

VIRGINIA INSURANCE
CONTINUING EDUCATION BOARD
Administrative Services Provided by Pearson VUE

May 2016

Virginia

INSURANCE CONTINUING EDUCATION

Provider Information
Handbook



INFORMATION FOR THE 2015-2016 BIENNIUM

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ALWAYS LEARNING

PEARSON

RESIDENT C.E. COMPLIANCE SCHEDULE FOR 2015 - 2016 BIENNIUM

11/30/16	12/1/16-1/3/17	1/4/17-1/31/17
Last day to complete courses/pay nonrefundable continuance fee.	Time period to correct any CE deficiencies by completing courses/ paying nonrefundable continuance fee.	\$100 Late filing penalty period.

1/4/17-2/4/17	2/15/17	2/16/17	2/15/17-3/15/17
CE Board appeal process period.	Terminate licenses.	Begin applying for new licenses. Must pass exam, submit current criminal history record report, pay nonrefundable licensing fees.	Commission appeal process period.

NOTE:

1. If the credits are submitted by the provider for the 2015-2016 Biennium and the agent has paid the 2015-2016 Biennium \$20 Continuance fee, credits will be applied toward compliance.
2. If the \$20 Continuance fee has not been paid or the course roster has not yet been submitted, the credits will remain in compliant status “no” until a roster is submitted and the nonrefundable Continuance fee is paid.
3. Neither Pearson VUE, the Virginia Insurance Continuing Education Board, nor the Bureau of Insurance has the authority to grant time beyond the statutory deadlines to allow you to correct an incorrect submission. If a submission is missing required information, you will not get credit for the submission until it is complete and correct.
4. *All fees are nonrefundable.*
5. Agents who have completed all continuing education course or exemption requirements by December 31 (or the next working day thereafter if December 31 falls on a weekend, of the following year) but failed to demonstrate proof of compliance by failing to pay the continuance fee imposed by the Board shall be permitted to pay such a continuance fee for an additional period of time, until the close of business on January 31 (or the next working day) but only if the agent pays, in addition to the continuance fee, a late filing penalty of \$100, which must be paid electronically at www.VirginiaInsuranceCE.com. No agent whose proof of compliance is received during this final period shall be considered in compliance with the continuing education requirements unless the continuance fee and the late filing penalty described herein are paid by the close of business on January 31 (or the next working day).

QUICK REFERENCE FOR INFORMATION REGARDING VIRGINIA'S CONTINUING EDUCATION PROGRAM:

What you can find on the Virginia Continuing Education Board website www.virginiainsurancece.com.

- Pay the \$20 CE Continuance Fee online
- Review CE credits for Current Biennium (CE Transcript Inquiry) and review compliance status
- Compliance Schedule
- CE Agent FAQs
- Available Course Offerings (Inquiry) Scheduled
- Approved Courses Inquiry
- Approved Providers Inquiry
- Online version of the Provider and Agent Handbook
- Age 65 AND 20 Years Licensed Exemption Request form (Resident Agents)

What you can find on the VA Bureau of Insurance website <http://www.scc.virginia.gov/boi/index.aspx>.

- Producer Look up by VA license # or NPN
- Licensing/Renewals
- Update resident address and Mailing address of record
- Update or Add Email address
- Agent FAQs
- Link to Pay the \$20 CE Continuance Fee online
- Link to Check CE transcript
- Check compliance status
- Listing of Approved Courses
- Link to the VA State Police Website /Criminal record report/ Background check

What you can find on the Vertafore website

<https://www.sircon.com/ComplianceExpress/NonSscrEducation/index.jsp?nonSscr=Y&sscrbid=9999>.

- Review CE credits for Current Biennium (CE Transcript) and review compliance status
- Available Course Offerings (Inquiry) Scheduled
- Approved Courses Inquiry
- Approved Instructor Inquiry
- Approved Providers Inquiry
- Instructor Application Inquiry
- Instructor Renewal Inquiry

IMPORTANT INFORMATION ABOUT THE 2015-2016 BIENNIUM

The Virginia Insurance Continuing Education Board has changed some of the requirements and deadlines for both resident and non-resident agents. The changes outlined below will simplify the administrative process for the agent to comply with the continuing education requirements.

- **The nonrefundable Continuance fee has been increased to \$20.** It must be paid by both resident and nonresident agents and the fees must be received by Pearson VUE by November 30, 2016.
- **The Course Approval fee has increased to \$65, and the Instructor Approval fee has increased to \$30.**
- Approved providers will no longer maintain their status in perpetuity. Providers **MUST** offer at least one approved course in order to maintain their authority into the next biennium. Providers who do not offer a course will have their authority revoked.
- Virginia residents must complete the proper courses on or before November 30, 2016, or file the appropriate exemption or waiver request with all required documents, and pay the nonrefundable \$20 Continuance fee.
- Agents must complete at least three credit hours of Ethics in each biennium. No more than 75 percent of the required credits may be obtained from courses sponsored by insurance companies or agencies. Please remember that Insurance Law and Regulations credits will count toward Ethics credits.
- Early November 2016, noncompliant agents will receive from the Bureau of Insurance (“Bureau”) a written notice of impending termination. Agents will have a 31-day period (beginning on December 1, 2016) as a final opportunity to correct any CE deficiencies by completing the required coursework and/or paying the fee.
- Agents who fail to complete all requirements by January 3, 2017, will have their license’s terminated effective February 15, 2017.
- Agents who have completed all continuing education course or exemption requirements by December 31 (or the next working day thereafter if December 31 falls on a weekend, of the following year) but failed to demonstrate proof of compliance by failing to pay the continuance fee imposed by the Board shall be permitted to pay such a continuance fee for an additional period of time, until the close of business on January 31 (or the next working day) but only if the agent pays, in addition to the continuance fee, a late filing penalty of \$100, which must be paid electronically at www.VirginiaInsuranceCE.com. No agent whose proof of compliance is received during this final period shall be considered in compliance with the continuing education requirements unless the continuance fee and the late filing penalty described herein are paid by the close of business on January 31 (or the next working day).
- It is the Provider’s responsibility to check the information on the [Proctor Certification](#) and to ensure that agents are adhering to the rules for acceptable proctors. For example, if the last name of the Proctor and the agent are the same, the Provider should verify with the agent that the proctor is not a relative.
- [Proctor Certification](#) is not required if the self-study examination is being administered at a professional testing center. Prior Board approval of the testing center is required.
- Providers must submit course completion rosters and distribute course completion certificates within 20 calendar days of the course offering for all Virginia licensees.
- All course submissions must be processed online at www.VirginiaInsuranceCE.com using a Log-in to provider services to access Vertafore’s Compliance Express™ Services.
- Providers are expected to comply with Pearson VUE’s request for information, including sign in/out sheets and other course materials, in the course of a desk audit.

- Please remember that Provider handbooks are available only at www.VirginiaInsuranceCE.com. The Board no longer prints and mails copies of the Provider Handbook.
- Providers can find a list of the continuing education auditors on the VA CE website at www.VirginiaInsuranceCE.com on the CE Audit Information link.

Mailing address for Virginia Insurance Continuing Education Board C/O **Pearson VUE:**
Pearson VUE / Attn: VACE
3 Bala Plaza West, Bala Cynwyd, PA 19004-3481

NOTE: Applications and fees are no longer accepted via mail. Providers and instructors must use [Compliance Express](#) to submit applications and fees.

