

Adjusters! Don't Miss Page 2!

1) **CE/CLE Check-in:** Attendees who want CE/CLE credits **MUST** check in at the CE/CLE desk located in the Conference Registration Area. (**Note: The AE21 CE/CLE Registration Desk is separate from the Conference Registration desk.*) Look for AE21 signs

2) **Conference Name Badges:** You must first check in at the Conference Registration Desk before you check-in with AE21 for CE/CLE. Your name badge identifies you as a registered Windstorm Insurance Conference attendee, and only registered attendees may attend conference workshops and get CE/CLE.

3) **CE/CLE Attendance Card:** You will receive a CE/CLE Attendance Card with important CE information attached. This card is your official record of CE/CLE attendance and licensing information, and everything hinges on this card. There are limited supplies and there is a **\$5.00** replacement charge, so don't lose it!

Note:* Please complete **ALL requested demographics and license information on both sides of the card. As you attend each education workshop, you will initial next to that workshop on the card, indicating your attendance. **Please note:** We must have your professional license number in order to issue certificates and report credits. *Please come prepared with your license information.*

4) **Return of Attendance Card:** Your attendance card **MUST** be returned to the CE/CLE desk prior to or upon departure from the conference, but not before you have completed the last workshop you intend to receive credit for. CE/CLE Attendance Cards are date and time stamped by AE21 staff when turned in. You will not receive any credit for any workshops *after* that time. Workshops initiated after that time will *not* be counted. You will *not* receive credit for any workshop that may still be in progress.

***Deadline to turn in Attendance Cards will be by or before the end of the last scheduled session or by 12:30 PM, Thursday, February 2nd** (excluding the NFIP Flood Adjuster Workshop).

The last conference workshop will be concluding at 12:30PM. ***If you are attending the NFIP Flood Workshop**, you may turn in your Attendance Card by that deadline, or immediately following the conclusion of the Flood workshop at 5PM. An AE21 staff member will take those from you at that time. Please note that you will not see the NFIP Workshop on your Attendance Card. AE21 will still be providing CE credit for this workshop; however, it is treated as a "stand-alone" workshop, apart from the conference.

5) **Sign-in Sheets:** Attendees **MUST** sign-in on the CE/CLE Sign-in Sheets at each workshop. Sign-in Sheets will be passed around in each workshop by an AE21 staff member. Watch for them. Please do not leave the workshop looking for us, we will be there! Sign-in Sheets may arrive early in the workshop or toward the end. It is your responsibility to watch for, and sign, the Sign-in Sheets.

Sign-in Sheets are not a substitute for the Attendance Card or vice versa. Sign-in Sheets are official records for the DOI, Bar and other regulators. They also serve as "back-up" records for your attendance. The Attendance Card is the official record from which we will report and process your credits. If workshop attendance on the CE/CLE Attendance Card is not supported by a signature on its respective sign-in sheets, no credit will be given.

Adjusters! For the Most Important CE Info, See Page 2...

6) ATTENTION ALL NON-FLORIDA ADJUSTERS!

For all non-Florida adjusters, the Windstorm Conference, all workshops are certified for morning (AM) and afternoon (PM) blocks of time. *If you are seeking CE credit for any state (other than Florida), you must attend class during the entirety of the AM or PM block of time.*

For example, if classes are offered from 8:30 – 10:15 AM, and from 10:30 – 12:15 PM, you must attend classes (any classes...it's your choice) for this entire block of time in order to earn the 4 CE credits.

If you sleep late and miss the 8:30 AM class, you can go to the 10:30 AM class but you will get NO CE credit for the class. In other words, it's either "all or nothing".

If you have any questions, just stop by the AE21 CE desk and ask!

7) ATTENTION: FLORIDA ADJUSTERS ONLY!

Florida is the only state that allows adjusters to receive "partial" credit for conference workshop attendance. You get credit for every workshop you attend, as long as you sign the sign-in sheets.

If you wish to attend and secure your mandatory 5 Hour Law & Ethics Update credits, you may do so at the WIND Conference, but you MUST attend each of the 3 sessions noted in the Conference Brochure and Agenda. There will be no exceptions and *Florida rules will be strictly enforced.*

8) Do You Have Multiple State Licenses?

CE Reciprocity among the states is now so widespread that it is generally no longer necessary to report to multiple jurisdictions. We provide **ONE** certificate for the entity that you designate. We recognize that there may still be some exceptions and are happy to assist you with any additional filing at \$15/certificate, payable directly to AE21.

Additional information will be provided when you check-in at the CE/CLE desk. We are dedicated to your professional education and development, and *"We've got your back!"*, so make sure and stop by.

9) ATTORNEYS SEEKING "CLE"

Attorneys seeking CLE from various Bar Associations must also complete the CE/CLE Attendance Card and return it to the AE21 CE Desk prior to leaving the Conference.

Attorneys will get CLE credit for any approved workshop they attend. Most workshops dealing with legal topics or issues are approved for CLE. On occasion, some Bar Association reject workshops that have to do with non-legal topics of instruction. If you have any questions regarding the status of approval of any particular workshop, please contact the AE21 CE/CLE Desk.