



State of West Virginia Offices of the Insurance Commissioner  
Continuing Education Services

**Notice to Continuing Education Providers  
Regarding Long Term Care Agent Training**

June 22, 2009

The West Virginia Offices of the Insurance Commissioner wants to inform West Virginia insurance producers and West Virginia continuing education providers of the training and education requirements of insurance producers that sell Long Term Care products. Effective July 1, 2009, Act 33-12-8a, "Producer Training for Long-Term Care Products", requires all active producers who sell, solicit or negotiate Long Term Care insurance complete a one-time training course of no less than eight hours prior to July 1, 2010. Any new producer licensed after July 1, 2009, must complete the one-time training prior to selling any Long Term Care products. Beginning July 1, 2010, producers are required to complete ongoing training of no less than four hours in each mandatory continuing education biennium subsequent to the biennium in which the one-time training was completed.

Producers that are selling, soliciting or negotiating Long Term Care insurance on July 1, 2009, are permitted to continue such activities however the producers must complete the one-time training course prior to July 1, 2010. **If the resident producer completes training courses APPROVED and CATEGORIZED for Long Term Care, the hours will also count towards the producer's 24 hour CE requirement.**

To assist the State of West Virginia Offices of the Insurance Commissioner in implementing the new requirements, Prometric will allow providers to submit requests of previously approved courses for consideration of re-categorization under the Long Term Care category. If a Provider already has a course they feel meets the Long Term Care requirements, Prometric has agreed to review the course at no additional fee. **In order to have your course reviewed, please submit your request along with a cover letter and content outline no later than July 15, 2009, to:**

Prometric  
Attn: Laurie Sadowski – West Virginia Long Term Care Re-categorization  
1260 Energy Lane  
St. Paul, MN 55108

E-mail: [pro.ce-services@prometric.com](mailto:pro.ce-services@prometric.com)  
Web site: [www.prometric.com](http://www.prometric.com)  
Phone: 800.805.9127

Please note currently approved courses will keep the same course number, effective date and number of approved hours, only the credit category will change. **Requests for course re-categorization mailed after July 15, 2009 will not be accepted.** In addition, Providers submitting **new** course applications for Long Term Care credit, please continue to follow the current course application procedures as outlined in the Provider Information Packet.