Email Address for the Virginia Insurance Continuing Education: VirginiaInsuranceCE@pearson.com

Telephone Number for Pearson VUE: 877-234-6092

Fax Number for Pearson VUE: 610-617-0927

Web Address for the Virginia Insurance Continuing Education: www.VirginiaInsuranceCE.com

Web Address for the Virginia Insurance Vertafore technical support: plmsupport@vertafore.com

VIRGINIA INSURANCE CONTINUING EDUCATION BOARD PROVIDER INFORMATION HANDBOOK

RESIDENT C.E. COMPLIANCE SCHEDULE FOR 2015 - 2016 BIENNIUMinside front cover

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VIRGINIA INSURANCE CONTINUING EDUCATION BOARD GENERAL INFORMATION

Each biennium (which ends on December 31 of each even-numbered year), resident and non-resident agents and consultants must be in compliance with Virginia CE statutory requirements to maintain their license(s). Resident and non-resident agents or consultants who hold one or more of the following lines or qualifications must meet the Virginia CE requirements:

- Life and Annuities
- Life and Health Consultant
- Property and Casualty Consultant
- Title
- Health
- Property and Casualty
- Personal Lines

To submit and receive approval for courses and/or instructors, an organization must register with Pearson VUE as a provider of Virginia Insurance Continuing Education (CE). Courses and instructors must be reviewed and approved by Pearson VUE before CE credit will be awarded. The Board has authorized several types of course approvals. These are described in the instructions for completing the course application. Approvals, once obtained, are valid for the biennium in which they are granted (excluding single session) and may be renewed for two biennia thereafter if unchanged.

Any of the materials in this handbook may be downloaded and printed.

Courses entered through the website into Compliance Express™ will receive a monthly invoice.

RESIDENT AGENT/CONSULTANT CREDIT REQUIREMENTS (see the Agent Information Handbook for complete details)

- One license: 16 credits specific to the license type
- Two or more licenses: 24 credits. At least eight credits must be specific to each license type.
- All licensees shall be required to complete at least three of their credits in a course categorized as Ethics or Insurance Laws and Regulations (ILR)
- No more than 75 percent of the credits required for compliance may come from courses sponsored by insurance agencies or companies. This includes all insurance companies or agencies, not just the companies or agencies with which an agent may be associated.
- Excess-earned Ethics or ILR credits may be applied to cover other CE requirements in the current biennium, and any remaining credits will be carried over to the next biennium and applied to either the Ethics requirement or other CE requirements.
- CE credits awarded for Other General Insurance (OGI) topics will be used to meet any license-specific requirement but not the Ethics requirement.

Please recommend to agents that they review CE credits for the current Biennium (CE Transcript Inquiry) and their compliance status check their compliance status and get a summary of credits through Vertafore's [Compliance Express](#) application.

Pearson VUE and Vertafore are providing Virginia Continuing Education providers access to the following Compliance Express™ services with no additional service fees once you subscribe to Compliance Express. Providers may access the Compliance Express services via [Compliance Express](#).

Attendance Roster Processing

Providers must enter or upload course attendance information within 20 calendar days after each continuing education course offering. Providers must enter or upload course attendance information via the Internet using Compliance Express.

Course Approval Applications

Submit an application for course approval in Virginia, with the ability to attach electronic documents.

Course Renewal Processing

Renew eligible courses that you plan to continue to offer in the 2015-2016 biennium.

Convenient Monthly Billing

Vertafore will bill you directly each month for all course approval applications and renewals processed on Compliance Express. You will also be able to view your account and electronic processing details online.

Course Offering Updates

Providers must report and update the locations and dates of CE offerings in real time using Compliance Express, allowing producers to easily search for the courses that you are offering.

Course Completion Certificates

Providers are able to create course completion certificates for every producer from Compliance Express in a PDF format. Course completion certificates must be provided to students within 20 calendar days after each continuing education course completion.

Producer Inquiry Services

Individual Producers may view every provider's approved course offerings. They may also view their full education transcripts online.

SUBMISSION OF COURSE CREDITS—ROSTER REPORTING INFORMATION

Accuracy in roster submission is essential. Keying entry errors or transposing student identification numbers results in the need for corrections and delays in credits being recorded. **NOTE: If an error is made by the provider on the roster submission, it is the provider's responsibility to correct the error.**

Internet roster submission instructions are on the website at www.VirginiaInsuranceCE.com. Roster reporting of course completions must be reported to Pearson VUE within 20 calendar days after completion.

Call Vertafore to set up an account at 517-381-3860 or send an email to sircon@sircon.com if you have questions regarding the Internet roster reporting.

KEY DATES FOR THE 2015-2016 BIENNIUM

Mid-November 2016

The Bureau of Insurance ("Bureau") will send a pre-termination warning letter in Mid-November 2016, to all agents who are not compliant. Agents receiving this letter will have until January 3, 2017, to correct any deficiencies and become compliant.

November 30, 2016

Deadline for completing coursework and submitting the one-time nonrefundable \$20 Continuance fee.

January 3, 2017	End of 31 day period for final opportunity to meet all continuing education requirements and come into compliance. Credits that are submitted properly will be recorded and the excess carried over for credit in the 2017-2018 biennium.
January 4, 2017 to January 31, 2017	Late filing period. Agents who have completed CE requirements can retain their licensure by paying the continuance fee plus a \$100 penalty.
January 4 to February 3, 2017	If an agent believes he or she has been aggrieved by Pearson VUE or the Board, he or she has 30 calendar days (beginning January 4, 2017) to submit documentation to Pearson VUE explaining his or her grievance. If it is proven that Pearson VUE's records are incorrect, and it is determined that the agent is in compliance, Pearson VUE will notify the Bureau.
February 15, 2017	Failure of agent to provide proof of compliance of all CE requirements will result in License termination effective January 1, 2017.
February 16, 2017	Agent is eligible to reapply for a license that was terminated due to noncompliance with CE requirements.

VIRGINIA INSURANCE CONTINUING EDUCATION BOARD PROGRAM REQUIREMENTS

The Virginia Insurance Continuing Education Board has adopted the following requirements, which shall be strictly adhered to by all providers. Failure to comply with these requirements may result in the immediate suspension or termination of the provider's authorization to offer courses approved for Virginia CE.

GENERAL PROGRAM REQUIREMENTS APPLICABLE TO ALL COURSES

1. The [Course Introduction Statement](#) must be disseminated (orally or in writing) to all students at the beginning of **all** courses regardless of the format in which the course is offered. Providers shall make students aware that agents are not allowed to receive or carry over credit for the same course in the same biennium, but in a future biennium agents may take the course again and receive credit.
2. Providers should inform the students that agents cannot receive CE credit for a course taught in alternative formats (a classroom course, online course, video or audio conference, web-conference-based, etc.) if the curriculum is based on the same published materials; this rule applies to any variation of course types.
3. All requests for approval of new or revised courses and new or revised instructor approvals must be submitted at least 30 calendar days before the start date of the course. **Please note that the course approval fee has increased to \$65 and the renewal fee remains \$35.** A course may not be advertised until the approval has been received in writing or is displayed on the Virginia Insurance CE website. **You may request expedited course review by paying an additional \$50 fee per course.** An expedited course review is assured within 3 business days from receipt of all materials.
4. Only courses that have been approved by Pearson VUE may be offered for Virginia CE credit. No course may be advertised, offered or conducted for credit until approval has been received. All CE courses, except classroom courses, will be evaluated for credit based on the NAIC standard word-count formula of 3,600 words = one CE credit hour.
5. Advertisements, including email notifications, should inform students that **ONLY** the Virginia Insurance License Number ("VLN") or the National Producer Number ("NPN") are permitted forms of student identification.

