

# THE INSTITUTES 2020 ORDER FORM FOR STUDY MATERIALS: EDITION 2

Prices and availability are subject to change. See the price list starting on page 3.

The Institutes | 720 Providence Road | Suite 100 | Malvern, PA 19355-3433

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The Institutes' courses and programs are dynamic. To provide industry professionals with the knowledge needed to drive powerful business results, The Institutes continuously review and revise technical content and delivery methods based on current industry needs and practices. Therefore, course topics, program requirements, and pricing are subject to change at any time. If you are uncertain about your study materials or wish to get the latest course and program information, check The Institutes' website, TheInstitutes.org, call Customer Success at (800) 644-2101, or email questions to CustomerSuccess@TheInstitutes.org.

## TO ORDER YOUR STUDY MATERIALS:

- |  |   |   |
|--|---|---|
| 1. Indicate when you plan to take your exam.   | 3. Provide your shipping address.   | 6. Add the order value, figure discount, tax and handling costs if applicable. See page 2 for shipping information. |
| 2. If this order is to be billed, fill out the account number, purchase order number, and billing address. | 4. Select your study materials.   |   |
|  | 5. Add up your order value on page 2, and enter the sum in the order value blank below. |   |

## 1. PLEASE INDICATE THE MONTH/YEAR IN WHICH YOU PLAN TO TAKE YOUR EXAM

- January 15–March 15, 2020    
  April 15–June 15, 2020    
  July 15–September 15, 2020    
  October 15–December 15, 2020

## 2. BILL TO (COMPLETE ALL FIELDS):

(Established accounts only. All other orders must be prepaid. Please direct questions about establishing an account to Accounts Receivable.)

<b>Billing Account #</b>	<b>Purchase Order #</b>
Name—Please print clearly.	
Firm Name—if business address	
Address	
City and State	ZIP Code
Country	
<b>Daytime Phone Number</b> (Please include area code.)	

## 3. SHIP TO:

ID# (Students only)	
Name—Please print clearly.	
Firm Name—if business address (business address preferred)	
Street Address (Do not use PO Box.)	
City and State	ZIP Code
Country	
<b>Daytime Phone Number</b> (Please include area code.)	
<b>Email Address</b> (Please read our privacy statement at TheInstitutes.org.)	

## 6. ORDER

<b>Order Value</b> (from other side)	\$
<b>Discount</b> (15% discount on orders of \$1,500 or more if shipped to one address)	
<b>Net Amount</b>	
<b>Shipping Charge</b> You will pay the published UPS rate for your order. If you need to know the rate before placing your order, contact CustomerSuccess@TheInstitutes.org or call (800) 644-2101.	UPS Published Rate
<b>Handling Charge</b> <input type="checkbox"/> Ground Deliveries = No Charge <input type="checkbox"/> Second Day Air, Overnight Delivery, or International Orders = \$10.00	
<b>Subtotal</b> (Net Amount plus Shipping and Handling, if applicable.)	
<b>Sales Tax</b> Applicable sales tax will be charged for your delivery address location	Applicable Sales Tax
<b>Total Amount Enclosed</b> (Must be paid in U.S. funds, or charge order to a credit card below.) Make checks payable to The Institutes.	\$
<input type="checkbox"/> American Express <input type="checkbox"/> Diners Club <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA Account No. _____ Exp. Date _____ Cardholder's Signature _____ (mandatory on all charge orders)	

INSTITUTES USE ONLY: P    C    \$    _____ # _____ GF    AF    EX
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4.	ITEM #	DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
					\$
5.	Order Value (Carry this total to front of order form.)				\$

Visit us at TheInstitutes.org to fast track your risk management or insurance career with certifications and designations that will get your noticed!

Questions? Just call Customer Success at (800) 644-2101. We will be glad to answer questions and help you select the appropriate course!

