



**START YOUR WEEK WITH
INSURANCE EDUCATION!**



HOW TO COMPLETE ACORD APPLICATIONS

“Do it right from the beginning.” The applications are the backbone of all insurance policies that have to be completed correctly, completely AND signed by the insured. This is where all the mistakes and E & O’s begin.

Attend this eight-part series conducted by the Insurance Community/University and taught by: Marjorie Segale, CSR, RPLU, CIC, AFIS, CLIC, PLIC, WCIP, CCIP, CISC, CRIS, ACSR, CISR

Each class will focus on a different ACORD application and discuss how and “why” you need to complete the form correctly.

2/10 | Mondays with Marjorie #1: Application Review for Commercial Insurance Application

3/3 | Mondays with Marjorie #2: Commercial Property and Business Income Applications

**4/14 | Mondays with Marjorie #3: Application Review:
Commercial General Liability and Business Auto Applications**

**5/5 | Mondays with Marjorie #4: Application Review:
Inland Marine, Workers Compensation, Umbrella and Excess Liability**

**6/9 | Mondays with Marjorie #5: Completing Applications for Personal Lines Residential
(Homeowners, tenants, Condo, Umbrella) Applications**

**7/14 | Mondays with Marjorie #6: Completing Applications for (Personal Lines Transportation,
including auto/motorcycle/boat, etc)**

9/15 | Mondays with Marjorie #7: (Supporting documents for ACORD submissions)

10/13 | Mondays with Marjorie #8: (How to complete a Certificate and Evidence of Insurance Form)