6. No course may be advertised or otherwise promoted as appropriate for Virginia CE credit until approved by Pearson VUE. Students may choose a full or partial refund of all monies or credit for any approved CE course that the provider cancels or fails to complete as advertised.
7. **Advertisements**, including website information and email notifications, **must** specify whether the courses sponsored are categorized as “Company/Agency” or “Non-Company/Non-Agency.” Providers are encouraged to provide a link to Pearson VUE’s Virginia CE webpage where complete compliance requirements are detailed (www.VirginiaInsuranceCE.com).
8. Once approved, a course shall not be substantially altered without a new application (including fee) being submitted to and approved by Pearson VUE. A substantial alteration is any change that would modify the content or time allocations stated in the course outline or would change the course category or any of the course topics. A change in the thrust of a course where all or significant portions are based on a particular concept (ISO policy form, policy type, etc.) would be considered substantial. A change to update a point (change in Medicare deductibles, changes in estate tax limits, etc.) would not be considered substantial. If you require a change to an already approved course, such as course category change, number of hours, etc., a new application and fee will be required.
9. One credit hour is at least 50 minutes of continuous instruction or participation. For example, a course from 8:00 a.m. to 5:00 p.m. with one hour for lunch will receive a maximum of eight credits. Fractional credits will not be awarded. Registration, coffee and lunch breaks, or social hours do not qualify for CE credit. Breaks and their duration must be indicated on the outline. It is suggested a 10-minute break be allowed after each 50 minutes of instruction or a 15-minute break after one and a half hours of instruction. For programs lasting six hours or more, a lunch break of at least 30 minutes is suggested. The Sign-in/Sign-out log sheet should include the Time In and Time Out for all students.
10. No provider is permitted to provide a classroom course with more than eight credits per day to any one student.
11. Only instructors approved by Pearson VUE for Virginia are allowed to teach a course in Virginia. Even in an emergency situation, the substitute instructor must be an approved instructor.
12. As an approved instructor, an agent may receive course credit for teaching a Virginia-approved CE course, subject to the rules regarding duplicate courses within the same biennium. The instructor must be listed on the student roster in order to obtain credit.
13. Providers must submit course completion rosters within 20 calendar days of the course offering for all Virginia licensees electronically. Rosters must be recorded at www.VirginiaInsuranceCE.com. Providers will be required to submit the individual’s last name and an identifier that is on file with the Virginia Bureau of Insurance. The identifier must be either the individual’s Virginia Insurance license number or the National Producer Number.
14. Providers must distribute course completion certificates to all individuals who meet the requirements of the CE course within 20 calendar days of the conclusion of a course. The certificate must contain the name and identification of the student, the name and identification number of the course, the date(s) the course was held, the number of credit hours completed by each student, and the name and identification number of the provider. Course completion certificates may be printed electronically at www.VirginiaInsuranceCE.com.
15. **The following topics may qualify for approval:** agency management; asset allocation; ethics in insurance; legal or regulatory matters in insurance; fundamentals/principles of property and casualty, life and health, or title insurance; estate planning and/or taxation; insurance policy contents; proper use of insurance products; insurance rating, underwriting or claims; accounting/actuarial considerations in insurance; principles of risk management; provisions/differences in insurance policy contracts; or managed care and legal/ethical issues involving sales practices and mitigation including auto glass, mold, water damage, etc. Long Term Care and Long Term Care partnership courses are classified as Life and Health courses. **The following topics will not qualify:** prospecting; motivation; sales training; office management; new product seminars; courses in mechanical business skills (typing, use of specific software, etc.); and courses not related to the insurance industry. Courses that are primarily intended to impart knowledge of specific products of specific insurers, if the use of the products relates to sales promotion or marketing, also do not qualify for credit.

16. All records of enrollments, records of examination, course records, and course rosters must be kept on file for the current biennium and the previous biennium.
17. Providers must keep Pearson VUE informed of changes in address, phone number, and contact persons.

PROCTOR REQUIREMENTS

1. Self-study examinations must be proctored in a manner approved by the Board. The proctoring process must ensure the examination will be completed by the agent, on a closed-book basis, without assistance.
2. The examination may be proctored by:
 - a librarian at a public library,
 - a lawyer,
 - a corporate training department,
 - a Supervisor,
 - an instructor,
 - an approved test administration service,
 - a Human Resources or Education Department personnel,
 - an Office Manager,
 - a person with a professional insurance designation such as, but not limited to a CPCU Designation,
 - a person in any supervisory position to the agent,
 - personnel at a local school (i.e., Guidance counselor, professor, or teacher), Clergy, or
 - a Local Course Provider (a public list can be found on the American Institute for *Chartered Property Casualty Underwriters* website at <http://www.theinstitutes.org/corporate/SponsorsClassListings.htm>.)
3. A proctor cannot be a relative, friend, or an acquaintance. The proctor must be a disinterested party over the age of 18 years and unrelated to the agent.

COURSES OFFERED IN MULTIPLE FORMATS

Providers should make students aware that agents cannot receive CE credit for a classroom course and a self-study (examination) course, online course, or a video or audio conference or web-conference course based on the same published materials.

1. Providers are required to track agent enrollment for courses that are offered in multiple formats to prevent agents from enrolling in two or more courses based on the same published materials.
2. Providers are required to notify Pearson VUE prior to submitting courses based on the same published materials that are offered in multiple formats. Providers must notify Pearson VUE via email (VirginiaInsuranceCE@pearson.com) at least 24 hours prior to submitting such courses for approval.

CLASSROOM PROGRAM REQUIREMENTS

In addition to the *General Program Requirements* above, the following *Classroom Program Requirements* must be strictly complied with for classroom courses:

1. Providers must inform Pearson VUE at least 15 days prior to the course presentation of the instructor, date, time, and location of each classroom session, conference or convention. Courses shall not be cancelled or rescheduled without five days prior notice. Courses can be added, cancelled or modified online at www.VirginiaInsuranceCE.com.

2. Providers must adhere to attendance procedures (**i.e., completing the Sign-in/Sign-out log sheet, including the Time-in and Time-out, for all students.**)
3. Strictly monitor each student's attendance and participation in the course. When assigning the student ID#, please note that ONLY the Virginia Insurance License Number (VLN) or the National Producer Number (NPN) are permitted. A student may not miss more than 15 percent of the course. Providers may set more stringent attendance requirements if they wish but they are to advise students in advance.
4. All classroom courses must have attendance verified through a Sign-in/Sign-out sheet with a door monitor or the instructor. Only students meeting minimum attendance requirements may receive course credit. The [Sign-in/Sign-out sheet](http://www.pearsonvue.com) can be found at www.pearsonvue.com.
5. For classroom courses, credit for time spent on review quizzes or exams covering approved material will be provided only if immediate feedback or discussion is provided to the participants.
6. When instruction is provided to remote locations in a classroom setting (i.e., Group Webinars), providers must adhere to all General Program and Classroom Program requirements.

VIDEO AND AUDIO CONFERENCE PROGRAM REQUIREMENTS

In addition to the *General Program Requirements* and *Classroom Program Requirements*, the following Program Requirements must be strictly adhered to for video-conference programs:

1. Video conferences are classroom programs where there is no live instructor and a video of the course is played in a classroom setting.
2. Courses conducted as video conferences must be submitted as classroom courses, either single-session or provider-developed. An approved instructor must be available to respond to questions. A list of all locations must be submitted with the schedule and attendance must be monitored at all locations.
3. Providers must adhere to attendance procedures (**i.e., completing the Sign-in/Sign-out log sheet including the Time-in and Time-out for all students**) and strictly monitor each student's attendance and participation in the course. When assigning the student ID#, please note that ONLY the Virginia Insurance License Number ("VLN") or the National Producer Number ("NPN") are permitted. A student may not miss more than 15 percent of the course. Providers may set more stringent attendance requirements if they wish but they are to advise students in advance.

