

# ARM and CPCU EXAM REGISTRATION INSTRUCTIONS

Step 1 - Please visit The Institutes website and create an account. [www.theinstitutes.org](http://www.theinstitutes.org) Please do not register for the exam through their website (only create an account) or they will charge you the full price.

Step 2 - To register and pay for the exam, please complete the registration form inside. There is a section on the registration form where you can pay for the exam with a credit card or check.

Step 3 - If paying by credit card - After completing the registration form, please fax the form and your student verification letter to The Institutes. If you do not have a student verification letter, please see Michelle Henry (623 Alter Hall). The Institutes fax number is 610-640-9576 (located on the application). Please feel free to use the fax machine in our department's front office.

If paying by check - Please mail your check, completed application form and the student verification letter to The Institutes. Their address is located on the application form.

Step 4 - Please make sure that you check your account online to confirm that The Institutes received all of your documents. Please allow 5-7 business days after faxing/mailing your documents before checking online.