



CONFERENCE OF CONSULTING ACTUARIES  
**Webinar Policy and Fees for 2020**

**Individuals – One Attendee on One Connection in One Location  
 Single Webinar and CCA Member Only Individual Subscription\***

	2020 Introductory Fees	2020 Advance Fees	2020 Regular Fees (within 8 days of webinar)	
Single Webinar	Healthcare	Retirement or Cross Discipline	Healthcare	Retirement or Cross Discipline
CCA Member	\$140	\$175	\$190	\$225
Nonmember	\$230	\$290	\$280	\$340
CCA Member and U.S. Federal Government Employee	\$70	\$85	\$120	\$135
U.S. Federal Government Employee	\$115	\$140	\$165	\$190

Individual Subscription*	Healthcare Series (includes Cross Discipline)	Retirement Series (includes Cross Discipline)	Complete Series
CCA Member	\$525	\$525	\$660
Nonmember	<i>Not Available</i>	<i>Not Available</i>	<i>Not Available</i>
CCA Member and U.S. Federal Government Employee	\$262.50	\$262.50	\$330
U.S. Federal Government Employee	<i>Not Available</i>	<i>Not Available</i>	<i>Not Available</i>

**Individual Process**

**Registration:** Attendees must register with the CCA prior to the event. To register for a single webinar or for a subscription, please submit the appropriate payment through the CCA website. If registration for a subscription\* occurs after any webinars have occurred in a given year, the full year subscription price is due for the remaining webinars (unless otherwise noted). Confirmations are sent upon registration.

**CCA Member Rate:** To qualify, the registrant must be a CCA member for the current year (dues paid in full).

**U.S. Federal Government Employee Rates:** To qualify for the government rate, the registrant must be a current U.S. Federal government employee.

**\*Subscription:** The CCA Board of Directors reserves the right to revise the webinar schedule, including substitutions of session topics and content. CCA ensures a minimum of 10 webinars each for the Healthcare Series and Retirement Series, which each include Cross Discipline topics, and a minimum of 17 webinars for the Complete Series subscription.

**Participation Instructions:** On the Monday before the webinar, an e-mail is sent to the registrant containing a link to download the presentation, call-in instructions with the link to access the live webinar, and certificate request instructions. This information is also sent on the morning of the live webinar.

**Certificate of Attendance:** The attendee must submit the Individual Participation Form via e-mail to [conference@cactuaries.org](mailto:conference@cactuaries.org) within two business days after the presentation date in order to confirm his/her attendance at the presentation. If the individual is requesting formal EA credit, the Individual Participation Form must contain the names of at least three people who are substantially engaged in pension service who were in the same physical location throughout the presentation.

**Access to Recording:** Continuing in 2020, webinar subscribers and registered attendees receive access to a recording of the program approximately one week after the event. Access to the recording is available for 6 months after the initial broadcast.

**Cancellation Policy:** Cancellations for a single webinar received in writing a minimum of 7 calendar days prior to the webinar will be refunded the full fee minus a \$50 processing fee. After that date, no refunds are available. There are no cancellations or credits on unused subscriptions\* or duplicate purchases within one firm.

**About EA Continuing Education Credits:** Please note that the proposed credits for all events listed here are subject to the final approval of the Joint Board for the Enrollment of Actuaries. When filing for renewal of enrollment with the JBEA or other credentialing organizations, it is the individual's responsibility to determine any redundancy of topics and/or content between the sessions attended for each renewal period. As the sponsor of continuing education, we try to note sessions that might have significant overlap, but the ultimate responsibility for claiming credits rests with the individual actuary.



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**Groups – Three or More Attendees on One Connection in One Location for Single Webinar**

