

**WEST VIRGINIA OFFICES OF THE INSURANCE COMMISSIONER
CONTINUING EDUCATION PROGRAM**

January 26, 2010

RE: Continuing Education Affidavits for Insurance Agents selling only Preneed Insurance

Dear Funeral Home:

As you may know, the West Virginia Offices of the Insurance Commissioner has contracted with Prometric Inc. to provide administrative services for the continuing education (CE) program. As we approach the June 30, 2010 CE compliance period, Prometric is responsible for documenting a reduction in the normal CE requirement for individual agents as authorized in Chapter 33, Article 8(c)(1)(A).

The West Virginia Offices of the Insurance Commissioner requests that a copy of the enclosed attachments be distributed to all individuals employed by the above referenced funeral home who engage in the sale of preneed burial insurance. Individuals who may have submitted an AFFIDAVIT to the Insurance Commissioner in the past MUST complete and submit a new AFFIDAVIT to continue to be eligible for the reduced continuing education hours.

Enclosed is an AFFIDAVIT that should be photocopied and supplied to all qualified West Virginia resident Insurance agents who sell only preneed burial insurance contracts. The Affidavits must be completed, properly notarized in the presence of the agent and returned to Prometric no later than March 21, 2010. The agents' records in this office will then be flagged as only having to complete six (6) hours of continuing education, three hours of which must be approved in ETHICS.

Prometric is also required to issue a written transcript to each resident agent no later than April 1, 2010. Our goal is to have these affidavits processed in our systems so that these written transcripts accurately document both the agent's required number of credit hours and their compliance. Affidavits received after March 21, 2010 may not be processed prior to the issuance of the transcripts resulting in confusion by your employees as to their status under the terms of Chapter 33, Article 8(c)(1)(A).

We urge you to promptly copy, distribute, and return these affidavits to Prometric to avoid any confusion following the issuance of the transcripts on April 1, 2010. Completed affidavits should be returned **NO LATER THAN MARCH 21, 2010**, to:

West Virginia CE Affidavit Processing
Prometric
1260 Energy Lane
St. Paul, MN 55108

Please call 1-800-805-9127 if you have any questions and we appreciate your support.

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NOTICE TO INDIVIDUALS SELLING PRENEED BURIAL INSURANCE CONTRACTS

Chapter 33, Article 12, Section 8(c)(1)(A) of the West Virginia Code reduces the continuing education requirements for individuals selling **ONLY** preneed burial insurance contracts from 24 hours to 6 hours, three hours of which must be approved in ETHICS.

Individuals who have sold **ONLY** preneed burial insurance contracts since July 1, 2008, and will continue to sell **ONLY** preneed burial insurance contracts are required to complete six hours of an approved program of continuing education, three hours of which must be approved in ETHICS, in the current two year period ending June 30, 2010, and every two years thereafter.

If you sell **ONLY** preneed burial insurance contracts and no other insurance products, complete the attached AFFIDAVIT and return it, ON OR BEFORE MARCH 21, 2010, to the following address:

**West Virginia CE Affidavit Processing
Prometric
1260 Energy Lane
St. Paul, MN 55108**

If, in addition to preneed burial insurance contracts, you sell or have sold, in the last two years, any life, accident or sickness insurance product or other insurance (other than credit life or credit accident and sickness insurance), then do not complete or return the attached AFFIDAVIT. You are required to complete 24 hours of approved continuing education by June 30, 2010, and every two years thereafter.

Individuals who may have submitted an AFFIDAVIT to this office in the past MUST complete and submit a new AFFIDAVIT to continue to be eligible for the reduced continuing education hours.

AFFIDAVIT

I, _____, of _____, _____ (State),
(Name) (City) an employee of
_____ Funeral Home, hereby certify that

I am a licensed insurance agent of the State of West Virginia, operating under
West Virginia Insurance Agent's license number _____.

I certify that since July 1, 2008, I have sold only preneed burial insurance contracts and no other insurance products. Although I am currently licensed to sell life, accident and sickness insurance, I will continue to sell only preneed burial insurance. The insurance companies for which I am currently authorized to sell preneed burial insurance contracts are:

1. _____
2. _____
3. _____
4. _____

(List additional insurance companies on a separate sheet of paper)

I understand that if I sell only preneed burial insurance contracts, I need just six hours credit of an approved continuing education program, three hours of which must be approved in ETHICS, by June 30, 2010, and every two years thereafter.

I further understand that false statements on this affidavit may result in revocation or suspension of my insurance agent's license or other disciplinary action by the West Virginia Insurance Commissioner.

(Signature) (Date)

NOTARY SECTION:
STATE OF WEST VIRGINIA:
COUNTY OF _____, to wit:

_____, after first having been duly sworn, states that, to the best of his or her knowledge or belief, the answers herein given are true and correct.

Taken subscribed and sworn before me this _____ day of _____, 2010. My commission expires: _____.

(Seal)

Notary Public

Return the completed Affidavit NO LATER THAN MARCH 21, 2010 to:

West Virginia CE Affidavit Processing
Prometric
1260 Energy Lane
St. Paul, MN 55108

Continuing education Transcripts to be mailed in April to all producers may not reflect the reduced hours requirement for pre-need producers. As soon as this Affidavit is received by Prometric, your record will be updated to reflect the reduced hour requirement. You should review your compliance status online at www.prometric.com before June 30, 2010, to ensure your record reflects the reduced hour requirement.