

Woman Owned Business
399 Perry Street Suite 320
Castle Rock, CO 80104
800-696-3505



Dear ChFEBC,

We trust this email/letter finds you in good spirits and good health. 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. We are excited about the coming year and some additions to the program to include: monthly webinars, an enhanced website and additional available courses. More details on these new initiatives will be in follow up communications.

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 \$200.

Your renewal exam and fee must be submitted by no later than January 31, 2010 to complete the renewal of your designation. If you renew prior to December 31, 2009 your renewal will be discounted by \$50. Failure to renew by January 31, 2010 will result in an additional fee of \$75 per month or revocation of your designation. If you fail to renew you will no longer be able to use the designation and will have to reapply as a new applicant and be subject to new fees.

If you were certified as a ChFEBCSM in calendar year 2009 you are not required to pay a renewal fee for 2010. However, you are required to complete your renewal exam unless you were certified in November or December 2009.

The materials for the renewal exam will come from the ChFEBCSM course materials and benefits alerts releases. You may also refer to the Federal Employee News Digest (Almanac) (800) 989-3363 or Fed Week (804) 288-5123. We must receive the completed signed exam by January 31, 2010 with a passing score of 75%.

To complete the renewal process and update your profile, please go to: www.fedseminars.com/37401.html print the test, profile update and benefit updates. After you have completed the renewal exam and updated your profile information fax for information to 720-536-3236 or email to shayneb@fedseminars.com. Numerous federal employees visit our website to find a qualified representative to work with on discussing their benefits and depend on us to adequately review representatives. Due to increased regulatory and compliance issues, you must complete the profile update information, which includes your state insurance license number(s) and FINRA CRD number. If you do not want your information included on the ChFEBCSM directory check the box indicating you do not want to be listed on the ChFEBCSM Directory.

Finally, we would like to ask for your assistance in expanding our network of ChFEBC's by referring another representative to become a ChFEBCSM. If you refer someone who becomes ChFEBCSM you will receive a \$50 credit towards your renewal or \$100 your purchase of a seminar.

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 Clark

Heather P. Clark
President/CEO
Snow Federal Seminars & ChFEBC, Inc.