	2020 Introductory Fees	2020 Advance Fees	2020 Regular Fees (within 8 days of webinar)	
Single Webinar	Healthcare: per LINE, Number of Participating Actuaries	Retirement or Cross Discipline per Location	Healthcare: per LINE, Number of Participating Actuaries	Retirement or Cross Discipline per Location
CCA Members	3 to 25: \$200 26 to 50: \$300 51 to 100: \$400 101+: \$500	\$390	3 to 25: \$250 26 to 50: \$350 51 to 100: \$450 101+: \$550	\$440
Nonmembers	3 to 25: \$300 26 to 50: \$400 51 to 100: \$500 101+: \$600	\$785	3 to 25: \$350 26 to 50: \$450 51 to 100: \$550 101+: \$650	\$835
CCA Member <b>and</b> U.S. Federal Government Employee	3 to 25: \$100 26 to 50: \$150 51 to 100: \$200 101+: \$250	\$195	3 to 25: \$150 26 to 50: \$200 51 to 100: \$250 101+: \$300	\$245
U.S. Federal Government Employee	3 to 25: \$150 26 to 50: \$200 51 to 100: \$250 101+: \$300	\$380	3 to 25: \$200 26 to 50: \$250 51 to 100: \$300 101+: \$350	\$430

**Group Process**

**Registration:** The responsible contact at each group location must register with the CCA. To register for the webinar, please submit the appropriate payment through the CCA website. The contact receives a confirmation upon registration.

**CCA Member Rate:** To qualify for the member rate, the contact for the group must be a CCA member for the current year (dues paid in full).

**U.S. Federal Government Employee Rates:** To qualify for the government rate, the registrant must be a current U.S. Federal government employee.

**Participation Instructions:** On the Monday before the webinar, an e-mail is sent to the responsible contact containing a link to download the presentation, call-in instructions with the link to access the live webinar for use with **one connection from one location**, and participant certificate request instructions. This information is also sent on the morning of the live webinar.

**Deadlines for Request for Certificates\*\* of Attendance and Payment of Certificate Fees:** Employees of your company who are participants are eligible to receive certificates if they are included in both your Group Participation Form and online payment. The responsible contact must submit the Group Participation Form to request certificates for all group participants online and pay \$30/nonmember certificate requested within two business days following the conclusion of the webinar. Certificates are \$30/nonmember and free to CCA members. Fees are due at the time the request for certificates is made. To submit the names for certificates, submit the completed Group Participation Form via e-mail to [conference@ccactuaries.org](mailto:conference@ccactuaries.org) and submit payment for any requested certificates through the following process:

- The responsible contact who originally registered for the presentation logs into the CCA website: <https://www.ccactuaries.org>
- Select the webinars from the “Past Programs” list,
- Use the “Register Group” function to select names online.
- If the responsible contact needs a certificate, the responsible contact needs to be included with the list of recipients on the excel Group Participation Form returned to [conference@ccactuaries.org](mailto:conference@ccactuaries.org).

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- Select names of all participants who require certificates of attendance. “Search by Name” and “Add New Contact” (for those not included on listing) functions are available.
- Payment of \$30 for each **nonmember** certificate is required at the time certificate requests are submitted. Certificate requests are not fully processed without payment for nonmember certificates.
- Participant names must be entered and appropriate fees must be paid and fully processed within two business days after the presentation has concluded. Any records not fully processed will be automatically deleted and cannot be recreated.

**Access to Recording:** Continuing in 2020, webinar subscribers and registered attendees receive access to a recording of the program approximately one week after the event. Instructions on how to access the recording is sent to the contact. Access to the recording is available for 6 months after the initial broadcast.

**Cancellation Policy:** Cancellations for webinars only once received in writing at least 7 calendar days prior to the webinar will be refunded the full fee minus a \$50 processing fee. After that date, no refunds are available.

**About EA Continuing Education Credits:** Please note that the proposed credits for all events listed here are subject to the final approval of the Joint Board for the Enrollment of Actuaries. When filing for renewal of enrollment with the JBEA or other credentialing organizations, it is the individual's responsibility to determine any redundancy of topics and/or content between the sessions attended for each renewal period. As the sponsor of continuing education, we try to note sessions that might have significant overlap, but the ultimate responsibility for claiming credits rests with the individual actuary.

