |
|   | <b>Recommended Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book) | 550CPB | \$469     |
|   | <b>Online Learning with Exam Prep</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)           | C550   | 379       |

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| STUDY MATERIALS                                  |  | ITEM # | UNIT COST |
|--|--|--------|-----------|
| CPCU DESIGNATION PROGRAM (Concentration Courses) |  |        |           |
| <b>CPCU 551</b>                                  | ▶ <b>Managing Commercial Property Risk</b>   |        |           |
|  | <b>Recommended Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book) | 551CPB | \$469     |
|  | <b>Online Learning with Exam Prep</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)           | C551   | 379       |
| <b>CPCU 552</b>                                  | ▶ <b>Managing Commercial Liability Risk</b>  |        |           |
|  | <b>Recommended Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book) | 552CPB | \$469     |
|  | <b>Online Learning with Exam Prep</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)           | C552   | 379       |
| <b>CPCU 555</b>                                  | ▶ <b>Advancing Personal Insurance Products</b>   |        |           |
|  | <b>Recommended Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book) | 555CPB | \$469     |
|  | <b>Online Learning with Exam Prep</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)           | C555   | 379       |
| <b>CPCU 556</b>                                  | ▶ <b>Building a Competitive Edge in Personal Lines</b>   |        |           |
|  | <b>Recommended Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam, printed course book) | 556CPB | \$469     |
|  | <b>Online Learning with Exam Prep</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam)           | C556   | 379       |

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| STUDY MATERIALS   |   | ITEM #  | UNIT COST |
|---|---|---------|-----------|
| ASSOCIATE DESIGNATION PROGRAMS AND OTHER INSTITUTES COURSES |   |         |           |
| <b>SM 18</b>  | <b>Essentials of Supervision</b>  |         |           |
|   | <b>Basic Print Package</b> (includes Text and Course Guide)   | 18RP    | \$129     |
| <b>SM 19</b>  | <b>Supervisory Skills</b>   |         |           |
|   | <b>Basic Print Package</b> (includes Text and Course Guide)   | 19RP    | \$129     |
| <b>AINS 101</b>   | <b>Increasing Your Insurance IQ</b>   |         |           |
|   | <b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive video course with study guides, complete exam prep, and simulated credentialing exam)      | C101    | \$329     |
| <b>AINS 102</b>   | <b>Understanding Personal Insurance</b>   |         |           |
|   | <b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive video course with study guides, complete exam prep, and simulated credentialing exam)      | C102    | \$329     |
| <b>AINS 103</b>   | <b>Exploring Commercial Insurance</b>   |         |           |
|   | <b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive video course with study guides, complete exam prep, and simulated credentialing exam)      | C103    | \$329     |
| <b>AIS 320</b>  | ▶ <b>Delivering Dynamic Insurance Services</b>  |         |           |
|   | <b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam) | CAIS320 | \$329     |
| <b>AIT 24</b>   | <b>General Insurance for IT and Support Professionals</b>   |         |           |
|   | <b>Bonus Package</b> —1st ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)  | 24PRP   | \$329     |
|   | <b>Standard Package</b> , 1st ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)  | 24SP    | 229       |
| <b>API 320</b>  | ▶ <b>Evaluating and Underwriting Personal Lines Risks</b>   |         |           |
|   | <b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam) | CAPI320 | \$379     |
| <b>API 321</b>  | ▶ <b>Effectively Managing a Personal Lines Portfolio</b>  |         |           |
|   | <b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam) | CAPI321 | \$379     |

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| STUDY MATERIALS |  | ITEM #                            | UNIT COST           |
|-----------------|--|-----------------------------------|---------------------|
| <b>AIC 300</b>  | <b>Claims in an Evolving World</b><br><b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)  | CAIC300                           | \$379               |
| <b>AIC 301</b>  | <b>Expanding Your Claims Perspective</b><br><b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)  | CAIC301                           | \$379               |
| <b>AIC 302</b>  | <b>Successfully Evaluating Auto Claims</b><br><b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)  | CAIC302                           | \$379               |
| <b>AIC 303</b>  | <b>Successfully Evaluating Liability Claims</b><br><b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)   | CAIC303                           | \$379               |
| <b>AIC 304</b>  | <b>Successfully Evaluating Property Claims</b><br><b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)  | CAIC304                           | \$379               |
| <b>AIC 305</b>  | <b>Successfully Evaluating Workers Compensation Claims</b><br><b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)  | CAIC305                           | \$379               |
| <b>AIC 330</b>  | <b>Leading a Successful Claims Team</b><br><b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)   | CAIC330                           | \$379               |
| <b>SPPA 30</b>  | <b>Public Adjuster Claim Handling Principles and Practices</b><br><b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)<br><b>Bonus Package</b> —Includes the Standard Package plus online course access—Contact Customer Success to order<br><b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access) | SPPA30CP<br>SPPA30CPB<br>SPPA30RP | \$309<br>379<br>219 |
| <b>AIM 330</b>  | ► <b>Leading in an Evolving Risk Environment</b><br><b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)  | CAIM330                           | \$379               |
| <b>AIM 331</b>  | ► <b>Managing Strategic Threats and Opportunities</b><br><b>Online Learning with Exam Prep Package</b> , 1st edition (Interactive course with printable study outline, complete exam prep, and simulated credentialing exam)   | CAIM331                           | \$379               |

