

*Snow Federal Seminars & ChFEBC<sup>SM</sup>, Inc.*

15 S Gilbert St.  
Castle Rock, CO 80104  
800-696-3511



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November 1, 2016

Hello!

Thank you for being a Chartered Federal Employee Benefits Consultant<sup>SM</sup>. You are one of the growing ranks of professionals who are working with Federal Employees.

To continue to hold the ChFEBC<sup>SM</sup> designation you are required to renew your designation each year. The renewal process is designed to ensure you are current on your knowledge of the existing Federal Employee Benefits and changes to the benefits programs. The renewal process consists of taking the renewal exam and paying the renewal fee of \$250.

Your renewal exam and fee must be submitted no later than midnight (Mountain Standard Time) January 31, 2017 to complete the renewal of your designation. If you renew prior to December 31, 2016 your renewal will be discounted by \$50. Failure to renew by January 31, 2017 will result in revocation of your designation. If you fail to renew you will no longer be able to use the designation and must reapply as a new applicant and be subject to new fees.

The materials for the renewal exam will come from your original ChFEBC<sup>SM</sup> course materials and the study guide which includes the 2017 updates. The study guide will be attached to the email you will receive once you have registered to renew. You must complete the exam by midnight (Mountain Standard Time) on January 31, 2017 with a passing score of 75%.

To complete the renewal process, fill out the form attached to this email and either fax it to (303) 583-8421 or save and email it to us [2017renewal@fedseminars.com](mailto:2017renewal@fedseminars.com). Once you have registered, you will receive an email with the link for the exam along with the instructions for completion.

Thank you for being a ChFEBC<sup>SM</sup> and completing your renewal. If you have any questions about the renewal process, please contact our office at 800-696-3505.

Sincerely,

*Heather P Clark*

Heather P. Clark  
President / CEO  
Snow Federal Seminars & ChFEBC<sup>SM</sup>, Inc