SELF-STUDY PROGRAM REQUIREMENTS

In addition to the *General Program Requirements* above, the *Self-Study Program Requirements* must be strictly adhered to for self-study programs:

1. Applications for self-study courses must include a copy of all materials that the student must study in order to pass the exam. The materials may be in the form of paper, CD, or other electronic medium. In addition, a word count, excluding glossaries, indexes, tables of contents and appendices, must be included. If the required materials and information are not included, the course may not be approved. A copy of one version of the exam shall be submitted with the course materials. All questions should be four-alternative, multiple-choice or completion format; use of true/false questions is prohibited.

A comprehensive final assessment (exam) may be given using the guidelines noted below:

Final Assessment (exam) Criteria:

- Minimum of 25 questions for courses of four hours or less and a score of 70 percent or greater.
- Minimum of 50 questions for courses that are five hours or more and a score of 70 percent or greater.
- At least enough questions to fashion a minimum of two versions with at least 50 percent of questions being new/different in each subsequent version.

- Inability to print the exam or to launch the exam prior to reviewing material.
- Proctor/monitor who verifies identity and processes certification testifying the student received no outside assistance.

See item 3 below for proctor requirements. Contact Pearson VUE if you have questions about who can proctor an exam.

2. Self-study courses must include a proctored examination to receive credit. The proposed exam must be approved at the time the course is approved. Providers must submit course materials with the application. Credit hours will be determined by the estimated time it will take the student to read the material, adjusted by the percentage of content that is acceptable for CE. Credit will be allowed only if the student passes the exam with a score of 70 percent or better.
3. Self-study examinations must be proctored in a manner approved by Pearson VUE. The proctoring process must ensure the examination will be completed by the student, on a closed-book basis, without assistance. The [Proctor Certification](#) must be completed by the proctor and submitted to the course provider by mail, email, or facsimile transmission within seven calendar days of course completion.

It is the Provider's responsibility to check the information on the [Proctor Certification](#) and to make sure that agents are adhering to the rules for acceptable proctors. For example, if the last name of the Proctor and the agent are the same, the Provider should verify with the agent that the proctor is not a relative.

The [Proctor Certification](#) is not required if the self-study examination is being administered at a professional testing center. Prior Board approval of the testing center is required.

4. The [Student Certification](#) must be completed by the student and submitted to the course provider by mail, email, or facsimile transmission within seven calendar days of course completion.
5. Providers cannot report course completion until the provider is in receipt of the completed Student and Proctor Certifications. The provider is responsible for completing the course completion document and should not send a blank copy of the course completion document to students with the intention that they will complete this document after they have taken a course.
6. Exam length/duration for self-study courses approved for greater than eight credit hours will be reviewed by Pearson VUE to determine if the exam degree of difficulty and content is commensurate with the number of hours for which the course is approved.

ONLINE PROGRAM REQUIREMENTS

In addition to the *General Program Requirements* above, the following *Online Program Requirements* must be strictly adhered to for online programs:

1. Course applications shall include a copy of all materials that the student must study in order to pass course-relevant questions. **A copy of all the questions and a word count must be submitted with the course materials for approval.**
2. All students must register and pay their fees before starting the course.
3. No provider may offer an online course whereby any course-relevant questions can be taken before the student has completed all relevant course work.
4. Passwords and security prompts shall be incorporated to validate the student's identity once each hour. Moreover, course-relevant questions are required to assure the student's active participation as outlined below.
5. Providers must structure courses so that they can establish that the licensed student has, in fact, registered for the course and the student has completed all relevant course work and the required questions.

6. In lieu of a final exam, course-relevant periodic questions may be inserted throughout the course material. A cumulative passing score of 70 percent or greater is required for the successful completion of the course.

Periodic Questions

Course-relevant questions shall be presented during a course consisting of at least three questions per every 15 minutes of instruction. Course-relevant questions shall be presented at least once per hour. For example, for a two hour course, three questions shall be presented every 15 minutes, or 12 questions may be presented at the end of each hour. Course-relevant questions may only be presented after successful validation of the student's identity through prior prompts described in Requirement 4, above.

7. All questions should be four alternative, multiple-choice or completion format; the use of true/false questions is prohibited.
8. The [Student Certification](#) must be completed by the student and submitted to the course provider by mail, email or facsimile transmission within seven calendar days of course completion. No credit shall be given to any student who fails to provide the provider with the [Student Certification](#) in this form.
9. Students must not have access to course-relevant questions during presentation of or access to the course material. Providers must provide Pearson VUE with the means to verify that there is separation of the text and course-relevant question materials.
10. Courses may exceed eight hours of instruction provided students are able to log in and out of the course and the stopping and starting points are bookmarked. The Board has determined that there is no need for seat-time tracking for online courses.
11. Providers shall retain evidence of compliance with the guidelines set forth above. Examples of evidence include logs of time spent on the online course by student, security questions answered, and course-relevant questions completed.

WEB-CONFERENCING PROGRAM REQUIREMENTS

This type of conferencing pertains to participants that are independently logged into the web-conference. In addition to the [General Program Requirements](#), the Web-Conferencing Program Requirements must be strictly adhered to for web-conferencing courses. The required classroom format is as follows:

1. Courses conducted using web-conferencing should be submitted as classroom courses, either single session or provider developed, if the course is monitored by an instructor and attendance is monitored. Please refer to the video-conference program requirements.
2. Courses may only be facilitated by approved Virginia CE instructors.
3. Students are required to electronically communicate to the instructor to request exiting the course and returning to the course.
4. Utilization of recorded sessions requires facilitation by a Virginia approved CE instructor **and adherence to attendance procedures (i.e., completing the Sign-in/Sign-out log sheet including the Time In and Time Out for all students)**.
5. Confirmations with passwords are to be forwarded to students in advance of the course with no access to course material prior to the start of the course session.
6. It is the provider's responsibility to submit the attendance roster within 20 days.

COURSE SUBMISSIONS, APPROVALS, AND RENEWALS

Providers should review all *Program Requirements* for provisions applicable to course submissions, approvals, and renewals.

Changes to the Course approval and renewal forms:

Effective with approvals for the 2015-2016 Biennium, the fee for new course approvals is \$65.

Providers must submit completed Application for Course Approvals directly online at www.VirginiaInsuranceCE.com using the Provider Services link to [Compliance Express](#).

A decision on course approval will be issued no later than 15 business days after receipt of your application and the appropriate fee. Course Approval Applications are available at www.VirginiaInsuranceCE.com.

There is an additional charge of \$50 to expedite the course approval process to ensure that the course review will be completed within three business days of the receipt of all materials and fees at the Pearson VUE office.

A course may not be advertised until the approval has been received in writing or is displayed on the Virginia Insurance CE website, www.VirginiaInsuranceCE.com.

Courses may be renewed for a renewal fee of \$35. Once a course is approved for the current biennium, courses may be renewed for two additional biennia immediately following the initial approval. Approximately 60 days prior to the end of each biennium, Pearson VUE will provide providers with notification of courses that are eligible for renewal. At that time, courses may be renewed electronically at www.VirginiaInsuranceCE.com.

The Board and Pearson VUE have identified the top reasons why courses are typically denied. The document can be found [here](#). Providers are encouraged to review it prior to submitting courses for approval.

