

Education Request for:

Name:

Title:

Department:

I would like to request support from [your company name] in pursuing the Fellow Chartered Insurance Professional (FCIP) designation, which will enhance my personal professional development and value to the organization.

Helping Our Business Grow

In our highly competitive environment, successful employees apply their knowledge and skills to promote business growth. Taking the FCIP program will provide me with the broad industry knowledge, business skills and strategic thinking to drive innovation and growth at our company. The FCIP will help me to build on the knowledge and experience that I have gained over the course of my CIP designation, my career and in my role at [your company name].

What is the FCIP?

The FCIP is the highest formal education for professionals in the Canadian p&c industry. The Insurance Institute of Canada, the premier provider of education programs to the p&c industry, offers the designation program, which typically takes 3 ½-4 years to complete.

The designation requires completion of the following six courses, delivered online with experienced course facilitators:

- Strategy in the P&C Insurance Sector
- Leading in the Insurance World
- Financial Management for Insurance Leaders
- Enterprise Risk Management in the Insurance Sector
- Emerging Issues: Implications for the P&C Insurance Leader
- Integrative Learning for the P&C Insurance Sector

In the final FCIP course, I will research or design a practical solution to a real-world issue that is directly relevant to [your company name].

Professional Outcomes

- Knowledge of strategic leadership, business and advanced management techniques
- A broad perspective on the p&c industry and the roles within it, including insights into the kinds of decisions that industry leaders face on a daily basis
- Timely and relevant knowledge to help identify and resolve real-world issues facing the p&c industry today
- Enhance (your company name)'s professional network
- Access to the latest thinking of today's business leaders

The FCIP Commitment

The FCIP program has two semesters each year, one in the Fall and one in the Winter. Typically, one FCIP course is taken per semester. Each semester runs for 12 weeks. The final course in the FCIP program, Integrative Learning for the P&C Insurance Sector, is taken over two semesters.

I would like to start by taking F510 Strategy in the P&C Insurance Sector during the _____ [semester] that starts on _____ [date].

To complete the FCIP program successfully, I will:

- Keep a schedule that allows about 15 hours each week outside of work hours to complete online course work
- Balance the demands of my career, family life and personal pursuits
- Demonstrate excellent time management skills

The FCIP Investment

Your investment in me would amount to approximately \$1,300 per semester.

This figure includes a registration fee of approximately \$975 per course (one course per semester), in addition to an average of \$245 per semester for course materials, covering text books, course guides and supplementary readings.

The last course, Integrative Learning for the P&C Insurance Sector, concludes with a mandatory face-to-face evaluation before a panel. Travel and accommodation costs to attend the evaluation are not included in the course fee. **[**See Appendix A: Asking for Financial Assistance...]**

Your total investment in supporting me to become a future leader at the company would be approximately \$8,000 spread out over 3 ½-4 years.

Return on Investment

- Critical thinking skills required for business innovation
- Increased confidence to contribute new ideas to help promote business growth
- Greater work productivity
- Expanded understanding of [your company's name]'s strategic objectives
- Advanced knowledge of what is required for [your company's name] to compete successfully within the industry
- Dedication to an ongoing career within [your company name]
- Practical research that relates directly to a real-world issue facing [your company name].

With your support, I know I can contribute to the success of our company with the skills and knowledge acquired in the Insurance Institute's FCIP program. Please consider investing in me and the continued success of our company in the future.

Thank you for your consideration in this matter,

Appendix A:
Asking for Financial Assistance to
Help Cover Costs Associated with F560 Panel Evaluation:

Depending on the relationship you have with your company, you may present at this point one of many different alternatives for handling travel and accommodation costs associated with the final presentation before the panel of evaluators in F560: Integrative Learning for the P&C Sector.

- Option 1: You may let your employer know that you will cover all transportation and accommodation costs yourself.
- Option 2: You may request your employer at this point to help cover some or all of the transportation and accommodation costs.
- Option 3: You may wish to ask your employer at a later date to help cover some or all of the transportation and accommodation costs.

Appendix B: FCIP Resources

More information about the FCIP program, including the course syllabus and full course descriptions, is available on the Insurance Institute website at www.insuranceinstitute.ca/fcip

Hear industry CEOs discuss the FCIP program in videos posted on the Insurance Institute website at www.insuranceinstitute.ca/takethenextstep

Hear FCIP grads talk about the benefits of the program in videos posted on the Insurance Institute website at www.insuranceinstitute.ca/FCIPvirtualTour

Read what HR representatives have to say about the program on HRP Today at <http://www.hrpatoday.ca/article/a-new-recipe-for-developing-leaders.html>

Hear what broker FCIP candidates say about the program at <http://citopbroker.com/magazine-archives/the-insurance-institute-sends-brokers-back-to-school-7236>