



VIRGINIA INSURANCE CONTINUING EDUCATION BOARD

c/o Prometric • 1260 Energy Lane • St. Paul, MN 55108
Toll-free: 800.482.2366 • Fax 800.735.7977

NOTICE: OUR RECORDS INDICATE THAT YOU HAVE NOT YET COMPLIED WITH VIRGINIA INSURANCE CE REQUIREMENTS. YOU WILL LOSE YOUR INSURANCE LICENSE(S) IF YOU FAIL TO COMPLY WITH THE LAW.

**DOE, ANN
123 ANY STREET
Any Town NY 11111**

XXX-XX-1111

November 1, 2008

Full details about all aspects of the Virginia CE program are in the Virginia Insurance Continuing Education Handbook. The Handbook may be viewed and downloaded from www.Prometric.com/CE/vaceprod.htm. You are responsible for knowing the Virginia CE requirements and complying with them.

FAILURE TO COMPLY WITH VIRGINIA'S CONTINUING EDUCATION REQUIREMENTS WILL RESULT IN TERMINATION OF YOUR LICENSE(S).

You may satisfy your requirement in any of several ways:

- Pay the \$15 nonrefundable reporting fee online at Prometric's Web site no later than March 2, 2009. This will trigger a lookup by Prometric in the NAIC's Producer Data Base (PDB). **No hard copy submission is required.** If you are not in good standing, you will receive a notice with instructions. If you are compliant, you will receive a confirmation of compliance.
- Submit the \$15 nonrefundable reporting fee to Prometric along with the Nonresident Proof of Compliance Form on the reverse side of this letter by March 2, 2009 (or by March 31, 2009 with the payment of an additional \$250 late filing penalty). **On or about April 15, 2009 the Bureau of Insurance will send pre-termination notices to those who are not compliant. Agents may still make their submissions within 30 days of the notice with the payment of a nonrefundable \$500 penalty fee in addition to the \$15 processing fee, if not already paid. No hard copy of a letter of certification or PDB printout is required.** Upon receipt of the form and fee, Prometric will do a PDB lookup and verify your home state status. If you are not in good standing, you will receive a notice with instructions. If you are compliant, you will receive a confirmation of compliance. We suggest you make a copy of this letter before submitting the form.
- File an age exemption waiver as provided for in the Handbook. A permanent exemption is available to those who will reach age 65 by the end of the biennium and have been licensed in Virginia continuously for 20 years.
- File for a waiver as provided for in the Handbook.
- Earn the necessary Virginia-approved credits and file as if you were a Virginia resident agent as specified in the Handbook.

Agents who have not complied with their CE requirements will, by law, have their noncomplying license(s) terminated by the Bureau of Insurance. Nonresident agents wishing to become re-licensed in Virginia will have a 90-day prohibition before being allowed to reapply for licensure. A \$1,000 administrative penalty to avoid the 90-day prohibition period may be paid.

You may check your compliance status by calling Prometric at **800.482.2366**. Once you have reached compliance, we suggest that you verify that the Bureau's records were updated correctly on its website at <http://www.scc.virginia.gov/division/boi/external/app/agentlookup/>.

Mail your submission to:

**Prometric
ATTN: Virginia CE Filing
1260 Energy Lane
St. Paul, MN 55108**

If you have questions, contact Prometric:

Phone: **800.482.2366**
E-mail: **CE-Services@Prometric.com**
Web site: **www.Prometric.com/CE/vaceprod.htm**

[NONRESIDENT PROOF OF COMPLIANCE FORM IS ON THE REVERSE SIDE]

Virginia Insurance Continuing Education Board

Nonresident Proof of Compliance Form

You may pay your fee online and trigger a PDB lookup by Prometric instead of making a hard copy submission. See details at <http://www.Prometric.com/CE/vaceprod.htm>.

NO HARD COPY LETTER OF CERTIFICATION OR PDB PRINTOUT IS REQUIRED. PROMETRIC WILL VERIFY YOUR HOME STATE STATUS AND SEND YOU A NOTICE IF YOU ARE NOT IN GOOD STANDING.

Please Print or Type

Name		Date of Birth (mm/dd/yy) ____ / ____ / ____	
Residential Address (street)			
(City)		(State)	(ZIP Code)
Virginia Agent Identification Number (SS#) ____ - ____ - _____		Residence Phone Number (area code) () -	
Business Phone Number (area code) () -		Fax Number (area code) () -	
License Type(s) (check <u>all</u> that apply)			
<input type="radio"/> Life & Annuities		<input type="radio"/> Life/Health Consultant	
<input type="radio"/> Property/Casualty		<input type="radio"/> Health	
<input type="radio"/> Personal Lines		<input type="radio"/> Title	
<input type="radio"/> Property/Casualty Consultant			

Fee:

SUBMIT WITH A NONREFUNDABLE \$15 PROCESSING FEE. Refunds are *not* issued if an exemption request is denied. Make checks payable to Prometric.

WE URGE YOU TO MAKE YOUR SUBMISSION VIA CERTIFIED MAIL OR A DELIVERY SERVICE PROVIDING A RECEIPT SHOWING THE DATE YOUR SUBMISSION WAS RECEIVED BY PROMETRIC.

Mail this form and the fee to:

Prometric
Attn: Virginia Nonresident Proof of Compliance
1260 Energy Lane
St. Paul, MN 55108-5225

**DO NOT MAIL
THIS FORM TO
THE BUREAU OF
INSURANCE**

Signature

Date

Card Type (Circle) MC Visa Amex	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder

FREQUENTLY ASKED QUESTIONS FOR NONRESIDENT AGENTS

For full details on requirements, fees and deadlines, refer to the Virginia Insurance Continuing Education Handbook. It is available on Prometric's Web site at: www.prometric.com/CE/vaceprod.

What must I do to satisfy my Virginia CE requirement?

You may pay the fee and provide the necessary information either through Prometric's CE Services Online at <http://www.prometric.com/CE/vaceprod> or submitting the fee and the Nonresident Proof of Compliance Form found in the Handbook.

Do I need to submit a hard copy letter of certification or PDB printout?

No. Web submission or submission by hard copy of the form and fee triggers a PDB lookup by Prometric. If you are in good standing in your home state, you are compliant and you will receive a confirmation. If not, Prometric will notify you.

What is the filing deadline?

The filing with a \$15 fee must be **received** on or before March 2, 2009. After that submissions will still be accepted until March 31, 2009 with a \$250 penalty fee required in addition to the \$15 processing fee.

What are the consequences of noncompliance?

Your license(s) will be **terminated** effective September 1, 2009 and you will be required to re-apply for the license(s). You must wait to re-apply for 90 days unless you choose to pay a \$1,000 administrative penalty to have that waiting period removed.

How can I check on my payment and compliance status?

You can do so online at www.prometric.com/CE/vaceprod using CE Online Services or you may email Prometric at pro.ce-services@prometric.com or call 800.482.2366.