COURSE COMPLETION CERTIFICATES AND ROSTER SUBMISSIONS

Providers must submit rosters of all course completions within 20 calendar days of the course offering for all Virginia licensees electronically. Any provider who consistently submits rosters late will be reported to the Board.

Providers will be required to submit the individual's last name and an identifier that is on file with the Virginia Bureau of Insurance. The identifier is either the Virginia Insurance license number or the National Producer Number.

Providers must distribute **completed** course completion certificates to all individuals who meet the requirements of the CE course within 20 calendar days of the conclusion of a course. The certificate must contain the name and identification of the student, the name and identification number of the course, the date(s) the course was held/course completion date, the number of credit hours completed by each student, and the name and identification number of the provider. Course completion certificates may be printed electronically at www.VirginiaInsuranceCE.com.

There is no provision for awarding partial credits. No credit will be given if a student misses more than 15 percent of the course under any circumstances.

INSTRUCTOR APPROVALS AND RENEWALS

Instructors must submit the completed form and payment online via [Compliance Express](#). Applications and payment are no longer accepted by mail. Please note that the instructor approval fee has been changed to \$30.

A [sample form](#) outlining the information needed as well as [detailed instructions](#) on how to complete the instructor application can be found in the back of this handbook.

A decision on instructor approval will be issued no later than 15 business days after receipt of the application and the \$30 fee. An instructor is approved for the biennium. Approximately 60 days prior to the end of each biennium, Pearson VUE will provide instructors with a notification of renewal. The renewal fee is \$15.

There is an additional charge of \$50 to expedite the instructor approval process to ensure that the review will be completed within three days of receipt.

The Board and Pearson VUE have identified the top reasons why instructors are typically denied. The document can be found [here](#). Instructors are encouraged to review it prior to submitting applications for approval.

AUDIT PROCEDURES

Representatives of Pearson VUE, and/or its designees, and members of the Virginia Insurance Continuing Education Board, and/or its designees, while acting in an official capacity, may audit any course, course material, instructors' presentation, and course record. **These audits may be announced or unannounced.** The current list of auditors can be found on the Board's website at www.VirginiaInsuranceCE.com.

Auditors shall not be hindered, obstructed, delayed, or interfered with while conducting or attempting to conduct an audit. Providers are expected to comply with the auditors request for information, including sign in/out sheets, content outlines, and other materials. Auditors will provide a copy of the Audit Authorization letter to the instructor. If the instructor has a concern about an auditor's credentials, they should contact Pearson VUE and explain their concern. Audits will be conducted in a manner that will minimize disruptions. Auditors may attend any course offered for the purpose of the audit without paying any fee. Providers are required to provide **immediate** access for online courses upon request from the Administrator or the Board without charge. The provider grants the Administrator and Board the right to audit and/or inspect course records at the premises of the provider or at the physical location of the records. Pearson VUE may also request course records, such as attendance records, for auditing purposes, which the provider shall provide forthwith. Such material may be requested at the time of the audit or after the audit has been conducted.

All records of enrollments, records of examination, student and proctor certifications, course records, and course rosters must be kept on file for the current biennium and the previous biennium.

Providers must keep Pearson VUE informed of changes in address, phone number, and contact persons.

Failure to strictly comply with all course program requirements, Virginia laws, or regulations by the State Corporation Commission may result in immediate suspension or termination of the provider's authorization to offer courses approved for Virginia continuing education.

Any course, provider, or instructor approvals given hereunder may be withdrawn, suspended, or revoked without liability of, or prejudice to, Pearson VUE and/or the Virginia Insurance Continuing Education Board.

The Board and Pearson VUE have identified the top audit violations. The document can be found [here](#). Providers are encouraged to review it.

COURSE INTRODUCTION STATEMENT

This Statement must be disseminated at the beginning of ALL CE courses, regardless of the format in which the course is offered.

IT IS YOUR RESPONSIBILITY TO BE CE COMPLIANT, INCLUDING PAYMENT OF ALL FEES. IF YOU CHOOSE TO DELEGATE RESPONSIBILITY FOR KEEPING TRACK OF AND/OR ENSURING YOUR CE COMPLIANCE TO ANOTHER PERSON (SUCH AS AN AGENCY MANAGER, SECRETARY, LICENSING CLERK, COMPLIANCE OFFICER, FELLOW AGENT, FAMILY MEMBER, OR OTHER THIRD PARTY), THE ULTIMATE RESPONSIBILITY FOR NONCOMPLIANCE, AND ANY RESULTING PENALTIES, WILL CONTINUE TO BE YOURS.

1. This course is categorized as [Company/Agency] / [Non-Company/Non-Agency] (highlight the relevant type). No more than 75 percent of your required credits can come from Company/Agency course credits (see inside front cover of handbook). Additionally, at least three (3) course credits must be earned for Ethics (Law and Regulations).
2. This course has been approved for ____ credits, LH ____ PC ____ TI ____ OGI ____ LTC Partnership ____ Flood ____ Public Adjuster ____ Law and Regulations ____ Ethics ____ Mitigation ____
3. Classroom courses - One credit hour is 50 minutes of continuous instruction or participation. Your attendance will be verified via the sign-in/sign-out sheet located with the door monitor. Only students meeting minimum attendance requirements may receive certificates of course completion.
4. Agents cannot receive CE credit for a course taught in alternative formats (a classroom course, online course, video or audio conference, web-conference-based, etc.) if the curriculum is based on the same published materials; this rule applies to any variation of course type. It is the provider's responsibility to track enrollment to ensure that agents are not enrolled in two or more courses based on the same published materials.
5. Excess earned Ethics credits may be applied to cover other CE requirements in the current biennium and any remaining credits may be carried over to the next biennium and applied to either the Ethics requirement or other CE requirement.
6. Agents are not allowed to receive or carry over credit for the same course in the same biennium.
7. ONLY the Virginia Insurance License Number (VLN) or the National Producer Number (NPN) are permitted for identification. Please be sure that you have recorded your number so that the instructor can read it, as illegible submissions will result in a delay of reporting course credits.
8. This class may be audited by representatives of Pearson VUE. Pearson VUE is a private company who in partnership with Vertafore was contracted by the Virginia Insurance Continuing Education Board to administer all facets of the continuing education program for the Board effective with the 2009-2010 biennium.
9. CE credits for this course should be posted to your transcript within 20 calendar days. If your transcript does not reflect this course within 20 calendar days, please contact the provider.
10. Agents are expected to give their full attention to this class. Upon entering the classroom cell phones should be turned off and put away. However electronic devices, with the exclusion of cell phones, are permitted in the classroom but should not cause a distraction. The volume of these devices should either be completely turned down or muted. Earbuds and headphones are not permitted.

11. Agents and consultants who fail to update their address with the Virginia Bureau of Insurance may not receive important notices. Agents may update their address and add or update their email address online at www.scc.virginia.gov/boi/online.aspx.
12. Agents who are newly licensed in the second year of a biennium are exempt from the continuing education requirements for that biennium. These agents may elect to take continuing education courses and earn credits that may be carried over to the next biennium provided they pay the \$20 continuance for the current biennium. Failure to pay this continuance fee will prevent the credits earned from being carried over to the next biennium when the agent will be required to meet all continuing education requirements.

Each agent should review the *Virginia Insurance Continuing Education Agent Information Handbook* for complete guidelines at www.VirginiaInsuranceCE.com.

