



Audit Procedures

Virginia Insurance CE

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 either announced or unannounced.

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. For more details please refer to Provider handbook.