

Manual Certifying Letters

1. Review the certifying letters submitted to you from MDRT applicants.
2. Certify the applicant earned and was paid the amount of commissions or premium indicated by the type of product. This amount must be in U.S. dollars. To convert non-U.S. currency into U.S. dollars, divide the local currency by the MDRT conversion factor for the country. See production information for the conversion factor you should use at:
<https://www.mdr.org/membership/requirements/>.
3. Certify the applicant has produced and was paid for the number of separate lives or cases indicated by the type of product.
4. The certifying official signs on signature line and enters the date of signature.
5. Print or type the name and title of the company official, company name, address, telephone and fax numbers, and e-mail address.
6. Return certifying letter to the applicant as quickly as possible.