NOTE: Agents should visit www.VirginiaInsuranceCE.com to view updated CE credits for the current biennium and compliance status (CE transcript) information and to pay their biennial Continuance fee of \$20.00 due by November 30, 2016.

All continuing education providers and instructors must strictly adhere to all relevant Program Requirements and all other standards as set forth in this *Provider Information Handbook*. This Provider Handbook may be modified from time to time to reflect Commonwealth of Virginia statutory changes, regulatory changes by the State Corporation Commission, as well as policy changes made by the Virginia Continuing Education Board.

VIRGINIA INSURANCE CONTINUING EDUCATION BOARD PROVIDER AND/OR INSTRUCTOR GRIEVANCES AND APPEAL PROCEDURES

If you believe that any decision by Pearson VUE or the Virginia Insurance Continuing Education Board (“Board”) has been improper or incorrect, you have the right to appeal that decision. There are a number of levels of appeal available to you. You must follow these procedures in the order listed below.

1. **Your first appeal should be made to the Board, through Pearson VUE, asking for reconsideration of the decision with which you disagree.**
 - Appeals should NOT be sent to the Bureau unless and until all other avenues of appeal through Pearson VUE and the Board have been exhausted.
 - Your appeal must be *in writing* and should be submitted by email to VirginiaInsuranceCE@pearson.com or by mail to Virginia Insurance Continuing Education Board, c/o Pearson VUE, Attn: VACE, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004-3481.

Your written appeal should include the following information:

- Your name;
- Your provider number, instructor number, or Virginia insurance license number;
- Your company name and address;
- Your daytime telephone number and fax number;
- The course name and number if applicable;
- A description of the situation and decision with which you disagree;
- Why you feel the decision was unfair, improper, or incorrect; and
- What corrective action you believe would be appropriate.

The Board will attempt to resolve the issue either through written or telephone communication. The Board’s decision must be communicated to you, in writing, within 15 calendar days after receipt of all of the above information. If the Board’s decision is not in your favor, the Board’s written response will include an analysis describing all of the reasons for the decision. You will also be informed of your right to pursue the next level of appeal, including instructions on how to proceed. If you have not received a written response to your appeal from the Board within 15 days of making it, if sent by email (within 18 days if sent by U.S. mail), you may proceed to the next level of appeal, as follows.

2. Period for Filing Appeals to the Bureau:

If you are dissatisfied with the Board’s decision, you may, within 15 calendar days of receiving written notice of the Board’s decision, submit a written request for further review of the Board’s decision to the Bureau. Your written request should be sent to the Bureau by email to bureauofinsurance@scc.virginia.gov or by U.S. mail to Agent Licensing Section, Bureau of Insurance, P.O. Box 1157, Richmond, VA 23218, and shall include copies of all previous documentation submitted to Pearson VUE and the Board. If you have *additional* information not previously submitted that you would like the Bureau to consider, you may submit it at that time. The Bureau will then review your appeal and will communicate its decision to you in writing.

3. If you are dissatisfied with the decision of the Bureau, you may, within 15 calendar days of the date of the written notice of the Bureau’s decision, appeal to the Virginia State Corporation Commission, pursuant to the Commission’s “Rules of Practice and Procedure.” Upon receipt of your appeal, the Commissioner of Insurance or her designee will review the matter. Your appeal must be in writing and sent to the Commissioner’s attention, and should include the information discussed above, along with any additional supporting information you wish to submit. The Commissioner or her designee will affirm or reverse the Board’s decision, and will provide a written response to you (with copies to the Board and Pearson VUE) as quickly as possible. If the decision of the Commissioner or her designee is not in your favor, you may have additional rights, and you may inquire about any such rights at that time.

VIRGINIA INSURANCE CONTINUING EDUCATION BOARD PROVIDER INFORMATION

INSTRUCTIONS FOR REGISTERING AS A VIRGINIA CONTINUING EDUCATION (CE) PROVIDER

A completed Provider Registration Form must be submitted with your first course approval application. The form must be submitted online at www.sircon.com.

There are no application fees for provider registration.

Organizations providing Insurance CE for Virginia credit must register online at www.sircon.com.

Provider Registration

Purpose: For providers to provide information about their organizations certify their understanding of all program requirements. Each provider will be assigned a number that will allow courses to be linked directly to the provider.

Process: Organizations must complete and submit a [Provider Registration Form](#) online. This should accompany the first course approval application submitted.

Renewal: None. However, providers must promptly notify Pearson VUE in writing of changes in name, principal ownership or contact information.

Form Instructions:

Provider name

Enter the organization's full legal name. If this application is for one department or division of a large company with multiple training entities, please specify the department or division in addition to the company name.

Provider Federal Employers' Identification Number (FEIN)

Enter the organization's FEIN. If a FEIN is not available, a Virginia identification number will be assigned by Pearson VUE at the time of course approval. An SSN may not be used due to privacy considerations.

Names and titles of owners or officers

List all individuals who have a significant financial interest in your organization. For partnerships, list all partners. For corporations, name the officers and shareholders who have greater than a 25 percent interest.

How long in business?

Indicate the number of years your organization has been in the business of providing insurance education.

Former names and locations

If your organization has ever operated under a different name, please provide all such names. If your organization is a sole proprietorship or partnership, please indicate the names of all training companies in which the proprietor or any partner has been a proprietor, partner or held at least a 50 percent ownership interest. If your organization is a corporation, for each owner who holds at least 50 percent of the voting stock, please list all training companies in which any of these owners have been proprietors, partners or have held at least 50 percent of the voting stock.

Type of organization

Indicate the type best describing your organization. A **professional association** is a not-for-profit association of insurance professionals whose function, generally, is to foster professionalism through education, fellowship, and communication. An **insurance company** is a company that underwrites and issues policies. A **training company** is a business that offers training to insurance professionals. An **insurance agency** is an organization of one or more agents or consultants (including brokers, wholesalers, and managing general agents) whose primary function is to sell insurance products to

the insurance-buying public. An **educational institution** is an accredited institution of higher learning. A **financial institution** acts as an agent that provides financial services for its clients or members.

Are your courses available to all agents?

Please indicate whether all agents may register and attend your courses or if courses are restricted to only certain agents or groups of agents (e.g., only employees of your company or organization attend).

Address

Please provide your organization's complete mailing address. A post office box may be provided, but a street address is required.

Contact person and title

Please provide the name and title of one individual with whom to communicate all business matters. Where several people may be applicable, provide the name of one person who will know the appropriate person for each type of issue that may arise.

Contact information

Provide the phone number of the contact person. Also provide a fax number and email address.

URL

Enter your URL.

Certification

You must certify that your organization will abide by all Virginia laws, State Corporation Commission regulations, and Board program requirements. See [Program Requirements](#) for the specifics to which you are agreeing. This certification must be signed by the sole proprietor, a general partner, or an officer of your corporation with authority to bind the corporation.

Submission

No fee is required.

VIRGINIA INSURANCE CONTINUING EDUCATION BOARD COURSE INFORMATION

INSTRUCTIONS FOR COMPLETING THE COURSE APPROVAL APPLICATION

Insurance CE credit is given only for courses approved by Pearson VUE. Providers submit course applications and materials directly online (www.sircon.com) at least 30 calendar days before teaching the course. **Expedited course review is available at an additional \$50 per course. An expedited course review decision is assured within three business days of receipt of materials.** All course approvals (except single session) expire at the end of the biennium (each even-numbered year). Renewals apply only to courses with no substantial changes. Approximately 60 days before the end of the biennium, Pearson VUE will notify providers regarding all renewable courses. Providers must renew courses before presenting them in the next biennium. Providers may advertise courses that are being renewed prior to official renewal.