SHIPPING AND HANDLING INFORMATION	
<p><b>All in-stock materials are shipped within two business days of our receiving the order.</b></p> <p><b>Shipping Charges:</b> All orders are shipped by UPS. You will be charged the UPS published rate for shipping. Orders shipped to Alaska, Hawaii, and Puerto Rico will be shipped by UPS Second Day Air. An additional \$10 handling fee will be charged for 2nd Day Air and Overnight Air deliveries.</p> <p>If you need to know the shipping rate before placing your order, contact CustomerSuccess@TheInstitutes.org or call (800) 644-2101.</p>	<p><b>International Orders:</b> Place your order on our website TheInstitutes.org. Shipping charges will be added at the time of your order. International deliveries are subject to additional charges for duties and taxes that are assessed at the time of customs clearance. Due to increased fuel costs, please note that a UPS fuel surcharge will be added to all international orders. The surcharge fluctuates by month, and notice of the exact surcharge will be included with your shipping quote.</p> <p><b>Return Information:</b> Before returning any study materials, contact Customer Success at The Institutes [Phone: (800) 644-2101; Fax: (610) 640-9576] for approval and instructions. <b>You are responsible for the shipment until it arrives at our warehouse. Please ship using a traceable method or insure the package.</b> Credit will be given on returned materials only if received in clean, resalable condition within 60 days of our shipment date.</p> <p><b>PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE.</b></p>

The Institutes' courses and programs are dynamic. To provide industry professionals with the knowledge needed to drive powerful business results, The Institutes continuously review and revise technical content and delivery methods based on current industry needs and practices. Therefore, course topics, program requirements, and pricing are subject to change at any time. If you are uncertain about your study materials or wish to get the latest course and program information, check The Institutes' website, TheInstitutes.org, call Customer Success at (800) 644-2101, or email questions to CustomerSuccess@TheInstitutes.org.

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### KEY TO ORDER FORM SYMBOLS

Prices for new items are effective immediately. Course topics, program requirements, and pricing are subject to change at any time.

▶ Revised/New Content.

\* The studybook is a text/course guide combination.

STUDY MATERIALS		ITEM #	UNIT COST
<b>CPCU DESIGNATION PROGRAM (Foundation Courses)</b>			
CPCU 500	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	500CP	\$315
	<b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	500CPB	405
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	500RP	225
	Course Guide, Practice Exams, and Video Access—Foundations of Risk Management and Insurance, 3rd ed.	50001	72
	Text—Foundations of Risk Management and Insurance, 3rd ed.	50002	153
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	500S	90
CPCU 520	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	520CP	\$315
	<b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	520CPB	405
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	520RP	225
	Course Guide, Practice Exams, and Video Access—Insurance Operations, 3rd ed.	52001	72
	Text—Insurance Operations, 3rd ed.	52002	153
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	520S	90
CPCU 530	▶ <b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	530CP	\$315
	▶ <b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	530CPB	405
	▶ <b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	530RP	225
	▶ Course Guide, Practice Exams, and Video Access—Business Law for Insurance Professionals, 2nd ed.	53001	72
	▶ Text—Business Law for Insurance Professionals, 2nd ed.	53002	153
	▶ SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	530S	90
CPCU 540	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	540CP	\$315
	<b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	540CPB	405
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	540RP	225
	Course Guide, Practice Exams, and Video Access—Finance and Accounting for Insurance Professionals, 3rd ed.	54001	72
	Text—Finance and Accounting for Insurance Professionals, 3rd ed.	54002	153
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	540S	90
	Introduction to Accounting Principles and Financial Statements (DVD)—Optional	54008V	40
<b>CPCU DESIGNATION PROGRAM (Concentration Courses)</b>			
CPCU 551	<b>Standard Package</b> (includes Text, Policy Handbook, Course Guide, Practice Exams Access, and SMART Study Aids)	551CP	\$365
	<b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	551CPB	455
	<b>Basic Print</b> (includes Text, Policy Handbook, Course Guide, and Practice Exams Access)	551RP	275
	Course Guide, Practice Exams Access, and Video Access—Commercial Property Risk Management and Insurance, 3rd ed.	55101	72
	Text—Commercial Property Risk Management and Insurance, 3rd ed.	55102	153
	The Institutes' Handbook of Insurance Policies, 12th ed.	9	50
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	551S	90
	Business Income Insurance: An Introduction (DVD)—Optional	SAVB01	40

