



West Virginia Offices of the Insurance Commissioner
Continuing Education Services

Continuing Education Course Completion Roster Entry Instructions

September 1, 2011

Below are step-by-step instructions on how to input continuing education rosters. Roster entries are provided through Sircon. **However all continuing education questions should be directed to Prometric.**

1. Go to <http://www.sircon.com> and input your account login information. This information will be sent to you from Sircon once you have completed the online Sircon Subscriber Agreement.
2. Select **Education** from the links on the left side.
3. On the Education Services menu page click the **Continuing Education Course Completions** link which is located under the Course Completions Section.
4. Select West Virginia from the **State** dropdown menu.
5. Click the **Submit** button. The page will refresh to show additional fields.
6. From the **Provider Name** dropdown menu click to select your company or organization name.

To save time, you may enter the **Course ID** and/or **Course Completion** date (using the *mm-dd-yyyy* date format) to help pinpoint the exact CE course you are looking for, but it is not necessary.

7. Click the **Submit** button.
8. Locate the course or classroom offering for which you want to transmit course completion information. When you find the right course or classroom offering, click either the **Course ID** or **Offering ID** link.

Note: You must select a classroom offering to enter course completion rosters for all classroom courses. You can enter classroom offerings by clicking the Classroom Offering Maintenance link from the Education Services Menu.

9. Below the summary information is a set of radio buttons. You are required to choose a type of student identifier to use for submitting course completion information. Click to select:

- **National Producer Number**, or
- **License Number**

Begin in the top left field, and enter the identifier for the first student on the classroom roster. Then move to the adjoining **Last Name** field, and enter the last name of the first student on the classroom roster.

10. When you are finished, click the **Submit** button.

The **Confirmation** page will display the course, student information you entered.

11. To process another CE course completion roster, click the **Continue Processing** button. Or, Click the **Main Menu** button to re-open the **Education Services Menu** page.

12. Sponsors may print course completion certificates under the **Education Services Menu** page, click the **Education Activity Inquiry** link and follow the instructions.

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

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