IDMA CERTIFICATION CURRICULUM

The Insurance Data Management Association, Inc. (IDMA) – www.idma.org – is an independent, non-profit professional association dedicated to increasing the level of professionalism, Knowledge, and visibility of the insurance data management profession through education, research, forums, annual conferences, local chapter meetings, and peer-to-peer networking.

Among the products and services, we offer are education seminars and forums and a formal certification curriculum for individuals who want to further their career with training in insurance data management – including insurance statistical data or management information data, data administration, systems and project management, data processing and data quality.

The certification curriculum offers two designations:

- **Associate Insurance Data Manager (AIDM®)** – earned when students complete four IDMA courses. Students are **not** required to take these courses in any particular order.

- **Certified Insurance Data Manager (CIDM®)** – earned when students complete the four IDMA courses (AIDM®) and has earned any of the following industry credentials: Certified Data Management Professional (CDMP), Chartered Property Casualty Underwriter (CPCU), Life Office Management Association (LOMA), Society of Financial Examiners (SOFE), or Casualty Actuarial Society (CAS – FCAS or ACAS). *See page 3 for additional detail.*

Audience: IDMA courses are highly recommended for a broad audience including new hires, IT and data modeling professionals who want to broaden their knowledge of the business side of insurance data management, anyone who manages and governs data in the industry (statistical, or management information data), and anyone who needs to use or communicate good quality data/information – from actuaries to underwriters, and claims and analytics professionals.

Testing:
IDMA course examinations are offered online every other month, Monday through Friday from 9:00am to 5:00pm U.S. Eastern Time, excluding major US holidays. Exams are three hours long.

The Insurance Data Management Association (IDMA) exams are available over the Internet at https://testing.exambuilder.com (i.e., no paper copies). IDMA does not maintain its own testing facilities nor does it contract with other testing centers (such as Prometric sites that host the CPCU/IIA exams among others) to host its exams. Students can take their exam at their company's site (Learning Center, HR Library, Computer Lab, field or branch office, etc…)

Contact Us with Questions:
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E-mail: team@idma.org or info@idma.org

IDMA Course Descriptions
(Completing the below four courses earns you the AIDM® Designation)

Important Note: Students are not required to take these courses in any particular order.

IDMA 201 – Introduction to Data Management Functions and Tools *(Note: This course has replaced the old IDMA 4 – Data Management, Administration, and Warehousing)*:
This course defines data management, describes the functions of data managers, provides the business case for data management professionals and introduces the students to concepts and tools used by data managers. It covers topics such as data standards, data and information integrity, metadata and metadata management, reference data and master data management, information governance, information security, data modeling fundamentals, document and content management, business analytics and predictive modeling fundamentals, and data management frameworks.

> *Note on the IDMA 201 Course Material: You will need to purchase the Textbook and Study Guide for this course directly through our publisher, Technics Publications @ technicspub.com/idma/*

IDMA 1 - Insurance Data Collection and Reporting: This course addresses the core responsibilities of most data managers and the collection and reporting of insurance data, both statistical and financial. The course covers a broad range of topics, which includes how data is used by ratemakers and underwriters, various methods of data collection, effects of insurance accounting on regulatory evolution, specific reporting requirements of statistical agents and regulators, data standards, and management reporting.

> *Note on the IDMA 1 Course: This course will be completely refreshed and replaced with a new course, IDMA 202 "Data Management and the Insurance Industry", starting with the January 2021 examination cycle.*

IDMA 2 - Insurance Data Quality: The course provides an overview of the principles of data quality and how these principles should be applied to the collection and reporting of insurance data. The course will include discussions of various data quality control techniques such as editing and auditing. These techniques should be of significant interest to the data manager who understands the need for reliable data. The course also addresses the current regulatory climate regarding data quality, citing various minutes and draft documents dealing with such subjects as self-certification of data quality. Finally, the course includes an explanation of the Statistical Data Monitoring System (SDMS), one of the specific techniques used for insuring data reliability.

IDMA 3 - Systems Development and Project Management: One major day-to-day responsibility of the data manager is providing specifications for systems that support statistical reporting. And, as organizations have evolved, additional responsibilities, of greater scope and importance, have fallen to data managers. These additional responsibilities include, project management and systems testing – ensuring that the systems deliver the data that has been specified. This course introduces the student to the rapid changes in technology and the business environment. Systems project management, not surprisingly, is changing to either keep or to set the pace. Roles and responsibilities of systems people and business people were once clearly drawn, but now the emphasis is on collaboration and mutual understanding. Each must learn a whole new set of skills and perspectives, addressed in this course. We also explore the development and testing of computer systems, with specific focus on the user role.

