

Continuing Education Program



Continuing Education Program Overview

Nobody ever mastered any skill except through intensive, persistent, and intelligent practice.

– Norman Vincent Peale

Purpose

The Continuing Education Program is a highly beneficial incentive that encourages employees to acquire the essential knowledge, fundamental skills, and vital capabilities needed to succeed in their current position, as well as to pursue their career aspirations. This plan serves as a comprehensive platform that enables individuals to expand their horizons and develop their professional abilities, ultimately leading to greater job satisfaction, improved performance, and increased potential for career growth.

Eligibility

All regular, full-time employees are eligible to participate, with the approval of their manager and their People Business Partner.

Eligible Expenses

This plan encompasses reimbursements for continuing credits via coursework, seminars, and workshops that will enhance the employee's career development and align with The Company's mission. The plan also encompasses expenses required for attaining and maintaining professional certifications, both industry-specific (i.e., CPCU, ARE) and non-industry specific (i.e., CLE, CPE, CEBS). Membership fees to professional organizations, scholarly journals, books, and computer-based resources are also eligible with approval of the manager and their People Business Partner.

Reimbursement

Requests for reimbursement will be submitted through the company's expense system. All eligible employees are required to confirm that their course of study is eligible for reimbursement prior to registering for the course or exam. The Company is not responsible for paying for non-qualifying courses which were not confirmed in advance by the employee's manager and their People Business Partner.

Advance Payment

Should the payment of fees associated with a continuing education opportunity place an undue financial hardship on the employee, the employee may request that The Company pay for the program or exam in

advance. The decision to accommodate the request will be at the discretion of the manager and the People Business Partner.

American Institute for Chartered Property Casualty Underwriters (AICPCU) Designations

The Company will pay for the cost of any books and courses provided by and through the American Institute for the Chartered Property Casualty Underwriters (AICPCU), including study materials such as study guides and audio or videotapes, but will only pay for those materials specifically provided by the AICPCU. Additionally, the company will reimburse an employee for AICPCU examinations upon receipt of proof that the employee did pay for and pass examination(s). Any requests for reimbursements associated with designations not awarded by the AICPCU will be submitted through the company's expense system.

Actuarial Student Program (ASP)

The **Actuarial Student Program (ASP)** governs the support offered to assist and reward employees pursuing their (Casualty Actuarial Society) designation. The ASP addresses reimbursement of fees, study time and the ultimate attainment of the CAS designation. Participation in the ASP requires the annual written approval by the Chief Administrative Officer. You may request the full program description from your People Business Partner.



Remember to explore the free learning opportunities available through SageSure:

- All SageSure employees have access to [LinkedIn Learning](#). Explore over 16,000 courses covering a wide range of technical, business, software, and creative topics.
- SageSure partners with The Institutes to help employees advance skills, build knowledge, and stay ahead of evolving trends in the Insurance Industry. [View courses offered through The Institutes.](#)

Process for Reimbursement

This process should be followed when employees want to apply for continuing education reimbursement.

1. Before submitting a continuing education reimbursement request, please familiarize yourself with the continuing education program guidelines.
2. Discuss the learning opportunity with your manager. It is possible this discussion has already occurred as part of a recent performance review or one-on-one conversation with your manager.
3. Pre-Approval for course/program/certification reimbursement is required. Before submitting the reimbursement request, please ensure alignment and approval from your Manager.
4. You can submit the reimbursement request here: [Continuing Education Request](#)
5. Once the form is complete, your designated People Business Partner will be notified and will review your request.
6. The People Business Partner will seek approval from the following individuals:
 - If the request is below \$500, your Manager will determine approval.
 - If the request is above \$500, your CDR and the CAO will determine approval.
7. Upon approval by all parties, the PBP will notify the employee that they may apply for their professional development opportunity.
8. Once you complete your course, you may request reimbursement through **Concur**.
 - If you do not have a Concur account, please Submit all Concur questions to [**Accountspayable@sagesure.com**](mailto:Accountspayable@sagesure.com).
 - For additional information regarding reimbursement, please refer to the **Accounts Payable Confluence page**.