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STUDY MATERIALS		ITEM #	UNIT COST
CPCU 552	<b>Standard Package (includes Text, Policy Handbook, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	552CP	\$365
	<b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	552CPB	455
	<b>Basic Print (includes Text, Policy Handbook, Course Guide, and Practice Exams Access)</b>	552RP	275
	Course Guide, Practice Exams Access, and Video Access—Commercial Liability Risk Management and Insurance, 3rd ed.	55201	72
	Text—Commercial Liability Risk Management and Insurance, 3rd ed.	55202	153
	The Institutes' Handbook of Insurance Policies, 12th ed.	9	50
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	552S	90
CPCU 553	<b>Standard Package (includes Text, Policy Handbook, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	553CP	\$270
	<b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	553CPB	360
	<b>Basic Print (includes Text, Policy Handbook, Course Guide, and Practice Exams Access)</b>	553RP	195
	Course Guide, Practice Exams and Video Access—Survey of Personal Insurance and Financial Planning, 2nd ed.	55301	61
	Text—Survey of Personal Insurance and Financial Planning, 2nd ed.	55302	84
	The Institutes' Handbook of Insurance Policies, 12th ed.	9	50
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	553S	75
CPCU 555	<b>Standard Package (includes Text, Policy Handbook, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	555CP	\$365
	<b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	555CPB	455
	<b>Basic Print (includes Text, Policy Handbook, Course Guide, and Practice Exams Access)</b>	555RP	275
	Course Guide, Practice Exams, and Video Access—Personal Risk Management and Property-Casualty Insurance, 3rd ed.	55501	72
	Text—Personal Risk Management and Property-Casualty Insurance, 3rd ed.	55502	153
	The Institutes' Handbook of Insurance Policies, 12th ed.	9	50
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	555S	90
CPCU 556	<b>Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	556CP	\$315
	<b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	556CPB	405
	<b>Basic Print (includes Text, Course Guide, and Practice Exams Access)</b>	556RP	225
	Course Guide, Practice Exams and Video Access—Personal Financial Planning, 1st ed.	55601	72
	Text—Personal Financial Planning, 1st Institutes ed.	55602	153
	SMART Study Aids, 1st ed. (Review Notes and Flash Cards)—Optional	556S	90
CPCU 557	<b>Standard Package (includes Text, Policy Handbook, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	557CP	\$270
	<b>Bonus Package</b> —add online course access for \$90 (includes Standard Package and Online Course Access)	557CPB	360
	<b>Basic Print (includes Text, Policy Handbook, Course Guide, and Practice Exams Access)</b>	557RP	195
	Course Guide, Practice Exams, and Video Access—Survey of Commercial Insurance, 3rd ed.	55701	61
	Text—Survey of Commercial Insurance, 3rd ed.	55702	84
	The Institutes' Handbook of Insurance Policies, 12th ed.	9	50
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	557S	75

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STUDY MATERIALS		ITEM #	UNIT COST
<b>ASSOCIATE DESIGNATION PROGRAMS AND OTHER INSTITUTES COURSES</b>			
SM 18	<b>Basic Print Package (includes Text and Course Guide)</b>	18RP	\$110
	Course Guide—Essentials of Supervision, 5th ed.	1801	38
	Text—Essentials of Supervision, 3rd ed.	1802	72
SM 19	<b>Basic Print Package (includes Text and Course Guide)</b>	19RP	\$110
	Course Guide—Supervisory Skills, 4th ed.	1901	38
	Text—Supervisory Skills, 3rd ed.	1902	72
AINS 21	<b>Property and Liability Insurance Principles</b>		
	<b>Bonus Package, 7th ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)</b>	21PRP	\$240
	<b>Standard Package, 7th ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)</b>	21SP	170
AINS 22	<b>Personal Insurance</b>		
	<b>Bonus Package, 3rd ed. (includes Text, Course Guide, Online Course, Policy Handbook, SMART Study Aids, and Practice Exam Access)</b>	22PRP	\$295
	<b>Standard Package, 3rd ed. (includes Text, Course Guide, Online Course, Policy Handbook, and Practice Exam Access)</b>	22SP	225
AINS 23	<b>Commercial Insurance</b>		
	<b>Bonus Package, 5th ed. (includes Text, Course Guide, Online Course, Policy Handbook, SMART Study Aids, and Practice Exam Access)</b>	23PRP	\$295
	<b>Standard Package, 5th ed. (includes Text, Course Guide, Online Course, Policy Handbook, and Practice Exam Access)</b>	23SP	225
AINS 24	<b>General Insurance for IT and Support Professionals</b>		
	<b>Bonus Package, 2nd ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)</b>	24PRP	\$245
	<b>Standard Package, 2nd ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)</b>	24SP	175
AIS 25	<b>Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	25CP	\$185
	<b>Bonus Package—add online course access for \$70 (includes Standard Package and Online Course Access)</b>	25CPB	255
	<b>Basic Print Package (includes Text, Course Guide, and Practice Exams Access)</b>	25RP	110
	Course Guide and Practice Exams Access—Delivering Insurance Services, 1st ed.	2501	38
	Text—Delivering Insurance Services, 4th ed.	2502	72
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	25S	75
API 28	<b>Personal Insurance: Underwriting and Marketing Practices</b>		
	<b>Bonus Package, 2nd ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)</b>	28PRP	\$300
	<b>Standard Package, 2nd ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)</b>	28SP	215
API 29	<b>Personal Insurance: Portfolio Management</b>		
	<b>Bonus Package, 3rd ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)</b>	29PRP	\$300
	<b>Standard Package, 3rd ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)</b>	29SP	215
AIC 30	<b>Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	AIC30CP	\$285
	<b>Bonus Package—add online course access for \$70 (includes Standard Package and Online Course Access)</b>	AIC30CPB	355
	<b>Basic Print (includes Text, Course Guide, and Practice Exams Access)</b>	AIC30RP	200
	Course Guide—Claim Handling Principles and Practices, 2nd ed.	AIC3001	62
	Text—Claim Handling Principles and Practices, 2nd ed.	AIC3002	138
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	AIC30S	85

