

**Presentation by the
Virginia Insurance Continuing
Education Board
For the 2017-2018 Biennium**



October 23, 2018

www.VirginiaInsuranceCE.com

2017 - 2018 Biennium: Key Information



2017 - 2018 Biennium



- ❧ The Course Introduction Statement which must be disseminated has been updated and can be found on the Board's web site in the Provider Information Handbook.
- ❧ Item #10 clarifies students' use of electronic devices in the classroom. Cell phones are to be turned off and put away. Electronic devices, with the exclusion of cell phones, are permitted in the classroom but should not cause a distraction.
- ❧ Proctor certifications are no longer required for online courses. They are still required for self-study courses.
- ❧ Virginia adopted the NAIC Suitability in Annuity Transactions Model which includes a CE/training component. The CE component consists of a minimum length of training to be at least four CE credits/hours. This is a one-time requirement.

2017 - 2018 Biennium



- ❧ The current (2017 - 2018) biennium will end on January 2, 2019 (next business day after 12/31/2018).
- ❧ Virginia Resident Agents should have completed all course work and paid their \$20 nonrefundable continuance fee by January 2, 2019.
- ❧ Non-Resident Agents should have paid their \$20 nonrefundable continuance fee by January 2, 2019.
- ❧ The deadline to submit a permanent exemption is December 31, 2018.

2017 - 2018 Biennium



- ⌘ Around the first week of November, the Virginia Bureau of Insurance will mail a notice of Pending License Termination to all agents who are not yet compliant for the current biennium.
- ⌘ This notice will provide agents with a final opportunity, until January 2, 2019, to complete any course work and pay their \$20 continuance fee.
- ⌘ Agents who have completed all course work by January 2, 2019 but have not paid the \$20 continuance fee will have until January 31, 2019 to pay the continuance fee along with a \$100 late filing penalty.

2017 - 2018 Resident Schedule



November 30, 2018	Dec 1, 2018 - Jan 2, 2019	Jan 3, 2019 - Jan 31, 2019
Last day to complete courses/pay nonrefundable continuance fee.	Time period to correct any CE deficiencies by completing courses and/or paying continuance fee.	Late filing period. Agents who have completed CE requirements but did not pay their CE continuance fee can retain their licensure by paying the continuance fee plus a \$100 penalty.

2017 - 2018 Resident Schedule

(continued)



January 3, 2019 – February 3, 2019	February 15, 2019	February 16, 2019	February 15, 2019 – March 15, 2019
CE Board appeal process period.	Bureau to terminate licenses.	Begin applying online for new licenses. Must pass exam, submit criminal history report, & pay nonrefundable licensing fee.	Commission appeal process period.

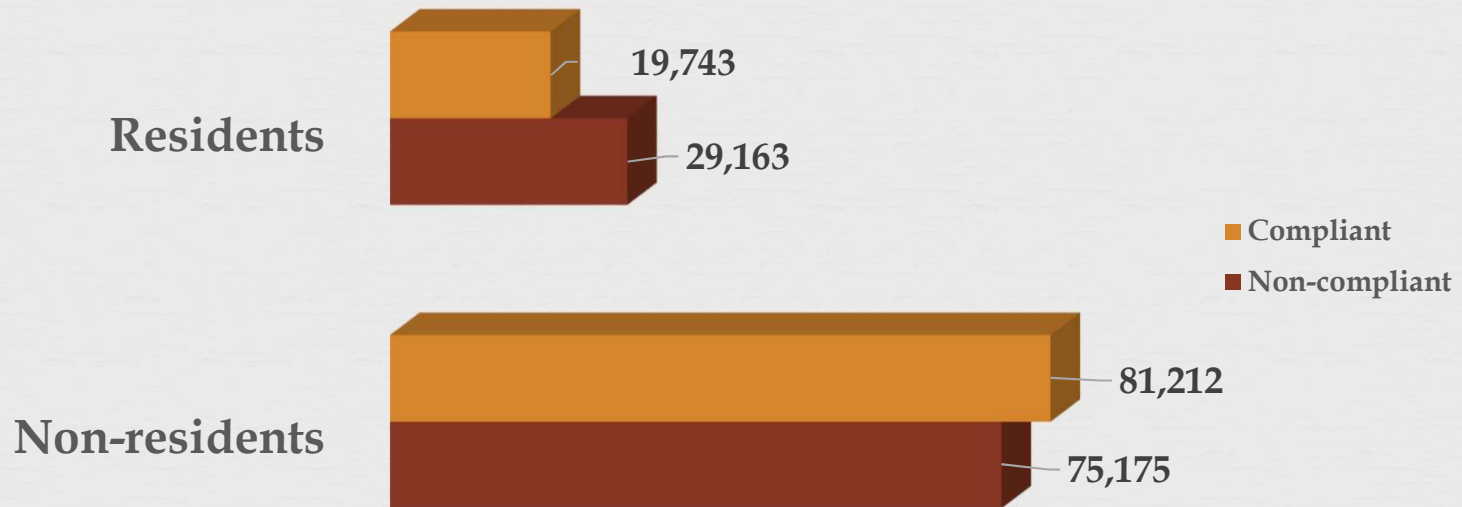
2017 - 2018 Non-resident Schedule



Jan 2, 2019	Jan 3, 2019 - Jan 31, 2019	Jan 3, 2019 - Feb 3, 2019
Deadline for paying nonrefundable continuance fee.	Late filing period. Non-resident agents can retain their licensure by paying the continuance fee plus a \$100 penalty.	CE Board appeal process period.
Feb 15, 2019	Feb 16, 2019	Feb 15, 2019 - Mar 15, 2019
Bureau to terminate licenses.	Begin applying online for new licenses.	Commission appeal process period.

