# CERTIFIED QUALITY AND RISK MANAGEMENT SPECIALIST

**Renewal /Contact Information Form**

All Spaces MUST be completed

*Current Information*

Name Click or tap here to enter text. Risk Manager Number Click or tap here to enter text.

Home Address Click or tap here to enter text. City Click or tap here to enter text.

State Choose an item. Zip Code Click or tap here to enter text.

Work Phone Click or tap here to enter text. Work Email Click or tap here to enter text.

Home Phone Click or tap here to enter text. Home Email Click or tap here to enter text.

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

*Do you have a new Name?* Choose an item. *If Yes, Please list:* Click or tap here to enter text.

*Do you have a new Address?New Address If Yes, please list:* Click or tap here to enter text.

*Do you have a new Phone Number?* Choose an item. *If Yes, Please List:* Click or tap here to enter text.

*Do you have a new email address?* Choose an item. *If Yes, Please list:* Click or tap here to enter text.

*CEU Hours Earned Did you complete 24 CEU hours in the past two (2) years?* Choose an item.

 *🡪 If you did not complete 24 CEU hours in the past 2 years, please state reason:* Click or tap here to enter text.

*\*\** Please DO NOT SUBMIT any supporting documents for CEU hours earned. Should you be audited, you will be asked to provide documentation of having earned twenty-four (24) CEUs within your renewal period. To re-certify as a CQRMS you are required to submit **24 HOURS** every two years.

*Renewal Fee Renewal Fee is $100 (one hundred) dollars for a 2 year renewal period. Please submit this form*

*and your CHECK\* (Credit Cards are not accepted) for your renewal. All CQRMS Renewals are completed in the month of June.*

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

Mail this completed ORIGINAL FORM, check for $100 to: ALTCQI

 Attention: Nancy Lee

 2200 Woodcrest Place, Suite 250

 Birmingham, AL 35209

**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** **for details.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**