*Company Subscription information begins on next page.*



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**Company Subscription\* – All Locations for a Single Company**

Firm Size	2020 Fees – One Line / One Internet Connection		
	Healthcare Series (includes Cross Discipline)	Retirement Series (includes Cross Discipline)	Complete Series
Small Firm Subscriptions* <i>Companies that employ 49 or fewer U.S.-based actuaries.</i>	\$1,800	\$3,600	\$4,500
Mid-size Firm Subscriptions* <i>Companies that employ 50 - 100 U.S.-based actuaries.</i>	\$3,600	\$7,200	\$9,005
Company Subscriptions for Large Firms* <i>All other companies that employ 101 or more U.S.-based actuaries.</i>			
<b>101 – 500 actuaries:</b>	\$5,400	\$10,800	\$13,505
<b>501 – 750 actuaries:</b>	\$10,800	\$21,600	\$27,010
<b>751 or more actuaries:</b>	\$16,200	\$32,400	\$40,515

**Company Subscription Process**

**Registration:** The company's contact person should call the CCA to establish himself or herself as the contact person for the company before January 15, 2020. One alternate contact person should also be designated. Appropriate fees should be paid by this time. +

**Participation Instructions: One call-in line and one internet connection** are provided to the contact person who will bridge the call-in line to the company's internal conference call line. Individuals at the company attending the webinar may call into the **company's internal conference call line\*\*\***. The company is responsible for coordinating the attendance of individuals or groups. On the Monday before the webinar, an email is sent to the responsible contact containing a link to download the presentation, call-in instructions with the link to access the live webinar, and participant certificate request instructions. This information is also sent on the morning of the live webinar.

**Deadlines for Requests for Certificates\*\* of Attendance and Payment of Certificate Fees:** The contact person must request certificates for all group participants online and pay \$30/nonmember certificate requested within two business days after the conclusion of the webinar. To submit the names for certificates, submit the completed Group Participation Form via email to [conference@ccactuaries.org](mailto:conference@ccactuaries.org) and submit payment for any requested certificates through the following process:

- The responsible contact for the company must login to the CCA website, <https://www.ccactuaries.org>
- Select the webinar from the "Past Programs" list,
- Use the "Register Group" function to select names online.
- If the contact person needs a certificate, the contact needs to be included with the list of recipients on the excel Group Participation Form returned to [conference@ccactuaries.org](mailto:conference@ccactuaries.org) .
- Select names of those participants who require certificates of attendance "Search by Name" and "Add New Contact" functions are available.
- Payment of \$30 for each **nonmember** certificate is required at the time certificate requests are submitted. Certificate requests are not processed without payment for nonmember certificates.
- Participant names must be entered and appropriate fees must be paid and fully processed within two business days after the presentation has concluded. Any records not fully processed will be automatically deleted and cannot be recreated.

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**Fees and Deadlines for Payment:** Subscription fees should be submitted no later than January 15, 2020. Company subscriptions are payable by check only to the CCA office, 3880 Salem Lake Drive, Suite H, Long Grove, IL 60047.

**Access to Recording:** Continuing in 2020, webinar subscribers and registered attendees receive access to a recording of the program approximately one week after the event. Access to the recording is available for 6 months after the initial broadcast.

**Cancellation Policy:** There are no cancellations or credits on unused company subscriptions, or certificates.

**About EA Continuing Education Credits:** Please note that the proposed credits for all events listed here are subject to the final approval of the Joint Board for the Enrollment of Actuaries. When filing for renewal of enrollment with the JBEA or other credentialing organizations, it is the individual's responsibility to determine any redundancy of topics and/or content between the sessions attended for each renewal period. As the sponsor of continuing education, we try to note sessions that might have significant overlap, but the ultimate responsibility for claiming credits rests with the individual actuary.

**General Information, all registrants:**

\*Subscription(s): The CCA Board of Directors reserves the right to revise the webinar schedule, with substitutions of session topics and content. CCA ensures a minimum of 10 webinars each for the Healthcare Series and Retirement Series, which each include Cross Discipline topics, and a minimum of 17 webinars for the Complete Series subscription.

\*\*Certificates: Note that a request for issuance of a certificate of attendance is received from the responsible contact who acknowledges that individuals listed have attended the webinar.

\*\*\***Company's internal conference call line:** Company subscribers must have adequate capacity on its internal conference call line to provide adequate access to all individuals who plan to attend the webinar.

***Purchasing a Company Subscription***

+ Company subscriptions are payable by check only. However, payments of \$12,000 or more may be submitted in two installments, each equal to 50% of the full year's subscription fee; the first payment is due no later than January 15, 2020; and final payment is due by June 1, 2020.

The registration for a company subscription\* should be submitted by no later than January 15, 2020.