

# VIRGINIA INSURANCE CONTINUING EDUCATION COURSE INTRODUCTION STATEMENT

**This Statement must be disseminated at the beginning of ALL Continuing Education (“CE”) courses, regardless of the format in which the course is offered.**

IT IS YOUR RESPONSIBILITY TO BE CE COMPLIANT. This includes the PAYMENT OF ALL Program Fees at [www.VirginiaInsuranceCE.com](http://www.VirginiaInsuranceCE.com). If you choose to DELEGATE RESPONSIBILITY FOR TRACKING AND/OR ENSURING YOUR CE COMPLIANCE to ANY OTHER PERSON (such as an AGENCY MANAGER, SECRETARY, LICENSING CLERK, COMPLIANCE OFFICER, FELLOW AGENT, FAMILY MEMBER, or ANY OTHER THIRD PARTY), THE ULTIMATE RESPONSIBILITY FOR NONCOMPLIANCE, and ANY RESULTING PENALTIES, WILL CONTINUE TO BE YOURS.

**NOTE:** Agents should visit [www.VirginiaInsuranceCE.com](http://www.VirginiaInsuranceCE.com) to view their CE credits for the current biennium and compliance status (CE transcript) information and to **pay their biennial nonrefundable continuance fee of \$20.00** due by November 30, 2018.

1. This course is categorized as [Company/Agency] / [Non-Company/Non-Agency] (highlight the relevant type). No more than 75% 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 (which include Law and Regulations except for Public Adjusters who must have 3 hours of ethics).
2. This course has been approved for \_\_\_ credits, LH \_\_\_ PC \_\_\_ TI \_\_\_ OGI \_\_\_ LTC \_\_\_ Partnership \_\_\_ Flood \_\_\_ Public Adjuster \_\_\_ Law and Regulations \_\_\_ Ethics \_\_\_ Mitigation \_\_\_ Annuity Suitability \_\_\_
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 (e.g. a classroom course and online course) if the curriculum is based on the same published materials. This rule applies to any variation of course type. It is both your and the provider's responsibility to ensure that you are not enrolled in two or more courses based on the same published materials. The same course offered by two different providers is still considered one course and duplicate credits will not be given.
5. Excess earned Ethics credits may be applied to cover other CE requirements in the current biennium. Any remaining ethics credits may be carried over to the next biennium and applied to the Ethics requirements first and then to other CE requirements.
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 forms of 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. 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.
9. This class may be audited by representatives of Pearson VUE, 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.
10. Agents are expected to give their full attention to this class. Cell phones should be turned off and put away. The uses of electronic devices are permitted in the classroom for learning purposes 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 are required to notify the Virginia Bureau of Insurance within 30 calendar days of any address or name change. Those who fail to update their address with the Virginia Bureau of Insurance risk not receiving important notices. Agents may update their address, name and add or update their email address online at [www.scc.virginia.gov/boi/online.aspx](http://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 CE courses and earn credits that may be carried over to the next biennium provided they pay the \$20 nonrefundable continuance fee 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.
13. Credits for this course will not be reported or applied to your CE requirements unless you have paid all fees to the provider and all fees associated with this course.

## For Self Study Courses:

- Self-study courses must include a proctored examination to receive credit. Providers cannot report course completion until the provider is in receipt of the completed Student and Proctor Certifications.
- 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.
- Self-study examinations must be proctored in a manner approved by the Board. The proctoring process must ensure that exams are administered in paper/pencil format. The examination will be completed by the agent, on a closed-book basis, without assistance.

Each agent should review the Virginia Insurance Continuing Education Agent Information Handbook for complete guidelines at [www.VirginiaInsuranceCE.com](http://www.VirginiaInsuranceCE.com).