

VIRGINIA INSURANCE CONTINUING EDUCATION BOARD
CONTINUING EDUCATION PROGRAM ADMINISTRATOR:
PROMETRIC

REQUEST FOR APPLICATION OF CARRYOVER
CREDITS

**WE STRONGLY URGE MAKING YOUR PAYMENT ONLINE AT
WWW.PROMETRIC.COM/CE/VACEPROD.HTM, WHICH WILL ACTIVATE
YOUR CARRYOVER CREDITS.**

Name: _____

License Number (Social Security number or Virginia DMV-assigned
number that you use as your identification number in the records of the Bureau of

Insurance): - -

NOTE: Make sure that you have your **CURRENT RESIDENCE ADDRESS** on file with
the Bureau of Insurance. **All communications, whether from Prometric, the Board or
from the Bureau of Insurance, will be sent to your official address of record with
the Bureau of Insurance, which, by law, is your RESIDENCE ADDRESS.** You can
change your address online at
www.scc.virginia.gov/division/boi/webpages/boiproducer.htm.

I hereby request that Prometric apply my Virginia carryover credits from the 2005-2006
biennium, and to enter my credits claimed submitted herewith, and inform me of my
compliance status for the Virginia 2007-2008 biennium. I am also enclosing the required
nonrefundable \$15 processing fee.

DO NOT SEND CERTIFICATES OF COURSE COMPLETION TO PROMETRIC

**You may pay the fee using Visa, MasterCard or American Express. If your card is
denied, the transaction will not be processed.**

Name on card: _____

Card number: _____

Expiration Date: _____

Date

Signature

WE URGE YOU TO SUBMIT THIS FORM IMMEDIATELY SO THAT YOU WILL HAVE AN UPDATED RECORD OF YOUR COMPLIANCE STATUS AND HOW MANY (IF ANY) ADDITIONAL HOURS YOU WILL NEED TO COMPLETE BEFORE DECEMBER 31, 2008.

REMEMBER, HOWEVER, THAT YOU MUST PAY THE FEE ONLINE OR SUBMIT THIS FORM BY NO LATER THAN MARCH 2, 2009, (OR March 31, 2009, WITH THE PAYMENT OF A NONREFUNDABLE \$250 LATE FILING PENALTY, IN ADDITION TO THE NONREFUNDABLE \$15 PROCESSING FEE) IF YOU WISH TO RECEIVE CREDIT FOR YOUR CARRYOVER CREDITS FROM THE 2005-2006 BIENNIUM.

To receive a Confirmation of Credits Submitted analyzing your carryover credits and indicating your compliance status, go online and make your payment at www.prometric.com/ce/vaceprod.htm or submit the following:

1. This form;
2. A nonrefundable processing fee of \$15, payable by credit/debit card authorization, check or money order to PROMETRIC; and
3. A form for claiming credits for any courses completed in 2007 (and 2008, if you delay submitting the form) not previously submitted to Prometric.

DO NOT SEND CERTIFICATES OF COURSE COMPLETION TO PROMETRIC

Upon receipt of the above materials, Prometric will record the credits claimed and activate the credits already on file as carryover credits, and will apply the total credits against the requirements of the CE program, assuming a roster has been submitted for the 2007-2008 completions. You will receive a confirmation of your submission within 21 days after it is received by Prometric.

If the credits activated by your submission result in your becoming compliant, Prometric will report to the Bureau of Insurance that you have complied with Virginia CE requirements for the 2007-2008 biennium, and you will have no further obligations until the next biennium.

If the Confirmation notice indicates that you have not satisfied all of the CE requirements for your license(s), you have until the end of this biennium to complete the missing credits and make the proper submission.

THE NONREFUNDABLE \$15 PROCESSING FEE IS PAYABLE ONLY ONCE DURING THE BIENNIUM WITH THE FIRST SUBMISSION.

Send this completed form, any credits to be claimed and the nonrefundable \$15 processing fee to:

Prometric
Attn: Virginia CE Confirmations
1260 Energy Lane
St. Paul, MN 55108-5225

ALL SUBMISSIONS MUST BE RECEIVED BY PROMETRIC BY MARCH 2, 2009, (OR March 31, 2009, WITH THE PAYMENT OF A NONREFUNDABLE \$250 LATE FILING PENALTY, IN ADDITION TO THE NONREFUNDABLE \$15 PROCESSING FEE). SUBMISSIONS RECEIVED AFTER THAT DATE, EVEN IF POSTMARKED ON OR BEFORE March 31, 2009, WILL BE CONSIDERED NOT IN COMPLIANCE.