

Application for the CERA designation through the Actuaries Institute

**Section 1**

**Provide your details in the fields below**

Forms containing invalid information cannot be processed

**This form can be returned via email or post to:**

CERA Administrator  
 Actuaries Institute  
 Level 2, 50 Carrington Street  
 Sydney, NSW 2000  
 Email: Education@actuaries.asn.au

**Choose one:**

- I am a member of the Actuaries Institute who meets the eligibility criteria of the Actuaries Institute, and am applying for the CERA designation through the Actuaries Institute.
- I am a member of the .....and already hold the CERA designation. I would like to transfer supervision of the designation to the Actuaries Institute. I am currently holding the CERA designation through:  
 (print name of association)\_\_\_\_\_.

Family name		Given name(s)	
Address 1		Address 2	
Town/City		State	
Post code		Country	
Email		Member ID number	
Job title		Employer	
Year awarded CERA	20__	Awarding organisation	Actuaries Institute
Actuarial association membership		Other association membership	
CERA award pathway	Please indicate below which pathway was used to obtain your CERA award		
	Exam	Experienced Practitioner	Other

**Section 2**

**Tick as appropriate:**

- Has any professional organisation (actuarial or otherwise) ever taken disciplinary action against you as a member or as a candidate? Yes  No
- Are there any disciplinary action(s) currently pending against you? Yes  No

**If you have answered yes to either question above, provide details on the next page and attach any supporting documentation.**

**Section 3**

I declare that the above answers are, to the best of my knowledge, information and belief, correct and authorise the Actuaries Institute to verify the information submitted on this form.

I understand that CERA is a mark owned and registered by the CERA Global Association in various jurisdictions subject to specified standards and regulations that apply in each jurisdiction.

I understand and irrevocably agree that my eligibility for, and continued use of, the CERA credential is conditional, regardless of my membership status, upon compliance with the following regulations and procedures of the Actuaries Institute:

- i. the Bylaws, Rules of Professional Conduct, and Standards of Practice;
- ii. the Rules of Professional Conduct and Disciplinary Process;
- iii. the completion of and reporting on Continuing Professional Development (CPD) activities as required from time to time.

I understand and agree, in perpetuity and regardless of my membership status, that:

- i. I will comply with the standards and regulations applicable to the CERA mark in each jurisdiction in which I practise;
- ii. I will promptly report to the Actuaries Institute any misuse of the CERA mark and any failure to comply with the relevant standards and regulations of which I become aware;
- iii. The Actuaries Institute, or any other professional organisation of which I am, or have been, a member, may communicate to any CERA Treaty signatory, all public information regarding disciplinary matters against me under the discipline process of the Actuaries Institute or relevant professional organisation;
- iv. my CERA credential may be withdrawn from me if:
  - a) I am found to have engaged in unprofessional conduct under the Rules of Professional Conduct of the Actuaries Institute;
  - b) I fail to pay any fees or charges, or disciplinary penalties levied by the Actuaries Institute, notwithstanding reasonable notice having been given to me to do so;
  - c) The Actuaries Institute receives relevant information, whether or not as a result of my consent given above, and the Actuaries Institute considers that the withdrawal of the CERA credential from me is appropriate and reasonable in all the circumstances;
- v. I will cease to use the CERA credential if it is withdrawn from me as a result of any of the matters set out in paragraph (iv) immediately above.

#### Section 4

Submission of this form allows the CERA Global Association to *collect and store* your details for headcount and audit purposes.

If you tick 'Use data', we will send you newsletters to keep you informed of the latest news and developments.

If you tick 'Share data', your details [name, awarding organisation, employer and job title] will be added to the 'Find-a-CERA' database, which is a feature of the CERA Global website and offers a tool by which CERA holders can be found by other CERA holders, employers and members of the public.

Use data	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Share data	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Name (BLOCK CAPITALS)

Signature (electronic if available)

Date (dd/mm/yyyy)

If you answered yes to either question in Section 2, provide details below and attach any supporting documentation.

We (the Actuaries Institute and the CERA Global Association) will use the information provided on this form to process your application for the CERA qualification and to maintain our Register of Members. If you give your consent, details of your name, business/home address and membership status will be published on the CGA's website and will be provided to persons contacting CERA such as potential employers, other Actuarial Associations or Regulators, who have, or reasonably appear to have, a legitimate interest in obtaining membership information. Apart from this, we will not pass your personal information to any other bodies without your consent.