

## Requesting Renewal of Qualifying Sponsor Status

An organization that wishes to renew its qualifying status should submit its request to the Executive Director of the Joint Board.

To facilitate review, the renewal request should include (1) the name and address of the sponsor, (2) the name and contact information for the person responsible for the continuing education programs, and (3) a statement, signed by an individual in a position to speak for the sponsor, that the sponsor would like to renew its qualifying sponsor status for the sponsor enrollment cycle January 1, 2015 – December 31, 2017, and that it understands and will comply with the requirements set forth at section 901.11(f) of the Joint Board regulations.

Renewal requests may be submitted by regular mail, overnight mail, or e-mail

The address for regular and overnight mail is:

Mr. Patrick W. McDonough  
Executive Director, Joint Board for the Enrollment of Actuaries SE:RPO  
Internal Revenue Service  
1111 Constitution Avenue, NW  
REFM; Park 4, Floor 4  
Washington, DC 20224

The address for e-mail requests is: [nhqjbea@irs.gov](mailto:nhqjbea@irs.gov).

Note that a formal, signed renewal request must be attached.

10/2014