



VIRGINIA INSURANCE CONTINUING EDUCATION BOARD

c/o Prometric, 1260 Energy Lane, St. Paul, MN 55108
Toll-free: 800.482.2366 Fax 800.735.7977

NOTICE: YOU HAVE NOT YET COMPLIED WITH VIRGINIA CE REQUIREMENTS FOR THE 2007-2008 BIENNIUM. YOU WILL LOSE YOUR LICENSE IF YOU FAIL TO COMPLY WITH THE LAW.

**John R. Doe
123 Main Street
Anywhere, VA 99999**

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June 10, 2008

According to information provided to the Board by its administrator, Prometric, as of June 2, 2008, you have not filed proof of completion and claimed credits of a sufficient number of credit hours, or filed an age exemption or waiver under Virginia's Continuing Education (CE) law for the biennium that will end December 31, 2008. By law, the Board is required to provide all agents whose records indicate noncompliance with at least six months warning before the end of the biennium so that the agents will have ample opportunity to acquire the necessary credits or submit other necessary documentation.

FAILURE TO COMPLY WITH VIRGINIA'S CONTINUING EDUCATION REQUIREMENTS WILL RESULT IN TERMINATION OF YOUR LICENSE(S).

All of the agent requirements are contained in the Virginia Insurance Continuing Education Handbook that has been mailed to you. If you did not receive a CE Handbook, you may contact Prometric at the number provided below, or you may view and download the CE Handbook from Prometric's Web site at www.Prometric.com/CE/vaceprod.htm. A list of approved courses and other important information is also available at the Web site.

As stated in the CE Handbook, **you must complete all courses on or before December 31, 2008**, and you must claim your credits by using the Prometric Web site. Credits must be claimed and Prometric must **receive** the nonrefundable \$15 filing fee (if not previously paid during this biennium) by March 2, 2009. The requirement to complete all courses by December 31, 2008 also applies to the completion of examinations required for self-study courses. Late submissions will be accepted until March 31, 2009, but you must pay a nonrefundable late filing penalty of \$250 in addition to the regular \$15 filing fee (if not previously paid during this biennium). **On or about April 15, 2009 the Bureau of Insurance will send pre-termination notices to those who are not compliant. Agents may still claim credits within 30 days of the notice with the payment of a nonrefundable \$500 penalty fee in addition to the \$15 processing fee, if not already paid. However, this new procedure does not provide additional time for you to complete the required number of continuing education hours for your license(s). All courses must be completed by December 31, 2008.**

Agents who fail to provide the necessary proof of compliance by claiming their credits so that it is RECEIVED BY PROMETRIC by the March 2, 2009, deadline (or the March 31, 2009 deadline with payment of the additional nonrefundable \$250 late filing penalty) will, by law, have their noncomplying license(s) terminated by the Bureau of Insurance. Resident agents wishing to become re-licensed in Virginia will be required to complete the pre-licensing examination before being permitted to reapply for licensure. In addition, applicants will be prohibited from reapplying for a period of 90 days after license termination unless they choose to pay the nonrefundable \$1,000 administrative penalty that will allow them to bypass the 90-day waiting period.

You may check your compliance status by calling Prometric at **800.482.2366**. Once you have reached compliance, we suggest that you verify that the Bureau's records were updated correctly on its website at <http://www.scc.virginia.gov/division/boi/external/app/agentlookup/>.

Mail your proof of compliance to:
**Prometric
ATTN: Virginia CE Filing
1260 Energy Lane
St. Paul, MN 55108**

If you have questions, contact Prometric:
Phone: **800.482.2366**
E-mail: **CE-Services@Prometric.com**
Web site: **www.Prometric.com/CE/vaceprod.htm**