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STUDY MATERIALS		ITEM #	UNIT COST
AIC 31	<b>Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	31CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	31CPB	355
	<b>Basic Print (includes Text, Course Guide, and Practice Exams Access)</b>	31RP	200
	Course Guide—Property Claims Practices, 2nd ed.	3101	62
	Text—Property Claims Practices, 2nd ed.	3102	138
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	31S	85
AIC 32	<b>Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	32CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	32CPB	355
	<b>Basic Print (includes Text, Course Guide, and Practice Exams Access)</b>	32RP	200
	Course Guide—Liability Claims Practices, 3rd ed.	3201	62
	Text—Liability Claims Practices, 3rd ed.	3202	138
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	32S	85
AIC 37	<b>Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	37CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	37CPB	355
	<b>Basic Print (includes Text, Course Guide, and Practice Exams Access)</b>	37RP	200
	Course Guide and Practice Exams Access—Managing Bodily Injury Claims, 2nd ed.	3701	62
	Text—Managing Bodily Injury Claims, 2nd ed.	3702	138
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	37S	85
AIC 39	<b>Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	39CP	\$320
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	39CPB	390
	<b>Basic Print (includes Text, Course Guide, and Practice Exams Access)</b>	39RP	235
	Course Guide and Practice Exams Access—Auto Claims Practices, 2nd ed.	3901	62
	Text—Auto Claims Practices, 2nd ed.	3902	173
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	39S	85
AIC 41	<b>Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)</b>	41CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	41CBP	355
	<b>Basic Print (includes Text, Course Guide, and Practice Exams Access)</b>	41RP	200
	Course Guide and Practice Exams Access—Property Coverages, 4th ed.	4101	62
	Text—Property Coverages, 4th ed.	4102	138
	SMART Study Aids, 4th ed. (Review Notes and Flash Cards)—Optional	41S	85

