

November 6, 2008

Chartered Federal Employee Benefits Consultant

RENEWAL FOR 2009

Dear ChFEBC:

Every year all ChFEBC have to renew their Designation by taking an exam and pay \$150.00 per person.

Anyone who was certified in 2008 does not have to pay the renewal fee if you complete your renewal exam by January 31, 2009. If you have received your ChFEBC Designation in November or December 2008 you do not need to take the 2009 renewal exam.

After January 31, 2009 there will be a fine of \$50.00 per month until May 1, 2009. After May 1, 2009 you will receive a "cease and desist" letter and will not be able to use the ChFEBC Designation.

| Start Date | End Date | Fine |
|-------------------------|----------------------------------|------------------------------|
| February 1, 2009 | February 28, 2009 | \$ 50.00 |
| March 1, 2009 | March 30, 2009 | \$ 100.00 |
| April 1, 2009 | April 30, 2009 | \$ 200.00 |
| May 1, 2009 | Cease & Desist Letter | Buy Self-Study Course |

Once you submit this signed form with your response, please go to www.chfebc.net, print the test, updated profile and benefit information. Upon completion, please fax information to us at 720-536-3236 or e-mail heatherclark@snow-cap.com

The study material for the exam is taken from the ChFEBC Self-study manual which you received with the Course. You can also use the Federal Employee News Digest (Almanac) 1-800-989-3363 or FedWeek 804-288-5123. This is an open book exam and we must receive the completed signed exam by January 31, 2009. You must receive a grade of at least 75%.

We would like your information to be listed on our ChFEBC Directory. Once you submit the completed exam and profile in detail, we will add this information to our Directory at no cost to you. Numerous federal employees visit our website looking for a ChFEBC to do business with.

Thank you for completing this attached form and faxing back to us. We are looking forward to receiving your renewal.

Sincerely,

Judy Snow
ChFEBC
Phone: 1-800-696-3511
Fax: 720-536-3236