



**NORTH CAROLINA DEPARTMENT OF INSURANCE  
CONTINUING EDUCATION PROGRAM**

**Provider Information Update**

March 13, 2008

**Important Program Change - Instructors**

- The Department has clarified its interpretation of the requirements for CE instructors. As of February 1, 2008, **it is not necessary to submit instructor application forms to Prometric.** The forms for provider and course applications have been revised to include a certification by the provider that any instructors used will meet the qualification requirements. Providers must still collect and have on hand the necessary documentation of their instructors' qualifications to be made available, if requested, by the Department (**it is not necessary for instructors to have this documentation at a course site**). The Provider Information Packet on Prometric's website has been updated to remove the instructor application form and to outline instructor requirements. Be sure to use the updated Course Approval Application for any future course submissions.

**Program Updates**

- On the North Carolina Licensee page at [www.prometric.com](http://www.prometric.com) a **list of approved providers and courses** is displayed. Please look at the list to confirm that your courses are properly displayed. Contact Prometric about any questions or edits to course titles, etc.
- Prometric has begun **processing rosters** for courses completed in 2008. After processing, a confirmation will be mailed to the provider indicating the results of the posting. An example is on the back of this notice. **It is crucial that providers reconcile any entry flagged with an asterisk (\*)** as credits for those licensee(s) have not been posted.
- It is expected that the reporting of/payment for course credits **is the responsibility of North Carolina CE providers.** Prometric does not accept individual submissions from students for CE credit.
- Prometric is working with the Department to **coordinate the transfer** of 2007 compliance and credit carryover information so that compliance calculation for 2008 periods can begin. This will take place in April and enable Prometric to begin to provide online transcripts and calculate compliance for periods starting January 1, 2008 and after. In addition, Prometric will begin reporting compliance to the Department.
- Prometric is targeting a systems release for late March to include functionality for viewing **approved courses online, provider course status verification and online input of course offering schedules.** A separate notice will be sent to notify you of that availability. Another release is targeted for late April to include online **roster input and online transcripts.**

**Prometric  
North Carolina CE  
1260 Energy Lane  
St. Paul, MN 55108**

**Phone: 866.241.3121  
E-mail: [Pro.ce-services@prometric.com](mailto:Pro.ce-services@prometric.com)  
Web site: [www.prometric.com](http://www.prometric.com)**

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# NORTH CAROLINA INSURANCE CONTINUING EDUCATION PROGRAM

## Confirmation of Credits Submitted

John Smith  
North Carolina CE Provider  
123 Main Street  
Somewhere NC 23000

SXXXXX

On 03/13/08, we processed a roster submission for the course, the completion date and the individuals indicated below. If this confirmation does not agree with your records, contact us immediately for clarification or correction.

<b>Prometric</b>	<b>Phone</b>	<b>866.241.3121</b>
<b>1260 Energy Lane</b>	<b>Fax</b>	<b>800.735.7977</b>
<b>Saint Paul, MN 55108</b>	<b>E-mail</b>	<b><a href="mailto:Pro.ce-services@prometric.com">Pro.ce-services@prometric.com</a></b>

**Agent's Insurance Training Course**  
**C79999                      3 Credits**  
**02/11/08**

Licensee Name A	xxx-xx-1480
Licensee Name B	xxx-xx-1655
Licensee Name C	xxx-xx-2266
Licensee Name D	xxx-xx-3346
Licensee Name E	xxx-xx-1200
Licensee Name F	xxx-xx-9854 *
Licensee Name G	xxx-xx-0034
Licensee Name H	xxx-xx-9082

- The SSN from the roster does not match a licensee record in the file provided by the North Carolina Department of Insurance. Please confirm the number with the licensee and notify us of any correction. The individual may not be a North Carolina licensee.