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AIC 44	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	AIC44CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	AIC44CPB	355
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	AIC44RP	200
	Course Guide—Workers Compensation Claims Practices, 2nd ed.	AIC4401	62
	Text—Workers Compensation Claims Practices, 2nd ed.	AIC4402	138
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	AIC44S	85
AIC 47	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	47CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	47CPB	355
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	47RP	200
	Course Guide—Claims Leadership and Organizational Alignment, 2nd ed.	4701	62
	Text—Claims Leadership and Organizational Alignment, 2nd ed.	4702	138
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	47S	85
AIC 48	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	48CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	48CPB	355
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	48RP	200
	Course Guide—Bodily Injury Claims and Auto Coverages, 1st ed.	4801	62
	Text—Bodily Injury Claims and Auto Coverages, 1st ed.	4802	138
	SMART Study Aids, 1st ed.	48S	85
AIC 49	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	49CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	49CPB	355
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	49RP	200
	Course Guide—Bodily Injury Claims and Liability Coverages, 1st ed.	4901	62
	Text—Bodily Injury Claims and Liability Coverages, 1st ed.	4902	138
	SMART Study Aids, 1st ed.	49S	85
SPPA 30	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	SPPA30CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	SPPA30CPB	355
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	SPPA30RP	200
	Course Guide—Public Adjuster Claim Handling Principles and Practices, 1st ed.	SPPA3001	62
	Text—Public Adjuster Claim Handling Principles and Practices, 1st ed.	SPPA3002	138
	SMART Study Aids, 1st ed. (Review Notes and Flash Cards)—Optional	SPPA30S	85
AIM 40	▶ <b>Basic Print Package</b> (includes Text and Course Guide)	AIM40RP	\$255
	▶ Course Guide—Management, 11th ed.	AIM4001	84
	▶ Text—Contemporary Management, 11th ed. (McGraw-Hill)	AIM4002	171
AIM 44	<b>Basic Print Package</b> (includes Text and Course Guide)	AIM44RP	\$345
	Course Guide—Human Resource Management, 4th ed.	AIM4401	84
	Text—Human Resource Management, 4th ed. (Institutes), 12th ed. (McGraw-Hill)	AIM4402	261

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AIM 45	<b>Managing Business Organizations Today</b> Students are required to correctly answer 150 multiple-choice questions based on articles posted on our website to meet the AIM 45 course requirements. The course administration fee is \$385.	Contact Customer Success for details and enrollment.	
ARM 54	<i>(See successor course ARM 400 below)</i>		
ARM 55	<i>(See successor course ARM 401 below)</i>		
ARM 56	<i>(See successor course ARM 402 below)</i>		
ARM 400	<b>Risk in an Evolving World</b>		
	▶ <b>Online Bonus Package, 1st edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	400CPB	\$425
	▶ <b>Online Only Package, 1st edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C400	345
ARM 401	<b>Holistically Assessing Risk</b>		
	▶ <b>Online Bonus Package, 1st edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	401CPB	\$425
	▶ <b>Online Only Package, 1st edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C401	345
ARM 402	<b>Successfully Treating Risk</b>		
	▶ <b>Online Bonus Package, 1st edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	402CPB	\$425
	▶ <b>Online Only Package, 1st edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C402	345
CYBER 301	<b>Managing Cyber Risk</b>		
	▶ <b>Online Bonus Package, 3rd edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	301CP	\$425
	▶ <b>Online Only Package, 3rd edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C301	345
AU 60	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	60CP	\$320
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	60CPB	390
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	60RP	235
	Course Guide and Practice Exams Access—Commercial Underwriting Principles, 1st ed.	6001	62
	Text—Commercial Underwriting Principles, 1st ed.	6002	173
	SMART Study Aids, 1st ed. (Review Notes and Flash Cards)—Optional	60S	85
AU 61	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	61CP	\$320
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	61CPB	390
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	61RP	235
	Course Guide and Practice Exams Access—Underwriting Commercial Property, 2nd ed.	6101	62
	Text—Underwriting Commercial Property, 2nd ed.	6102	173
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	61S	85
	Business Income Insurance: An Introduction (DVD)—Optional	SAVB01	41
AU 62	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	62CP	\$320
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	62CPB	390
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	62RP	235
	Course Guide and Practice Exams Access—Underwriting Commercial Liability, 3rd ed.	6201	62
	Text—Underwriting Commercial Liability, 3rd ed.	6202	173
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	62S	85

