

Virginia Insurance Continuing Education Board

“Hot List” For Providers and Instructors

Most Common Audit Violations

- The **Course Introduction Statement** is not being disseminated (orally or in writing) to all students at the beginning of the course.
- Instructor is not approved or the instructor not approved for the specific subject area of the course.
- Course rosters not being reported within 20 days.
- Course Offerings not being entered and/or cancelled in Compliance Express.
- Proctor and Student Certification forms not being returned to the Provider within 7 days. Provider needs to follow-up with the student to receive the required paperwork before the 20 day deadline.

Most Common Reasons for Course Denials

- The course’s word count is inadequate.
- Inadequate final exam.
- The course features content related to sales, marketing, training, and soft skills.
- The course’s content outline is not related to the insurance industry.
- Course content is company-specific.

Most Common Reasons for Instructor Denials

- Instructor has less than 3 years of current insurance industry experience.
- Instructor has little-to-no education or practical experience in the authority for which they are requesting approval.