

VIRGINIA INSURANCE

CONTINUING EDUCATION PROGRAM

Change in Resident Agent Processing Procedure for the 2007-2008 Biennium

November 2006

The Virginia Insurance Continuing Education Board is pleased to announce a major change in the way resident agent credits will be processed during the 2007-2008 biennium. The changes outlined below will take advantage of technology while eliminating the logistics and inefficiencies of the scannable certificates of course completion.

What is changing (effective with courses completed on or after January 1, 2007):

- Sponsors will award certificates of course completion on plain paper rather than the scannable certificates (bubble forms).
- Sponsors will be required to submit course completions on rosters to Thomson Prometric within 30 days of course completion. Rosters may be reported via Thomson Prometric's Web site or in hard copy. There will be **no fee** charged to sponsors for roster reporting.
- A format for the generic certificate of course completion will be included in an updated version of the Sponsor Information packet. The Web roster process will have an option for producing certificates upon submission of a roster.
- Sponsors will **not** receive scannable certificates for courses renewed for 2007-2008 nor will they receive a supply of scannable certificates for newly-approved courses. Sponsors should maintain a **small** supply of scannable certificates so that they can provide duplicates on request for courses completed for the 2005-2006 biennium.
- Thomson Prometric will send a confirmation of processing for every roster that is submitted, confirming that the credits have been received and indicating any agent ID numbers that do not match a record in the file.
- Besides paying the \$15 fee once per biennium, agents must take specific action to activate the credits that are or will be submitted on rosters.
- Using either the Web or in hard copy, agents must enter the course number and completion date from their course completion certificates in order to activate credits. If the credits have already been submitted on a roster and the agent has paid his or her \$15 processing fee, the credits will be applied toward compliance. If a roster has not yet been submitted, the credits will remain in pending status until a roster is submitted.
- Agents will not be allowed to activate credits until they have paid their \$15 reporting fee.
- Agents may pay their fees and activate credits via Thomson Prometric's Web site.
- Agents will receive a confirmation each time they submit credits or make their payment.
- Sponsors will be able to submit courses for expedited approval within three business days of receipt by payment of an extra \$50 fee.

What is not changing:

- Fees for both resident and nonresident submissions remain at \$15 once per biennium.
- Course and instructor application and renewal fees are unchanged.
- Compliance requirements and submission deadlines for agents are unchanged.
- Agents will continue to receive both 180-day and 45-day warning notices of noncompliance.
- Processing for the completion of the 2005-2006 biennium will not be affected. All requirements, deadlines and penalties for 2005-2006 remain in place.
- Agents who have carryover credits from 2005-2006 will receive a notice and guidance about activating them.

Thomson Prometric and the Board are planning a public information meeting in the Richmond area in December to provide additional information. All information from that meeting and a revised Sponsor Information Packet will be posted on **www.prometric.com**.

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