

Joint Board  
for the  
Enrollment  
of Actuaries

Department of  
Labor  
  
Department  
of the  
Treasury

Department of the Treasury  
Internal Revenue Service  
Washington, DC 20224

October 3, 2001

## JOINT BOARD EXTENDS DEADLINES FOR CONTINUING PROFESSIONAL EDUCATION AND FOR RENEWAL OF ENROLLMENT

Many enrolled actuaries work in the New York metropolitan area and their lives have been disrupted in this time of national emergency. A number of professional meetings have been postponed or cancelled due to travel disruptions resulting from the terrorist attacks on September 11, 2001. These disruptions may well prevent a number of enrolled actuaries from completing their continuing professional education credits by December 31, 2001. In light of these circumstances, the Joint Board for the Enrollment of Actuaries is extending the dates for both Continuing Professional Education and submitting the Application for Renewal of Enrollment. These extensions will apply to all enrolled actuaries.

### Continuing Professional Education (CPE)

The Joint Board is extending the period by six months through June 30, 2002, during which the CPE requirement must be fulfilled for the current cycle. Enrolled actuaries will have a choice whether hours earned from January 1, 2002 through June 30, 2002, will count for the current enrollment cycle or the subsequent enrollment cycle.

Enrolled actuaries are required by the regulations to retain, for a period of three years after the end of an enrollment cycle, the following supporting documentation regarding CPE:

- 1) The name of the sponsoring organization
- 2) The location of the program
- 3) The title of the program and description of its content
- 4) The dates attended
- 5) The name of the instructor, discussion leader or speaker
- 6) The certificate of completion and/or signed statement of the hours of attendance from the sponsor
- 7) The total core and noncore credit hours

Enrolled actuaries whose records were destroyed or are inaccessible as a result of the terrorist acts should try to reconstruct their records as completely as possible, establishing each of the items above. The Joint Board will be liberal in waiving this requirement for any affected enrolled actuary if supporting documentation for some or all of CPE courses taken in the last three years are unavailable.

### Extension for Use of the "99-" Prefix - Application for Renewal of Enrollment

The Joint Board will soon begin mailing out the Application for Renewal of Enrollment (Form 5434-A). The Joint Board is extending the date by which the Application for Renewal of Enrollment is due to July 31, 2002. The Joint Board will continue to process applications as they are received, and applicants are urged to complete the form and mail it in as soon as all CPE requirements are met.

Once you receive written confirmation of your re-enrollment, you should begin using the "02-" prefix. The Internal Revenue Service and Department of Labor will not reject the "99-" prefix on a document with a signature dated before September 1, 2002.