



Notes accompanying certificate of completion of adaptation period for actuaries who are members of actuarial associations under the Actuarial Association of Europe (AAE) Agreement

1. Who should complete this form?

- 1.1. A supervisor of an actuary who is a member of an AAE (formerly the Groupe Consultatif) association who you believe has now successfully completed the Adaptation Period requirements under the terms of the [AAE Agreement](#) which came in to force on 1 January 2011.
- 1.2. Details on how to apply to become a supervisor of an actuary under the AAE Agreement can be found [here](#).

2. What do I need to certify?

- 2.1. You will need to certify that the actuary:
 - 2.1.1. has completed an adaptation period so that they have at least 3 years' practical experience in total, of which at least one year should be carried out under your supervision in:
 - a general insurance office;
 - the Government Actuary's Department;
 - a professional firm;
 - a firm of stockbrokers;
 - a life assurance office;
 - a firm or institution carrying out actuarial work in health and care;
 - a UK academic institution. However, you will need to certify that you undertake UK specific research or UK actuarial consultancy or teach courses involving specific UK matters as part of or in parallel with your academic role; or
 - another organisation approved by the Institute and Faculty of Actuaries.
 - 2.1.2. has/has not also undertaken further training during that adaptation period;
 - 2.1.3. is familiar with UK legislative requirements and commercial practice in at least one of the six traditional actuarial fields: life assurance, general insurance, pensions, finance and investment, health and care or enterprise risk management.
 - 2.1.4. has shown technical actuarial competence and a knowledge of a substantial part of the technical area of work in that traditional actuarial field and has a broad understanding of the work in the other fields; and
 - 2.1.5. has a sound understanding of Actuarial Professional Standards issued by the Institute and Faculty of Actuaries and Technical Actuarial Standards issued by the Financial Reporting Council covering the areas of work in which they are engaged.

- 2.2. Additionally, if an applicant has changed his or her employment during the adaptation period, the form should be completed and signed at the time of their change of employment and retained for completion on behalf of the new employer.
- 2.3. The application will be denied if you cannot provide the certification set out at 2.1 above.

3. What else do I need to do?

You need to submit this form to the Membership Team of the Institute and Faculty of Actuaries at Level 2 Exchange Crescent, 7 Conference Square, Edinburgh EH3 8RA, on completion of the applicant's adaptation period or by email to membership@actuaries.org.uk