Provider's name

Enter the provider's name.

Provider number

Enter the number assigned to your organization when it registered as a Virginia CE provider.

Course title

Enter the course title (40-character limit). Please be sure similar course titles are easily distinguished from each other by indicating edition numbers or sessions (e.g., "Revised 2002," "fourth edition," etc).

Course number

Leave blank. A course number will be assigned.

Type of course

Mark one selection for the type of course.

Comprehensive outline

1. For classroom courses, attach an outline divided into meaningful sections and indicate how many minutes will be devoted to each section and indicate the breaks.
2. For self-study courses, an outline or Table of Contents is REQUIRED. The submission must also include a sample exam and an exam administration plan. The examination plan must indicate which outline sections are tested, the number of test questions in each section, and an explanation of the proctoring process. In general, the proctoring process must ensure the student completed a closed-book examination without assistance, and the specified administrative conditions are observed.

Has this course been previously approved by Pearson VUE in another state?

If the course has been approved through another state's CE program, indicate the course number and state.

How will this course be presented? (classroom courses only)

Indicate the methods used to present this course (i.e., lecture, conference, workshop, panel discussion, video/audio, web cast, video conference, or other.) Providers are required to notify Pearson VUE prior to submitting courses based on the same published materials that are offered in multiple formats. Providers must notify Pearson VUE via email (VirginiaInsuranceCE@pearson.com) at least 24 hours prior to submitting such courses for approval.

Location (single-session courses only)

Indicate the date, time, and location of the course.

Instructors

Single-session courses do not require instructor approval. Résumés may be submitted but are not required.

Publisher's name (application to present a published course only)

Indicate the name of the course publisher.

Publisher's course number (application to present a published course only)

Indicate the course approval number assigned to the publisher. The publisher from whom these materials were purchased provides this number. If the publisher's course has not been approved, your application will be disapproved. Complete and attach the [Approval to Use Published Materials of Others](#) form.

Will you follow published course outline exactly?

If you answer "No," describe in detail how you will deviate from the publisher's outline. If you deviate from the publisher's outline, your application may be disapproved. You will be required to resubmit this application as a provider-developed course.

CERTIFICATION WORKSHEET

By signing, you certify that all the information on this form and in the attachments is true and correct, to the best of your knowledge, and that this course will be conducted in accordance with all applicable program guidelines established by the Virginia Insurance Continuing Education Board.

Attachments (provide as indicated for all courses and additional course types as needed)

Provider-Developed Courses	
Providers may develop their own classroom courses and submit them for approval.	
1. Application	3. Instructor Approval Application same content areas as course
2. Outline	4. Fee: \$65. Fees are non-refundable.

Single-Session Courses	
Developed for one-time meetings, conferences and conventions. The courses are approved based on course outline and description and may be offered multiple times within a five-day period. National conferences may include brochures describing the sessions and instructors rather than outlines and résumés.	
1. Application	3. Outline
2. Date, time and location of the course	4. Fee: \$35. Fees are non-refundable.

Published Classroom Courses	
Providers of published classroom courses develop courses to be taught by other providers.	
1 Application	3. Instructor Approval Application with same content areas as course
2. Outline	4. Fee: \$65. Fees are non-refundable

Published Self-Study Courses	
A self-study course is intended to be self-paced by the student.	
1. Application	4. All materials students will study
2. Sample examination(s)	5. Examination administration procedures
3. Proctor Certification	6. Fee: \$65. Fees are non-refundable.

Application to Present a Published Course	
Provides a simple and more economical method of course preparation.	
1. Application	3. Approval form or written permission to use course; Not necessary for national designation courses
2. Outline must be followed exactly as published course outline	4. Fee: \$35. Fees are non-refundable.

Please allow **15 calendar days** for application review. Upon review completion, Pearson VUE will send you a course approval certificate indicating the content areas in which the course is approved or a letter stating why the course was not approved.

You may request expedited course review by including an additional fee of \$50 per course. You will be assured of a completed course review within three business days of receipt of your materials.

INSTRUCTIONS FOR PROVIDERS ELIGIBLE FOR NAIC UNIFORM CE RECIPROACITY

All states or jurisdictions are participating in the agreement **EXCEPT**:

American Samoa	Massachusetts
Florida	Puerto Rico
Guam	Virgin Islands

To obtain Virginia approval, based on this reciprocity, you must complete all of these steps:

1. Be approved as a provider in your state of domicile.
2. Receive a course approval document from your state of domicile. This may either be a letter of approval or the stamped approved application form that was filed in the resident state or copy of approved course listing on web page.
3. Be registered as a Virginia provider. This is a separate application that must be completed before you can apply for course approval. This is a one-time registration.
4. Complete the [NAIC Uniform Continuing Education Filing Form](#) for each course.
5. Submit a photocopy of the course approval document from your home state.
6. Submit a copy of the course outline for classroom courses or the table of contents for self-study courses.
7. Pay the appropriate course approval fee for each course.
8. Submit the application, fees, and accompanying documentation via [Compliance Express](#).

Virginia is not required to accept any topic or provider that is not eligible for approval under its Insurance Law and Regulations.

INSTRUCTION SHEET

NOTE: This course may NOT be advertised or offered as approved in the state to which application has been made until approval has been received from the Insurance Department.

1. If you are a PROVIDER filing for approval from the Home State:

- 1.1 Complete all the fields in the “Provider Information” section except “Reciprocal State” and the adjacent “Provider #” fields.
- 1.2 Complete the Course Information Section.
- 1.3 In the “Credit Hours Requested and Course/Hours Decision” section, complete the “Hrs. Requested by Provider” columns, detailing in the respective columns the number of hours for sales – and marketing-related instruction and the number of hours for other insurance-related instruction. Please note the following:

1.3.1 When using this application, which is governed by the NAIC CE Reciprocity Agreement in conjunction with ‘states’ laws, only whole numbers of credit hours will be approved – partial hours will be eliminated.

1.3.2 States that approve sales/marketing topics will consider the hours in the “sales/Mktg” column and the hours in the “Insurance” column when deciding the number of hours to approve. States that do not permit sales/marketing topics as part of continuing education credit hours will only consider the hours shown in the “Insurance” column when making their credit-hour approval decisions.

1.3.3 Contact the individual state to determine whether there are any specific requirements for submitting insurance adjuster courses.

1.4 Submit the application form along with required course materials, a detailed course outline, instructor information, if required, and the required course application fee. Refer to website below for instructor information
(www.naic.org/documents/urtt_cer_CE_Matrix.xls).

2. If you are a PROVIDER filing for approval from a Reciprocal State:

- 2.1 Make a sufficient number of photocopies of the Home State approval form to enable you to submit a copy of this application to each of the Reciprocal States where you are seeking credit.
- 2.2 On each application, write the Reciprocal State and the provider number assigned to you by that state in the “Reciprocal State” and adjacent “Provider #” fields.
- 2.3 Send the CER application, home state approval, if home state issues one, a detailed course outline, and the required fee to the reciprocal state. If this is a National Course *, the Providers will be allowed to submit an agenda which must include date, time, each topic and event location in lieu of a detailed course outline.
- 2.4 Subsequent national course offerings should only be reported for events that are conducted in the “home” state.

* **National Course** is defined as an approved program of instruction in insurance related topics, offered by an approved provider, and leads to a national professional designation or is a course offered to individuals who must update their designation once it is earned.

