



## PENNSYLVANIA INSURANCE DEPARTMENT CONTINUING EDUCATION PROGRAM

### *Notice to Continuing Education Providers*

---

**September 28, 2011**

#### **Important Change Effective September 30, 2011**

The Pennsylvania Department of Insurance is streamlining the administration of the education process for insurance license education course Providers. Beginning September 30, 2011, Providers can use Sircon for submission of Pennsylvania continuing education course applications and course renewals to Prometric. **The Department strongly encourages that this information be submitted electronically starting on September 30.**

**Providers will be expected to electronically submit all courses and course renewals effective January 1, 2012.**

Providers will now be able to accomplish the following tasks **electronically** as a subscriber of Sircon Compliance Express™:

**Course Approval Applications:** Submit an application for course approval in Pennsylvania including the ability to attach electronic documents.

**Course Renewal Processing:** Renew courses that you plan to continue to offer.

Current Pennsylvania provider services include:

**Attendance Roster Processing:** After each continuing education course offering, Providers will enter or upload course attendance information via the internet using Compliance Express, and the Department will receive this information in real time.

**Course Offering Updates:** Providers have the option to electronically update their continuing education subsequent offering locations and dates in real time using Compliance Express, allowing producers to easily search for the courses that you are offering.

**Course Completion Certificates:** Providers can create course completion certificates for every producer from Compliance Express in a pdf format.

**Producer Inquiry Services:** Individual Producers may view every Provider's approved course offerings on [www.sircon.com/pennsylvania](http://www.sircon.com/pennsylvania). They may also view their full education transcripts online.

**Annual Subscription to Sircon Compliance Express:** With the annual subscription, Sircon will bill you directly each month for all transactions that carry a fee. You will also be able to view your account and electronic processing details online.

When you register to use Sircon services, you will be asked to provide your correct Federal Employer Identification Number (EIN) so that your record can be updated with the state. Questions regarding Sircon Compliance Express ([www.sircon.com](http://www.sircon.com)), contact Sircon at 877-876-4450.

Any questions regarding the new electronic submissions or the Pennsylvania Continuing Education program should be directed to Prometric.

**Prometric**

**Phone: 866.241.3113**

**Attn: Pennsylvania CE**

**E-mail: [pro.ce-services@prometric.com](mailto:pro.ce-services@prometric.com)**

**1260 Energy Lane  
St. Paul, MN 55108**

**Web site: [www.prometric.com](http://www.prometric.com)**