

ARM and CPCU EXAM REGISTRATION INSTRUCTIONS

Step 1 - Please visit The Institutes website and create an account. www.theinstitutes.org Please do not register for the exam through their website (only create an account).

Step 2 - To register and pay for the exam, please complete the registration form inside the attached exam booklet (pages 16 and 17). There is a section on the registration form where you can pay for the exam with a credit card or check. Also, please read the exam booklet for more information about The Institute's professional exams.

Step 3 - If paying by credit card - After completing the registration form, please fax the form and your verification letter to The Institutes. Their fax number is located on the application. 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 or mailing your documents before checking online.