

# A.C.C.E

A Center For Continuing Education

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## INSTRUCTIONS • PLEASE READ CAREFULLY

We are approved for Insurance Continuing Education in the following States:

**Georgia, Alabama, Mississippi, Tennessee, & Alaska**

(Note: We are NOT approved for Insurance Cont Ed in any other states)

Also approved for Certified Financial Planners in all States. Your certificate will be accepted by the American College & other designations such as CPCU, CLU, Etc.

### STEP-1

Fill out the enclosed Application For Certification **COMPLETELY**.

### STEP-2

After reading your course material, take the exam & fill out the **Scantron Test Answer Sheet**. Please use a No.2 Pencil for filling out this form. Write your name and the course name you are taking on the answer sheet.

**Note: The Date, Test No., & Period Box DO NOT APPLY/Leave Blank**

**The Box For Subject Is Very Small, Make It Fit, Or Write Somewhere Else On Sheet**

### STEP-3

When you finish the Course, **MAIL** the completed Application For Certification Form & Your Examination Scantron Sheet to the above address: **Yes, they can be folded**

Insurance Agents must score 70% on exams

CFP's must score 70% on exams & 80% on the CFP Code of Ethics

Your exam will be graded within 3 business days  
and returned by Fax, Email, or US Mail



**Note: For An Additional Fee of \$35 We Have  
Express/Same Day Grading Service Available**

**As Follows:** We will grade and return your certificate the same day for a fee of \$35.00 which can be paid by enclosing a check with your exam or using a credit card / Visa, Master Card, or American Express.

**TO FAX:** Photo copy your Scantron Test Answer Sheet and Fax copy along with your Application For Certification. Give us instructions on your cover page as to a fax number we are to use to return your Certificate and include your credit card number with the expiration date.

**Same Day Service** Means any business day we are open, Monday thru Friday, except holidays, or the day before or after a Holiday. Answer Sheet & Application For Certification received in our office by 3:00 p.m. will be graded that day. Answer Sheet & Application For Certification received after 3:00 p.m. will be returned same day if we have time, or the very next business morning.

**Our fax number is (404) 355-1292**

**NOTE: If You Fax Your Homework To Us, We Will Consider You Want  
Express Grading And Charge You \$35. Otherwise Mail To The Address Above**