



## Virginia Continuing Education Requirements

**General Requirements:** Pearson VUE in partnership with Sircon administers all facets of the continuing education program for the Virginia Insurance Continuing Education Board. Each biennium (which ends on December 31 of each even numbered year), resident agents and consultants must be in compliance with Virginia CE requirements to maintain their license(s), including payment of the \$22 Continuance fee. Nonresident agents are NOT required to complete Virginia CE courses. The only requirement for nonresident agents is to pay the \$22 nonrefundable continuance fee.

Resident and non-resident agents or consultants who hold one or more of the following lines or qualifications must meet the Virginia CE requirements/pay the continuance fee:

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

For most resident agents and consultants, requirements include:

- 16 hours of approved CE courses if you hold a single qualification, or 24 hours of approved CE courses if you hold more than one qualification with at least eight hours of approved credit for each license line or qualification held (except as explained below).
- Under the following conditions individuals holding more than one qualification still only need to complete a TOTAL of 16 hours of approved CE courses each biennium:
  - Individuals only holding an agent license for both the Life & Annuities and Health qualifications.
  - Individuals holding an agent license for the Life & Annuities and/or Health qualifications and a Consultant license with the Life and Health Consultant qualification.
  - Individuals holding both an agent license for the Property & Casualty qualification and a Consultant license with the Property & Casualty Consultant qualification.

- CE courses are categorized as Life & Health, LTCP, Property & Casualty, Flood, Annuity Suitability, Title, Ethics (which may include Virginia Insurance Law and Regulations), Mitigation, and Other General Insurance. Whether you hold the Life & Annuities, Health, and Life & Health Consultant qualifications, or any combination of the three, ANY course categorized as “Life & Health” can be applied to any of those licenses, even if, for example, you take a course on health insurance when you hold only a Life & Annuities qualification.
- Three credit hours of Ethics (which may include Virginia Insurance Law and Regulations) must be completed by all agents and/or consultants during each Biennium – *no exceptions*.
- No more than 75% of the credits towards CE compliance may be from courses offered by insurance companies or insurance agencies/brokers.
- Carryover credit is only allowed from one biennium to the next biennium.
- **Continuance fee:** The Continuance fee is \$22.00
- Resident agents or consultants may pay the Continuance fee via this web site [www.sircon.com/ComplianceExpress](http://www.sircon.com/ComplianceExpress).
- **Please note that for Non-residents, their only requirement is to pay the continuance fee.**
- Duplicate courses will not count towards requirements.

For non-resident agents and consultants, requirements include:

- The Continuance fee of \$22.00 must be paid. The home state status of each individual will be verified, and written verification of the result will be provided via e-mail or regular mail.
- Non-resident agents and/or consultants may pay the Continuance fee via this web site [www.sircon.com/ComplianceExpress](http://www.sircon.com/ComplianceExpress).

**Military Exemption:** Agents who are military reservists called to active duty for more than 30 days may be eligible for a waiver for all or a part of their CE requirement. See the Handbook for details for requesting a waiver. Requests must be supported by documentation and will be reviewed on a case-by-case basis.

**Carryover Credits:** Carryover credits from the previous Biennium are automatically activated when an agent pays their one-time biennium Continuance fee of \$22.00.

**Other:** More information about CE requirements is available on [www.scc.virginia.gov/boi/index.aspx](http://www.scc.virginia.gov/boi/index.aspx).