

WEST VIRGINIA INSURANCE CONTINUING EDUCATION PROGRAM

IMPORTANT INFORMATION FOR PROVIDERS

July 5, 2006

The West Virginia Insurance Department has extended its contract with Thomson Prometric to provide for review and approval of Continuing Education courses, roster processing and credit tracking. With the extension come several important changes to the program.

- **Effective July 1, 2006**, the CE requirement period for producers is a **two-year** biennium that will end on June 30, 2008.
- For the new biennium, producers will be required to earn a total of 24 credits of which at least 3 must be from courses categorized for Ethics.
- Thomson Prometric will begin categorizing new course submissions for Ethics content with submissions received on or after **August 1, 2006**. To be categorized for Ethics, the entire content **must** pertain to Ethics. Credits will not be split between General content and Ethics.
- Fees for new course submissions will change to **\$40.00** for submissions received on or after **August 1, 2006**.
- The West Virginia program does not provide for renewal of courses. Courses that were given at least once in the 2003-2006 triennium will automatically remain active for the 2006-2008 biennium. In addition, those that were approved on or after January 1, 2006 will remain active. To allow for roster submissions to be complete for the 2003-2006 triennium, Thomson Prometric will wait until August 1, 2006 to send lists of active and inactivated courses to providers.
- **Effective with rosters processed on or after August 1, 2006**, roster reporting fees will be \$2.00 per credit per name for rosters submitted in hard copy. The fee for rosters submitted via the Web will remain at \$1.50 per credit per name. Providers are strongly encouraged to submit online, as it is more efficient and accurate as well as more economical.
- **Effective August 1, 2006**, Thomson Prometric will begin enforcing the Department's change in regulations that provides for penalties for submission of rosters more than 30 days after a course's completion. The penalty will be \$25.00 per name on the roster plus a processing charge of \$25.00 per roster. For example, the additional fees for a late roster with 4 names would be \$125.00. Credits from late rosters will not be posted until all penalties are paid.

All of these changes will be reflected in a revised version of the Provider Information Packet on Thomson Prometric's Web site.

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