

## CPE / CLE Information

### Attendance

Attendees interested in receiving CPE/CLE credits will receive a seminar time record with their registration materials. Each individual is responsible for recording their time in and out of each session attended. It is the attendee's responsibility to secure an authorized ITC staff member signature before leaving the seminar - personnel will be available at the conclusion of all sessions. Attendees submitting unsigned time records will not be issued attendance certificates. If your state requires a bar number, please include it on your time record and it will be made part of the certificate issued to you.

### Hardship Policy

Program registrants who are unable to afford the registration fee for any ITC course or activity due to a financial hardship may request a full or partial waiver of the registration fee. A letter requesting a waiver of either the full registration fee or a portion of the registration fee must be filed at least ten (10) days before the course or activity begins and no later than the date that the registrant pre-registers. That letter needs to state the reason for the registrant's interest in the course or activity, as well as proof of income or an explanation of the financial hardship, and it must be signed by the requesting registrant. That letter must be accompanied by a completed course registration form. Full and/or partial scholarships will be awarded on a space-available basis, with preference given to applicants in order of date submitted. No requests for registration fee reductions will be accepted at the door. The ITC may waive or reduce the registration fee for the ITC courses at its discretion.

Please address all requests to D. Timothy Tammany, 1601 Chestnut Street, TL16F, Philadelphia, PA 19192 or via e-mail to [d.timothy.tammany@cigna.com](mailto:d.timothy.tammany@cigna.com)

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Insurance Tax Conference is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site [www.nasba.org](http://www.nasba.org)



Field of Study: Taxation  
Program Level: Overview  
Delivery Method: Group-Live  
Prerequisites: None

Advanced Preparation: None except for individuals registered for the Case Study, which requirements will be separately communicated to those individuals

Maximum Potential CPE Credit: 11 Credits  
The Insurance Tax Conference NASBA Sponsor Number is 105505