

November 1, 2018

Hello!

Thank you for being a Chartered Federal Employee Benefits ConsultantSM. You are one of the growing ranks of professionals who are working with Federal Employees.

To continue to hold the ChFEBCSM 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, 2019 to complete the renewal of your designation. If you renew prior to December 31, 2018 your renewal will be discounted by \$50. Failure to renew by January 31, 2019 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 ChFEBCSM course materials and the study guide which includes the 2019 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, 2019 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 2019renewal@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 ChFEBCSM 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 & ChFEBCSM, Inc