

# Registered Professional Adjuster Continuing Education Course Completion Certification

All RPA Members requesting Continuing Education (CE) credits shall list each class, seminar, or course taken below. Please list date, location, provider, etc for time spent on each CE requested. Although the RPA does not require you to submit documentation of each class taken, we suggest you maintain a binder with the specific information on each item. This information is often required to support your status as an expert and, in some occasions, compliance with CE's by employers and state departments of insurance. If the class has been approved for a specific number of hours by the RPA, CPCU, or a state, please list that information in the CE Approval column. At the bottom of this form, you are required to certify completion of each CE requested by signing your name and dating this form. In order to maintain your RPA designation, you must provide certification of 12 CE's per year. In the event you are short CE's in any one year, you may apply overage of credits either from a previous year or one year forward. Annual dues are always required regardless of whether CE's were submitted in full. Please e-mail signed document to [ContinuingEducation@rpa-adjuster.com](mailto:ContinuingEducation@rpa-adjuster.com) or mail to: **RPA, 87 N. Crooked Lake Dr, Kalamazoo, MI 49009**

Date of Class (MM/DD/YY)	Location	Provider	Course Topic/Name	Instructor	CE Hours Completed	CE Year	CE Pre-Approved Hrs. (i.e.--RPA 2 hrs, TX 2 hrs.)
Total CE's							

*By signing and dating this document, I hereby certify that I have attended and completed each of the classes, courses, or seminars listed above and request the Society of Registered Professional Adjusters to apply CE's as noted above.*

RPA Member Signature: \_\_\_\_\_ RPA Member #: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
(mm/dd/yy)

Employer (optional): \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_