



**North Carolina Department of Insurance  
Continuing Education Program  
Provider Notice (Active Providers)**

Acme School of Insurance  
ATTN: North Carolina CE Coordinator  
123 Main Street  
Anytown NC 99999

December 13, 2007

Beginning January 1, 2008 Prometric will be reviewing provider and course applications, ensuring provider instructor qualification, processing rosters as well as compliance calculation for compliance periods.

Enclosed is a Provider Information Packet that contains the requirements, instructions and forms for the North Carolina Continuing Education Program. These forms must be used for all courses being offered January 1, 2008 and going forward. Both the Packet and this notice will be posted on Prometric's Web site: [www.prometric.com](http://www.prometric.com).

Below is a timetable of events to make the transition as smooth as possible for all parties concerned.

December 21, 2007	The North Carolina Department of Insurance will stop accepting new course applications and course offering schedules. Any submissions that would not reach the Department before then should be sent to Prometric with the new forms and fees.
December 28, 2007	All pending course applications received by the Department by December 21 will be approved or disapproved. The Department will then extract necessary course, provider and schedule files and send them to Prometric. Any applications sent to Prometric, if approved, will be only for presentations in 2008. Course applications to Prometric must be accompanied by the \$160.00 per course fee.
January 4, 2008	Prometric will mail you a list of your courses displaying both your Department-issued and Prometric-issued course numbers. You will also have a Prometric-issued provider number. <b>All of your currently active courses will remain active for 2008.</b> Use your current provider ID number on the forms if you need to make a submission before you have received your list with your Prometric-issued provider number.

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## **Roster Submissions**

All activity and transactions pertaining to courses completed in 2007 will be handled by the Department. Only rosters for courses completed in 2008 should be sent to Prometric.

## **Course Categorization**

Because the compliance rules are changed for 2008 and beyond, credits for all active courses will be categorized in one of three ways: General, Flood or Ethics. Once the courses have been imported, Prometric will send a separate notice with guidance on how to request re-categorization of existing courses for Flood or Ethics credits.

In some instances, it may require deactivating the course and issuing two new courses. For example, an 8 credit course might contain 4 credits of approvable Flood content as well as other material. Two new course numbers would be issued: one for 4 General credits and another for 4 Flood credits. New fees would not be required for this process; however there would be a deadline for requests to be made. If you have an existing course you plan to present in January and you wish to know if it qualifies for Flood or Ethics credits, contact Prometric now by phone or email.

Course approval notices from Prometric will indicate the type of credit being awarded.

Both the Department and Prometric acknowledge that the regulatory changes and the outsourcing are major undertakings for implementation in a relatively short time frame and that certain temporary measures may be required. For licensees having the short compliance periods early next year, the Department is planning to use reasonable flexibility as it phases in what will be normal monthly activity for license cancellations for noncompliance.

**Prometric**  
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If you have questions: Phone: **866.241.3121**  
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