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STUDY MATERIALS		ITEM #	UNIT COST
AU 67	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	67CP	\$320
	<b>Bonus Package</b> —add online course access for \$70 (includes Standard Package and Online Course Access)	67CPB	390
	<b>Basic Print</b> (includes Text, Course Guide, and Practice Exams Access)	67RP	235
	Course Guide and Practice Exams Access—Strategic Underwriting Techniques, 2nd ed.	6701	62
	Text—Strategic Underwriting Techniques, 2nd ed.	6702	173
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	67S	85
AAI 81	<b>Standard Package</b> (includes Studybooks, Policy Handbook, Practice Exams Access, and SMART Study Aids)	81CP	\$415
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	81CPB	485
	<b>Basic Print Package</b> (includes all 3 segments and the Policy Handbook for AAI 81)	81RP	330
	SMART Study Aids (includes all 3 segments of Review Notes and Flash Cards for AAI 81)—Optional	81SP	85
	Segment A Studybook*—Principles of Insurance, 4th ed.	8101	124
	Segment A SMART Study Aids (Review Notes and Flash Cards), 1st ed.—Optional	81AS	32
	Segment B Studybook*—Personal Insurance, 4th ed.	8102	124
	Segment B SMART Study Aids (Review Notes and Flash Cards), 1st ed.—Optional	81BS	32
	Segment C Studybook*—Commercial Property Insurance, 5th ed.	8103	124
	Segment C SMART Study Aids (Review Notes and Flash Cards), 5th ed.—Optional	81CS	32
	The Institutes' Handbook of Insurance Policies, 12th ed.	9	50
	Business Income Insurance: An Introduction (DVD)—Optional	SAVB01	40
AAI 82	<b>Standard Package</b> (includes Studybooks, Policy Handbook, Practice Exams Access, and SMART Study Aids)	82CP	\$415
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	82CPB	485
	<b>Basic Print Package</b> (includes all 3 segments and the Policy Handbook for AAI 82)	82RP	330
	SMART Study Aids (includes all 3 segments of Review Notes and Flash Cards for AAI 82)—Optional	82SP	85
	Segment A Studybook*—Commercial Liability Insurance, 5th ed.	8201	124
	Segment A SMART Study Aids (Review Notes and Flash Cards), 5th ed.—Optional	82AS	32
	Segment B Studybook*—Other Commercial Insurance, 5th ed.	8202	124
	Segment B SMART Study Aids (Review Notes and Flash Cards), 5th ed.—Optional	82BS	32
	Segment C Studybook*—Specialized Insurance and Bonds, 4th ed.	8203	124
	Segment C SMART Study Aids (Review Notes and Flash Cards), 1st ed.—Optional	82CS	32
	The Institutes' Handbook of Insurance Policies, 12th ed.	9	50
	AAI 83	<b>Standard Package</b> (includes Studybooks, Practice Exams Access, and SMART Study Aids)	83CP
<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)		83CPB	440
<b>Basic Print Package</b> (includes all 3 segments for AAI 83)		83RP	285
SMART Study Aids (includes all 3 segments of Review Notes and Flash Cards for AAI 83)—Optional		83SP	85
Segment A Studybook*—Principles of Agency Management, 4th ed.		8301	124
Segment A SMART Study Aids (Review Notes and Flash Cards), 1st ed.—Optional		83AS	32
Segment B Studybook*—The Insurance Production Environment, 4th ed.		8302	124
Segment B SMART Study Aids (Review Notes and Flash Cards), 1st ed.—Optional		83BS	32
Segment C Studybook*—Agency Management Tools and Processes, 4th ed.		8303	124
Segment C SMART Study Aids (Review Notes and Flash Cards), 4th ed.—Optional		83CS	32

