

# A.C.C.E

A Center For Continuing Education  
707 Whitlock Avenue SW • C-27 • Marietta, Georgia 30064  
Phone: 770.702.7917 • 800.344.1921 • www.acceducation.com

## **INSTRUCTIONS • PLEASE READ CAREFULLY**

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

**Georgia, Alabama, Mississippi & Tennessee**

(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 at least 70% on exams**

**CFP's must score at least 80% on the CFP Code of Ethics and at least 70% on all other courses**

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**Your exam will be graded within 3 business days and your certificate will be emailed to you.**

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**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 using a credit card or debit card.

**TO FAX:** Photo copy your Scantron Test Answer Sheet and Fax copy along with your Application For Certification. On your cover sheet, please provide a credit card number and the expiration date.

**Scan/Email:** You can scan and email your Scantron Test Answer Sheet and Application For Certification to the following address: [confirmation@acceducation.com](mailto:confirmation@acceducation.com)

**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 same 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 770.702.7914**

**NOTE: If You Fax or Email Your Scantron Answer Sheet To Us, We Will Consider It Express Grading And Charge You \$35. Otherwise Mail To The Address Above**