Compliance Statistics

(As of October 17, 2018)

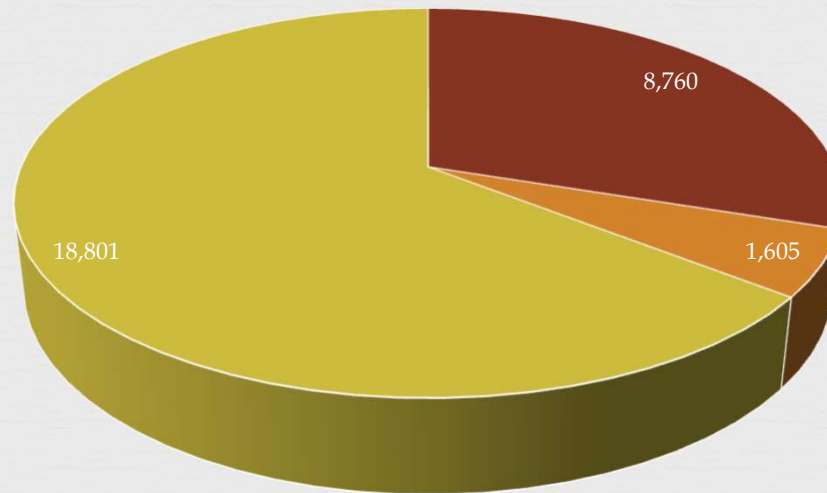


Compliance Statistics

(As of October 17, 2018)



Breakdown of Non-Compliant Residents



■ Fee Paid, CE Not Complete

■ CE Complete, Fee Not Paid

■ Fee Not Paid, CE Not Complete

2019 - 2020 Biennium: Key Information



2019 - 2020 Biennium



- ❧ The 2019 - 2020 biennium begins on January 3, 2019.
- ❧ The ability to obtain a permanent exemption from CE will no longer be available as of the 2019 - 2020 biennium.
- ❧ Resident Agents should complete all course work and pay their \$22 nonrefundable continuance fee by December 31, 2020.
- ❧ Non-Resident Agents should pay their \$22 non-refundable continuance fee by December 31, 2020.
- ❧ The ability to pay the 2019 - 2020 continuance fee will become available in late February 2019.
- ❧ Documentation and compliance calendars are being updated.

General Key Information



Provider Authority



- ❧ Approved providers no longer maintain their status in perpetuity.
- ❧ Providers **MUST** maintain at least one approved course to maintain their authority into the next biennium.
- ❧ Providers who do not maintain an approved course will have their authority revoked.
- ❧ Providers who have had their authority revoked must re-apply for authority via Compliance Express. Providers will not be approved unless they submit at least one course application with their provider application.

Frequently Asked Questions



RAL3

- ❧ **How do I change the contact person?** *E-mail Pearson VUE at VirginiaInsuranceCE@pearson.com and include your provider number and we will make the change.*
- ❧ **I no longer use a particular course. Can I cancel it now or do I have to wait until the end of the biennium?** *E-mail Pearson VUE at VirginiaInsuranceCE@pearson.com with the course name and number and we will inactivate the course.*
- ❧ **How do I add another authority to an approved instructor?** *Submit an instructor application at www.sircon.com to add additional authorities.*
- ❧ **I hired a new Instructor who is already approved. Do I need to get him/her approved under my company?** *No. Instructors are not linked to providers in Virginia. When an instructor is approved, he/she can instruct for any provider for the authorized subject area for which they are approved.*

Slide 15

RAL3

Using 4 FAQs from Common Questions from Providers - andrea to update

Radwanski, Andrea L, 10/11/2018

5 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 or an outdated version of the form is being used.
- ❧ Instructor is not approved or the instructor not approved for the specific subject area of the course.
- ❧ Course rosters not being reported within 20 calendar 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 calendar day deadline.

Important Reminders



- ❧ *Course Introduction Statement* MUST be disseminated (verbally or in writing) to all students at the beginning of all courses regardless of format.
- ❧ Providers are responsible for ensuring that their students return their student and proctor certification forms in a timely manner.
- ❧ Providers are required to submit all transactions electronically via Compliance Express at www.sircon.com
- ❧ Providers must follow-up within 10 calendar days for online courses (20 calendar days, if classroom course).
- ❧ Online courses do not require a proctor.
- ❧ Course offerings must be submitted at www.sircon.com 20 calendar days prior to the course being held.
- ❧ NAIC Approved/Not Approved course topics were adopted and updated in the Provider Information Handbook.

Important Reminders



- ❧ Providers may include multiple course completions on a single course completion certificate.
- ❧ Course Renewals will be mailed and Instructor Renewals will be e-mailed in November. Please note instructors are not linked to providers in Virginia; therefore the instructor renewal notice will be e-mailed to the e-mail address that was given when the application was submitted.
- ❧ If you plan on holding your course prior to 1-1-2019, please indicate the date under First Presentation Date when you submit your new course at www.sircon.com; otherwise, the course will be approved for 1-1-2019 for the 2019-2020 biennium.
- ❧ Agents licensed in the second year of the biennium are not required to pay the \$20 non-refundable continuance fee. However, carryover credits will not be applied to the next biennium unless the fee is paid.

Online Electronic Services



Demonstration

Questions?



Important Contact Information



Virginia Insurance Continuing Education Website

www.VirginiaInsuranceCE.com

Pearson VUE Support for Providers

877.234.6092

VirginiaInsuranceCE@pearson.com

Vertafore Technical Support

877.876.4430

plmsupport@vertafore.com