3. If you are a HOME STATE or the designated Representative of the Home State:

- 3.1 After reviewing the course materials, complete the “Hrs Approved by Home State” column.
- 3.2 Enter the date of approval, course # assigned, course approval expiration date. Sign the CER Form OR attach the home state approval form.
- 3.3 If the class is not approved, note it on the bottom of the CER Form.

4. If you are the RECIPROCAL STATE or designated representative of the Reciprocal State:

- 4.1 After reviewing “Hrs approved by Home State” complete the “Hrs Approved by Reciprocal State”.
- 4.2 Enter the date of approval, course number assigned, course approval expiration date. Sign the CER Form OR attach the reciprocal state approval form.
- 4.3 If the class is not approved, note it on the bottom of the CER Form.

VIRGINIA INSURANCE CONTINUING EDUCATION BOARD INSTRUCTOR INFORMATION

INSTRUCTIONS FOR COMPLETING THE INSTRUCTOR APPROVAL APPLICATION

Classroom courses approved for Virginia CE credit must be taught by approved instructors. Instructor approval is performed by Pearson VUE under authority of the Virginia Insurance Continuing Education Board.

NOTE: Presenters of a single-session course are not required to be approved.

The purpose of requiring instructor approval is to ensure that instructors have an adequate understanding of the areas of insurance in which they are teaching. Instructors may only teach courses assigned to categories for which they have been approved.

Approved instructors may submit a new application and fee to upgrade their approved categories if their work, education, and/or teaching experiences have changed.

As an approved instructor, an agent may receive credit for teaching a Virginia-approved CE course, subject to the rules regarding duplicate courses within the same biennium.

Instructors **must** submit, along with this form and appropriate fees, a detailed résumé or a biographical summary of their work and teaching experiences by line of insurance or type of product.

Name(s)

Enter your full legal name in the name block. In the block below, list your maiden name, former married name(s), and/or any aliases you have used.

Instructor number

Enter your instructor identification number. If one has not yet been assigned, leave this blank.

Agent ID Number

Licensed insurance agents must provide their Virginia Insurance License number or their National Producer Number (NPN).

Provider number

Enter the provider number if a provider is paying for this approval. This does not mean that the instructor is limited to teach only for this provider, but the certificate will be mailed to the provider.

Address

Provide your home street address; a post office box alone is not acceptable.

Phone

Provide your daytime business phone number and your home phone number. If they are the same, please indicate this information. Please also include your fax number.

Academic credentials

Indicate any college or university degrees that you have been awarded. Include the educational level (e.g., bachelor's degree, master's degree), the major area of study, the granting institution, and the year of graduation. If you have more than one degree at any educational level, list the one most closely related to the subject matter that you intend to teach.

Professional credentials

Indicate every insurance-related professional designation that you hold. The full meanings of the acronyms listed on the form are given below. If you add others to the list, please provide the full title (in addition to the acronym) and the granting institution.

AAI	Accredited Advisor in Insurance, Insurance Institute of America
ACSR	Insurance Institute of America
AIC	Associate in Claims, Insurance Institute of America
ARM	Associate in Risk Management, Insurance Institute of America
AU	Associate in Underwriting, Insurance Institute of America
CEBS	Certified Employee Benefits Specialist, International Foundation of Employee Benefit Plans
CFP	Certified Financial Planner, The American College
ChFC	Chartered Financial Consultant, The American College
CIC	Certified Insurance Counselor, The National Alliance for Insurance Education and Research
CISR	Certified Insurance Service Representative, The National Alliance for Insurance Education and Research
CLTC	Certified in Long Term Care, Corporation for Long Term Care
CLU	Chartered Life Underwriter, The American College
CPCU	Chartered Property & Casualty Underwriter, American Institute for CPCU
FLMI	Fellow, Life Management Institute, Life Office Management Association
LUTCF	Fellow, Life Underwriter Training Council, National Association of Life Underwriters
RHU	Registered Health Underwriter, The American College
RPLU	Registered Professional Liability Underwriter, Professional Liability Underwriting Society

Insurance and securities licenses you hold

Indicate each insurance license type and securities license that you hold and the state(s) in which you hold the license(s).

Résumé

Attach a current résumé or biographical summary to the completed application form. The résumé must list your teaching and work experience by license type and line of business and/or product type.

List all of your jobs in the field of insurance in chronological order. Each entry must include the date you began work and your date of last employment.

List the insurance courses you have taught, when you taught them, and the approximate total number of contact hours you have taught each subject.

If you have a prepared biographical summary that includes this information, you may submit it in place of a résumé.

Certification

Print or type your name and sign and date the form to indicate that you certify all of the information provided on the application and in the résumé or biographical summary is an accurate representation of your education and experience. Furthermore, you certify to abide by applicable Virginia laws, regulations, and Virginia Insurance Continuing Education Board program requirements. Providers are required to provide all instructors with the requirements.

Submission

Submit your application for an initial approval or for an upgrade from your current approval, along with your résumé or biographical summary, and the **\$30 fee** online through [Compliance Express](#).

Please allow 30 days for review of your application. Upon completing our review, we will send you a Certificate of Instructor Approval indicating the content areas you are approved to teach or a letter stating why you were not approved as an instructor.

INSTRUCTOR APPROVAL APPLICATION

Below is an example of the information that will be captured when filling out the application. **DO NOT fill out the sample application below.** To fill out an actual application, go to www.sircon.com and submit it online.

Last Name			
First Name			Middle Name or Initial
By what other names have you been known? (List below and include an explanation)			
Instructor Number		VA Insurance License Number or NPN	
Home street address (not only a PO. box number; must include a street address)			
City		State	Zip code
Business phone number () -	Residence phone number () -	Fax number () -	Date of Birth / /
Provider Name			
Contact Person			
Email Address			
Provider Address			
Provider Number			
Course Categories Requested:			
<input type="checkbox"/> Ethics	<input type="checkbox"/> Mitigation	<input type="checkbox"/> Property and Casualty	<input type="checkbox"/> Title
<input type="checkbox"/> Other General Insurance	<input type="checkbox"/> Law and Regulations	<input type="checkbox"/> Life and Health	
<input type="checkbox"/> Expedited instructor review (within three business days) If marked add \$50 to the fee listed above.			

Academic credentials:

BA/BS in _____ from _____ graduated in _____
(major) (institution)

MA/MS in _____ from _____ graduated in _____
(major) (institution)

Ed.D/Ph.D. in _____ from _____ graduated in _____
(major) (institution)

J.D. in _____ from _____ graduated in _____
(major) (institution)

Other (specify) in _____ from _____ graduated in _____
(major) (institution)

My professional credentials:

AAI CEBS CIC CPCU
 AIC CFP CISR FLMI
 ARM ChFC CLTC LUTCF
 AU ACSR CLU RHU
 Other _____

Insurance and securities licenses you hold and in which states:

Licenses	VA	Other States
<input type="checkbox"/> Life/Health	_____	_____
<input type="checkbox"/> Health	_____	_____
<input type="checkbox"/> Property/Casualty	_____	_____
<input type="checkbox"/> Title	_____	_____
<input type="checkbox"/> Securities	_____	_____
<input type="checkbox"/> Other	_____	_____

Attach your résumé to this application. Your résumé or biographical summary must list your job experience and your teaching experience by line of license or type of product.

I certify that the information on this form and on all supporting documentation accurately represents my qualifications to teach insurance courses. I further agree to strictly comply with all applicable Virginia laws, Virginia State Corporation Commission regulations, and Virginia Insurance Continuing Education Board Program Requirements.

Printed/typed name _____

Signature _____

Date _____

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INSTRUCTOR INFORMATION

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MISCELLANEOUS FORMS

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