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| STUDY MATERIALS  |  | ITEM #  | UNIT COST |
|------------------|--|---------|-----------|
| <b>ARM 400</b>   | <b>Risk in an Evolving World</b>   |         |           |
|                  | <b>Recommended Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)   | 400CPB  | \$469     |
|                  | <b>Online Only Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)                             | C400    | 379       |
| <b>ARM 401</b>   | <b>Holistically Assessing Risk</b>   |         |           |
|                  | <b>Recommended Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)   | 401CPB  | \$469     |
|                  | <b>Online Only Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)                             | C401    | 379       |
| <b>ARM 402</b>   | <b>Successfully Treating Risk</b>  |         |           |
|                  | <b>Recommended Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)   | 402CPB  | \$469     |
|                  | <b>Online Only Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)                             | C402    | 379       |
| <b>CYBER 301</b> | <b>Managing Cyber Risk</b>   |         |           |
|                  | <b>Recommended Package</b> , 3rd edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)   | 301CPB  | \$469     |
|                  | <b>Online Only Package</b> , 3rd edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)                             | C301    | 379       |
| <b>AU 60</b>     | <b>Evaluating Commercial Underwriting Risks</b>  |         |           |
|                  | <b>Recommended Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)   | 60CPB   | \$469     |
|                  | <b>Online Only Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)                             | C60     | 379       |
| <b>AU 61</b>     | <b>Underwriting Organizations' Property Risks</b>  |         |           |
|                  | <b>Recommended Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)   | 61CPB   | \$469     |
|                  | <b>Online Only Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)                             | C61     | 379       |
| <b>AU 62</b>     | <b>Underwriting Organizations' Liability Risks</b>   |         |           |
|                  | <b>Recommended Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)   | 62CPB   | \$469     |
|                  | <b>Online Only Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)                             | C62     | 379       |
| <b>AU 67</b>     | <b>Managing Underwriting Success</b>   |         |           |
|                  | <b>Recommended Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)   | 67CPB   | \$469     |
|                  | <b>Online Only Package</b> , 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)                             | C67     | 379       |
| <b>PBP 401</b>   | ▶ <b>Becoming a Strategic Program Administrator</b>  |         |           |
|                  | <b>Online Learning with Exam Prep Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam) | CPBP401 | \$379     |
| <b>PBP 402</b>   | ▶ <b>Understanding Program Administrator Contracts and Submissions</b>   |         |           |
|                  | <b>Online Learning with Exam Prep Package</b> , 1st edition (Online course, printable study outline, assignment quizzes, practice exams, simulated credentialing exam) | CPBP402 | \$379     |

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|-----------------|---|----------|-----------|
| AAI 301         | <b>Becoming a Successful Insurance Agent</b>  |          |           |
|                 | <b>Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)           | CAAI301  | \$279     |
|                 | <b>Segment A Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam) | CAAI301A | \$159     |
|                 | <b>Segment B Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam) | CAAI301B | \$159     |
| AAI 302         | <b>Growing a Book of Business</b>   |          |           |
|                 | <b>Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)           | CAAI302  | \$279     |
|                 | <b>Segment A Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam) | CAAI302A | \$159     |
|                 | <b>Segment B Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam) | CAAI302B | \$159     |
| AAI 303         | <b>Understanding Coverage Solutions</b>   |          |           |
|                 | <b>Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)           | CAAI303  | \$279     |
|                 | <b>Segment A Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam) | CAAI303A | \$159     |
|                 | <b>Segment B Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam) | CAAI303B | \$159     |
| AAI 330         | <b>Managing a Thriving Agency</b>   |          |           |
|                 | <b>Online Learning with Exam Prep Package, 1st edition</b> (Interactive course with printable study outline and course ebook, complete exam prep, and simulated credentialing exam)           | CAAI330  | \$279     |
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