

THE INSTITUTES 2020 ORDER FORM FOR STUDY MATERIALS: EDITION 4

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| <p>1. Indicate when you plan to take your exam.</p> <p>2. If this order is to be billed, fill out the account number, purchase order number, and billing address.</p> | <p>3. Provide your shipping address.</p> <p>4. Select your study materials.</p> <p>5. Add up your order value on page 2, and enter the sum in the order value blank below.</p> | <p>6. Add the order value, figure discount, tax and handling costs if applicable. See page 2 for shipping information.</p> |
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1. PLEASE INDICATE THE MONTH/YEAR IN WHICH YOU PLAN TO TAKE YOUR EXAM

- January 15–March 15, 2021
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 July 15–September 15, 2020
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Order Value (from other side)	\$
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INSTITUTES USE ONLY: P C \$ _____ # _____ GF AF EX

STUDY MATERIALS		ITEM #	UNIT COST
CPCU 553	Understanding Personal Insurance and Finance		
	▶ Online Recommended Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	553CPB	\$425
	▶ Online Only Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C553	345
CPCU 555	Developing Personal Insurance Solutions		
	▶ Online Recommended Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	555CPB	\$425
	▶ Online Only Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C555	345
CPCU 556	Planning Personal Financial Strategies		
	▶ Online Recommended Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	556CPB	\$425
	▶ Online Only Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C556	345
CPCU 557	Understanding Commercial Risk		
	▶ Online Recommended Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	557CPB	\$425
	▶ Online Only Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)	C557	345

STUDY MATERIALS		ITEM #	UNIT COST
ASSOCIATE DESIGNATION PROGRAMS AND OTHER INSTITUTES COURSES			
SM 18	Basic Print Package (includes Text and Course Guide)	1RP	\$110
	Course Guide—Essentials of Supervision, 5th ed.	1801	38
	Text—Essentials of Supervision, 3rd ed.	1802	72
SM 19	Basic Print Package (includes Text and Course Guide)	19RP	\$110
	Course Guide—Supervisory Skills, 4th ed.	1901	38
	Text—Supervisory Skills, 3rd ed.	1902	72
AINS 21	Property and Liability Insurance Principles		
	Bonus Package, 7th ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)	21PRP	\$240
	Standard Package, 7th ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)	21SP	170
AINS 22	Personal Insurance		
	Bonus Package, 3rd ed. (includes Text, Course Guide, Online Course, Policy Handbook, SMART Study Aids, and Practice Exam Access)	22PRP	\$295
	Standard Package, 3rd ed. (includes Text, Course Guide, Online Course, Policy Handbook, and Practice Exam Access)	22SP	225
AINS 23	Commercial Insurance		
	Bonus Package, 5th ed. (includes Text, Course Guide, Online Course, Policy Handbook, SMART Study Aids, and Practice Exam Access)	23PRP	\$295
	Standard Package, 5th ed. (includes Text, Course Guide, Online Course, Policy Handbook, and Practice Exam Access)	23SP	225
AINS 24	General Insurance for IT and Support Professionals		
	Bonus Package, 2nd ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)	24PRP	\$245
	Standard Package, 2nd ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)	24SP	175
AIS 25	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	25CP	\$185
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		255
	Basic Print Package (includes Text, Course Guide, and Practice Exams Access)	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	Personal Insurance: Underwriting and Marketing Practices		
	Bonus Package, 2nd ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)	28PRP	\$300
	Standard Package, 2nd ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)	28SP	215
API 29	Personal Insurance: Portfolio Management		
	Bonus Package, 3rd ed. (includes Text, Course Guide, Online Course, SMART Study Aids, and Practice Exam Access)	29PRP	\$300
	Standard Package, 3rd ed. (includes Text, Course Guide, Online Course, and Practice Exam Access)	29SP	215
AIC 30	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	AIC30CP	\$285
	Bonus Package — Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print (includes Text, Course Guide, and Practice Exams Access)	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

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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STUDY MATERIALS		ITEM #	UNIT COST
AIC 31	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	31CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print (includes Text, Course Guide, and Practice Exams Access)	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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	32CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print (includes Text, Course Guide, and Practice Exams Access)	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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	37CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print (includes Text, Course Guide, and Practice Exams Access)	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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	39CP	\$320
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		390
	Basic Print (includes Text, Course Guide, and Practice Exams Access)	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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	41CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print (includes Text, Course Guide, and Practice Exams Access)	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

STUDY MATERIALS		ITEM #	UNIT COST
AIC 44	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	AIC44CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	47CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	48CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	49CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	SPPA30CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print Package (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	▶ Basic Print Package (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	Basic Print Package (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	Managing Business Organizations Today 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	Risk in an Evolving World		
	▶ Online Bonus Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	Contact Customer Success to order	\$425
	▶ Online Only Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)		345
ARM 401	Holistically Assessing Risk		
	▶ Online Bonus Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	Contact Customer Success to order	\$425
	▶ Online Only Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)		345
ARM 402	Successfully Treating Risk		
	▶ Online Bonus Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	Contact Customer Success to order	\$425
	▶ Online Only Package, 1st edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)		345
CYBER 301	Managing Cyber Risk		
	▶ Online Bonus Package, 3rd edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam, plus printed course book)	Contact Customer Success to order	\$425
	▶ Online Only Package, 3rd edition (Online course, exam prep tools, assignment quizzes, practice exam, simulated credentialing exam)		345
AU 60	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	60CP	\$320
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		390
	Basic Print (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	61CP	\$320
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		390
	Basic Print (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	62CP	\$320
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		390
	Basic Print (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	67CP	\$320
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		390
	Basic Print (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	Standard Package (includes Studybooks, Policy Handbook, Practice Exams Access, and SMART Study Aids)	81CP	\$415
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		485
	Basic Print Package (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	Standard Package (includes Studybooks, Policy Handbook, Practice Exams Access, and SMART Study Aids)	82CP	\$415
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		485
	Basic Print Package (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	Standard Package (includes Studybooks, Practice Exams Access, and SMART Study Aids)	83CP	\$370
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		440
	Basic Print Package (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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AAI 87	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	87CP	\$285
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		355
	Basic Print Package (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	Basic Print Package (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	Basic Print Package (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	114CP	\$320
	Bonus Learning Package —Includes the Standard Package plus online course access—Contact Customer Success to order		390
	Basic Print Package (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	115CP	\$320
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		390
	Basic Print Package (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	Basic Print Package (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	Basic Print Package (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	Basic Print Package (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	Standard Package (includes Text, Policy Handbook, Course Guide, Practice Exams Access, and SMART Study Aids)	143CP	\$350
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		420
	Basic Print Package (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

STUDY MATERIALS		ITEM #	UNIT COST
ARe 144	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	144CP	\$300
	Bonus Package —Includes the Standard Package plus online course access—Contact Customer Success to order		370
	Basic Print Package (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	Standard Package (includes Text, Course Guide, Practice Exams Access, and SMART Study Aids)	151CP	\$350
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