December 28, 2009

Connecticut Insurance Department
Continuing Education Program Notice to Providers

Effective February 1, 2010, all Continuing Education Sponsors must provide Prometric with course offering schedules for all Connecticut classroom courses.

- **Course Schedules:** Sponsors must inform Prometric of the date, time and location of each classroom course at least 15 days prior to presenting. Further, Prometric must be notified immediately when a change is made in date, time and/or location and in all instances before the scheduled ate. Failure to inform Prometric may result in courses being denied approval or current approvals being revoked. Those providers with both the full credit and reduced number of credits need only submit schedules for the full credit course. If a roster is submitted that does not have a course schedule offering, the roster will be rejected.
- **Course schedules can be easily reported through Sircon's Website.** To update class schedules, in the **quick links** box of a provider course record, click the **Current Offerings** details section of the page. To add schedules, click the **Add Offerings** link. In the **Offering Address** section on the left side of the page, enter the street address on line one and the location city in the city field. Select the appropriate state from the State dropdown menu and then enter the five-digit zip code. In the **Offering Contact Information** section, enter the name of the contact person at the site of the class including the person's phone number. In the **Begin Date** field, enter the date of the first class; enter the start time of the class (in hh:mm time format) in the **Begin Time** field. In the **End Date** field enter the date the class ends and enter the time the end time of the class in the **End Time** field. Repeat these steps to add additional class dates. When finished, click the **Save** button.
- **Auditing: Per Connecticut Regulation 38a-782s-5(f) c**ourse sponsors agree that representatives of Prometric and/or its designees, and employees of the Division and/or its designees, in an official capacity, may audit classroom course instruction, course materials, instructors' presentations, course records, records of examination, attendance rosters and other aspects of instruction. They may not be hindered, obstructed, delayed, or interfered with while conducting or attempting to conduct an audit. Audits will be conducted with a minimum of disruptions. Auditors may attend any course offered for the purpose of the audit without paying any fee. Sponsors grant Prometric and the Department the right to audit and/or inspect course records at the premises of the sponsor or at the physical location of the records.
- **Open to the Public Courses:** Prometric is requesting for sponsors to advise what courses are open to the public. **Please submit a course list to Prometric that contains your CT Sponsor number along with the course name and number for all courses that are open to the public. Your information must be sent by close of business, February 1, 2010.** Prometric will then update our records accordingly.

If you have any questions, please feel free to contact us.

Prometric
1260 Energy Lane
St. Paul, MN 55108

Contact us by:
E-mail: **Pro.CE-services@prometric.com**
Web site: **www.prometric.com**
Phone: **888.797.9776**