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STUDY MATERIALS		ITEM #	UNIT COST
AAI 87	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	87CP	\$285
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	87CPB	355
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	87RP	200
	Course Guide—Agency Leadership & Strategic Alignment, 1st ed.	8701	62
	Text—Agency Leadership & Strategic Alignment, 1st ed.	8702	138
	SMART Study Aids, 1st ed.	87S	85
APA 91	<b>Basic Print Package</b> (includes Text and Course Guide)	91RP	\$270
	Course Guide—Principles of Premium Auditing, 4th ed.	9101	83
	Text—Principles of Premium Auditing, 4th ed.	9102	187
APA 92	<b>Basic Print Package</b> (includes Text and Course Guide)	92RP	\$270
	Course Guide—Premium Auditing Applications, 7th ed.	9201	83
	Text—Premium Auditing Applications, 5th ed.	9202	187
AIAF 114	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	114CP	\$320
	<b>Bonus Learning Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	114CPB	390
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	114RP	235
	Course Guide—Insurer Accounting Management, 1st ed.	11401	83
	Text—Insurer Accounting Management, 1st ed.	11402	152
	SMART Study Aids, 1st ed.	114S	85
AIAF 115	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	115CP	\$320
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	115CPB	390
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	115RP	235
	Course Guide—Insurer Risk & Capital Management, 1st ed.	11501	83
	Text—Insurer Risk & Capital Management, 1st ed.	11502	152
	SMART Study Aids, 1st ed.	115S	85
AMIM 121	<b>Basic Print Package</b> (includes Text and Course Guide)	121RP	\$305
	Course Guide—Ocean Marine Insurance, 9th ed.	12101	77
	Text—Ocean Marine Insurance, 3rd ed.	12102	114
	Text—The Business of Shipping, 9th ed., Cornell Maritime Press, a division of Schiffer Publishing, Ltd.	12103	114
AMIM 122	<b>Basic Print Package</b> (includes Text and Course Guide)	122RP	\$290
	Course Guide—Inland Marine Insurance, 4th ed.	12201	77
	Text—Inland Marine Insurance, 2nd ed.	12202	213
AIT 134	<b>Basic Print Package</b> (includes Text and Course Guide)	134RP	\$340
	Course Guide—The Strategic Management of Information, 6th ed.	13401	62
	Text—Corporate Information Strategy and Management, 3rd ed. (Institutes), 8th ed. (McGraw-Hill)	13402	278
ARe 143	<b>Standard Package</b> (includes Text, Policy Handbook, Course Guide, Practice Exams Access, and SMART Study Aids)	143CP	\$350
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	143CPB	420
	<b>Basic Print Package</b> (includes Text Policy Handbook, Course Guide, and Practice Exams Access)	143RP	265
	Course Guide—Primary Insurance Coverages, 3rd ed.	14301	68
	Text—Primary Insurance Coverages, 3rd ed.	14302	147
	The Institutes' Handbook of Insurance Policies, 12th ed.	9	50
	SMART Study Aids, 3rd ed. (Review Notes and Flash Cards)—Optional	143S	85

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STUDY MATERIALS		ITEM #	UNIT COST
ARe 144	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	144CP	\$300
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	144CPB	370
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	144RP	215
	Course Guide – Reinsurance Principles and Practices, 3rd ed.	14401	68
	Text—Reinsurance Principles and Practices, 3rd ed.	14402	147
	SMART Study Aids, 3rd ed.	144S	85
ARe 145	Readings in Reinsurance Issues and Developments <i>There is no text or course guide for ARe 145. Students read articles online through The Institutes' website and pay a \$385 course administration fee.</i>	Contact Customer Success for details and enrollment.	
AFSB 151	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	151CP	\$350
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	151CPB	420
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	151RP	265
	Course Guide and Practice Exams Access—Principles of Suretyship, 3rd ed.	15101	78
	Text—Principles of Suretyship, 3rd ed.	15102	187
	SMART Study Aids, 3rd ed.	151S	85
AFSB 152	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	152CP	\$350
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	152CPB	420
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	152RP	265
	Course Guide and Practice Exams Access—Contract Surety, 3rd ed.	15201	78
	Text—Contract Surety, 3rd ed.	15202	187
	SMART Study Aids, 3rd ed.	152S	85
AFSB 153	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	153CP	\$350
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	153CPB	420
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	153RP	265
	Course Guide and Practice Exams Access—Commercial Surety, Crime Insurance, and Financial Institution Bonds, 1st ed.	15301	78
	Text—Commercial Surety, Crime Insurance, and Financial Institution Bonds, 1st ed.	15302	187
	SMART Study Aids, 1st ed.	153S	85
ASLI 163	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	163CP	\$275
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	163CPB	345
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	163RP	190
	Course Guide and Practice Exams Access—Surplus Lines Insurance Operations, 2nd ed.	16301	78
	Text—Surplus Lines Insurance Operations, 2nd ed.	16302	112
	SMART Study Aids, 2nd ed. (Review Notes and Flash Cards)—Optional	163S	85
ASLI 164	<b>Standard Package</b> (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	164CP	\$275
	<b>Bonus Package</b> —add online course access for \$70 (includes Comprehensive Package and Online Course Access)	164CPB	345
	<b>Basic Print Package</b> (includes Text, Course Guide, and Practice Exams Access)	164RP	190
	Course Guide and Practice Exams Access—Surplus Lines Insurance Products, 4th ed.	16401	78
	Text—Surplus Lines Insurance Products, 4th ed.	16402	112
	SMART Study Aids, 4th ed. (Review Notes and Flash Cards)—Optional	164S	85

