



**PENNSYLVANIA INSURANCE DEPARTMENT
CONTINUING EDUCATION PROGRAM**

Notice to Continuing Education and Pre-Licensing Education Providers

October 16, 2006

The Pennsylvania Insurance Department has made some procedural changes for the CE/PLE program to enhance efficiency and take advantage of technology. Recently, there have been numerous delays in producer license renewals due to CE providers reporting course completions in paper format.

Specifically, the changes require all rosters for CE and PLE completions as well as classroom course offering schedules be input via the Web through Sircon's Compliance Express. The changes are effective January 1, 2007. Thomson will cease processing paper roster submissions and classroom course offering schedules after January 1, 2007.

If you do not already have a provider agreement to use Compliance Express, we strongly urge you to do so immediately. Please e-mail Sircon Corporation at sircon@sircon.com to request information for using Web-based services through Sircon Compliance Express. There is no fee to register to use Sircon Compliance Express. The course reporting fee will apply; however, you are reminded that it is the responsibility of the education provider/sponsor to report all course completions within 15 days to the Department via Sircon Compliance Express regardless if you collect the fee from the student.

NOTE: Failure to register to use Sircon Compliance Express to file course completions on or before January 1, 2007 will not be reason to permit Thomson Prometric to process your paper submissions. All course completions MUST be filed electronically effective January 1, 2007.

Thomson Prometric
Attn: Pennsylvania CE
1260 Energy Lane
St. Paul, MN 55108

Phone: 866.241.3113
E-mail: pro.ce-services@thomson.com
Web site: www.prometric.com