> *Waivers excepted for the IDMA 3 course:* The AIT designation or a PMI-certified course will waive requirements for the IDMA 3 course.

IDMA Course Requirements for the CIDM® Designation

In addition to completing the four IDMA in-house courses and earning the AIDM® designation, a student who have also completed any one of the designations listed below will earn the CIDM® designation.

Certified Data Management Professional (CDMP):
- Practitioner level or higher

Chartered Property-Casualty Underwriter (CPCU): the two required courses are:
- CPCU 520 (previously CPCU 5)
- CPCU 540 (previously CPCU 8)

Plus any two of the following:
- CPCU 551 (previously CPCU 3)
- CPCU 552 (previously CPCU 4)
- CPCU 553
- CPCU 555 (previously CPCU 2)
- CPCU 556
- CPCU 557

Waiver Note: Passing all three of INS 21, 22, and 23 will waive the CPCU 551, 552, 553, 555, 556 and 557 requirement (CPCU 520 and CPCU 540 are required in addition to the INS courses). We do accept the MBA waiver to CPCU 540.

Life Office Management Association (LOMA) course requirements:
- LOMA 280
- LOMA 290
- LOMA 361
- LOMA 371

Society of Financial Examiners (SOFE) course requirements:
- Life and Health Insurance Fundamentals
- Property and Liability Insurance Fundamentals
- Life and Health Insurance Accounting
- Property and Liability Insurance Accounting

Casualty Actuarial Society (CAS) course requirements:
- Exam 2 (same as SOA Exam FM)
- Exam 3 (Both 3F and 3L segments)
- Exam 5
- CAS Exam 6 (any one of the three Nation Specific exams)

TRANSCRIPT NOTICE: In order to receive a CIDM® designation, IDMA will require an official transcript directly from the administrator of any non-IDMA curricula (such as CDMP, CPCU, LOMA, SOFE or CAS) to demonstrate successful completion of the course requirements. This cannot be a photocopy, screen shot or e-mail – verification must be directly from the institute.

WAIVER NOTE: CDMP, CPCU, CAS, LOMA, SOFE, or ACORD ACE designations will waive the four additional courses (outside IDMA courses) required to receive a CIDM®. To claim the waiver, IDMA must receive an official transcript from the institute.

…on the IDMA Curriculum

Tracy Ann Spadola, CPCU, CIDM, AAM, FIDM
Vice President, Strategic Data Operations, ISO

"Who would have thought that four exams would have such a profound impact on my professional life? After beginning college as a full-time student, I stopped to begin an insurance career and took night courses at a local college. As my career progressed I focused on professional designations instead – when push comes to shove, as they say, credentials matter!

I revisited the IDMA curriculum and reflected that these are demanding courses! But, I already had passed one of the courses years earlier and so I decided to go for the gold. I made it, and the actuarial community I worked with responded gratifyingly. I was now very few credits away from my college degree, and with credits earned from the IDMA courses – pushing me to MIS instead of a general business degree – I graduated a year later.

My credentials and designations are tools I use every day as I travel across the country. The CIDM® designation is now my most valuable one, as I lead workshops and panels in data management and data stewardship. I still use some of the IDMA books as reference material. And, as one of only about 500 Certified Insurance Data managers – though I know that the number is growing rapidly – the CIDM® designation definitely sets me apart.

The position calls for strong industry knowledge in many industry operating areas, such as actuarial, claims, underwriting, as well as understanding the key role that data and information have in business intelligence solutions. I work with senior leadership into insurance companies, sharing best practices in business intelligence, data warehousing, data stewardship, and governance. The IDMA curriculum provided a wonderful preparation for this career!"

Charlie McLaughlin, FLMI/M, CEBS, CLU, CIDM
Senior Data Manager, Guardian Life Insurance Company

"After more than thirty years in the life and health insurance industry, I found myself taking on ever-increasing responsibilities in the area of data management, although I had no background and little training in it.

There are a few courses available in data management given at universities and other learning institutions but none of them have the insight or concern for insurance industry data issues that the IDMA has. I therefore strongly endorse the IDMA."