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STUDY MATERIALS		ITEM #	UNIT COST
AIDA 181	<b>Big Data Analytics</b>		
	▶ <b>Online Bonus Package, 3rd edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	181CPB	\$425
	▶ <b>Online Only Package, 3rd edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C181	345
AIDA 182	<b>Risk and Insurance Analysis Techniques</b>		
	▶ <b>Online Bonus Package, 2nd edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	182CPB	\$425
	▶ <b>Online Only Package, 2nd edition</b> (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C182	345
IR 201	<b>Basic Print Package (includes Text and Course Guide)</b>	201RP	\$265
	Course Guide—Insurance Regulation, 5th ed.	20101	78
	Text—Insurance Regulation, 1st ed.	20102	187
RMI 315	Introduction to Risk Management and Insurance—1st ed. (Textbook with Exam Access)	RMI 315-02	\$180
PTC I	<b>Core Property Adjusting Principles</b> (12 online courses plus exams in one package)	PTC1-PKG	\$425
PTC II	<b>Exterior Loss Adjusting</b> (12 online courses plus exams in one package)	PTC2-PKG	\$450
PTC III	<b>Interior Loss Adjusting</b> (12 online courses plus exams in one package)	PTC3-PKG	\$400
PTC I & II	<b>Bonus Package</b> (PTC I and II courses plus exams in one package)	PTC1-2-PKGS	\$825
PTC I & III	<b>Bonus Package</b> (PTC I and III courses plus exams in one package)	PTC1-3-PKGS	\$775
ACSR 1	Studybook*—Homeowners Insurance, 2nd ed.	37101	\$45
ACSR 2	Studybook*—Personal Automobile Insurance, 2nd ed.	37201	45
ACSR 3	Studybook*—Personal Lines Related Coverages, 2nd ed.	37301	45
ACSR 4	Studybook*—Agency Errors and Omissions, 1st ed.	37401	45
ACSR 5	Studybook*—Professional Development and Account Management, 1st ed.	37501	45
ACSR 6	Studybook*—Commercial Property Insurance, 3rd ed.	38601	55
ACSR 7	Studybook*—Commercial Liability Insurance, 3rd ed.	38701	55
ACSR 8	Studybook*—Commercial Automobile Insurance, 3rd ed.	38801	55
ACSR 9	Studybook*—Commercial Lines Related Coverages, 3rd ed.	38901	55
ACSR 10	Studybook*—Life Insurance, 1st ed.	39001	45
ACSR 11	Studybook*—Retirement Planning, 1st ed.	39101	45
ACSR 12	Studybook*—Disability and Health Insurance, 1st ed.	39201	45
WCCA 10	<b>Basic Print and Online</b> —Foundations of California Workers' Compensation Claims, 2nd ed.	WCCA10-RP	\$170
WCCA 11	<b>Basic Print and Online</b> —Establishing Injury and Affirmative Defenses in California Workers' Compensation Claims, 2nd ed.	WCCA11-RP	170
WCCA 12	<b>Basic Print and Online</b> —Medical Benefits in California Workers' Compensation Claims, 2nd ed.	WCCA12-RP	170
WCCA 14	<b>Basic Print and Online</b> —Disability and Death Benefits in California Workers' Compensation Claims, 2nd ed.	WCCA14-RP	170
WCCA 15	<b>Basic Print and Online</b> —Discovery and Litigation in California Workers' Compensation Claims, 2nd ed.	WCCA15-RP	170
WCCP 16	<b>Basic Print and Online</b> —Permanent Disability Rating in CA Workers Compensation Claims, 1st ed.	WCCP16-RP	170
WCCP 17	<b>Basic Print and Online</b> —Statutes of Limitations, Jurisdiction, and Civil Remedies in CA Workers' Comp Claims, 1st ed.	WCCP17-RP	170
WCCP 18	<b>Basic Print and Online</b> —Advanced Issues in Discovery and Litigation in CA Workers' Compensation Claims, 1st ed.	WCCP18-RP	170
WCCP 20	<b>Basic Print and Online</b> —Advanced Topics in CA Workers' Compensation Claims, 1st ed.	WCCP20-RP	170
<i>INSTITUTES ONLINE COURSES—\$23 per Professional Development Hour (PDH). New online learning courses are coming soon! Log on to TheInstitutes.org for details.</i>			

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