

**CERTIFIED QUALITY AND RISK MANAGEMENT SPECIALIST**

**Renewal /Contact Information Form**

All Spaces MUST be completed

Please check all that apply:

- NEW Name
- NEW Address
- NEW Phone number
- NEW Email address

**Current Information:**

Name : \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Email: \_\_\_\_\_

**Previous Information:** *COMPLETE ONLY if information has changed in previous 2 years.*

Name : \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Email: \_\_\_\_\_

**Instructions:**

1. List CEU topics, dates and hours from the past **two years** in the column below titled "Session".
2. Attach copies of certificates (that are signed by the instructor and show topic, instructor's name and credentials, date, location, length in hours, sponsoring agency). To re-certify as a CQRMS you are required to submit **24 HOURS** every two years.
3. Make sure all sections of this form are complete, and then sign and date (bottom of page) this form.
4. Please make a copy of this form, your check or money order and CEU certificates for *your* records.
5. Enclose **\$100.00** for Renewal Fee. **Make Checks payable to: ALTCQI**
6. Mail this completed ORIGINAL FORM, CEU documentation and \$100 to:

RENEWAL FEE to:                      ALTCQI  
 Attention: Jane Feagin  
 2200 Woodcrest Place, Suite 250  
 Birmingham, AL 35209

\*Please note: A \$35.00 Non-sufficient Funds (NSF) fee will be charged for all returned checks.

<i>Title of Session</i> (Please list each session, do not write "see attached")	<i>Date</i>	<i>Clock Hours</i>

\*Use reverse side as necessary.

Renewals must be postmarked by your expiration date. **There will be a \$50.00 late fee for all renewals submitted after your expiration date.** If you do not renew within 30 days from your expiration date you will be removed from the certified members list; renewal will then require retesting\* in addition to late fees. \*Terms and conditions apply, contact [jane feagin@ajg.com](mailto:jane_feagin@ajg.com) for details.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_