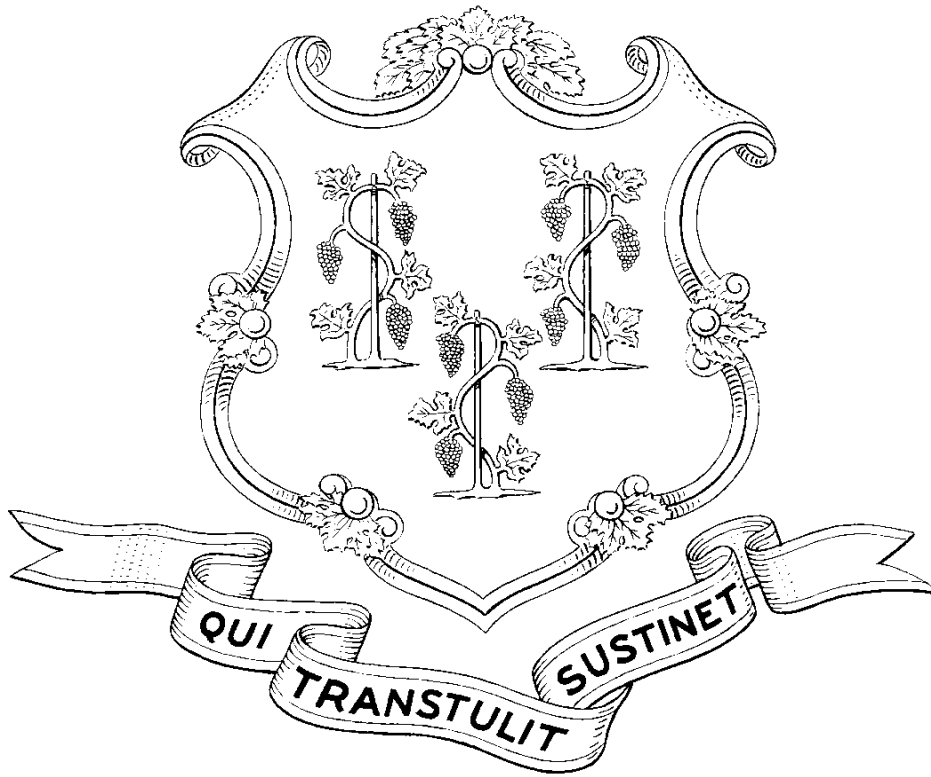


# Connecticut Insurance Department



## Insurance Continuing Education Producer Handbook

**December 2010**



Administrative Services Provided by Prometric Inc.

## Frequently Asked Questions

### 1. Who is required to take CE?

All resident newly or reinstated producers licensed in Property/Casualty, Life, Accident and Health, or Personal Lines. Producers licensed only for credit or travel insurance **DO NOT** have a CE requirement. Non-Residents **DO NOT** have a CE requirement.

### 2. When does the requirement need to be met?

CE is due every 2 years on your birthdate/expiry date. Your course work should be completed well before the expiration date to receive your renewed license in a timely manner.

### 3. How many credit hours are required?

A total of 24 credit hours of approved continuing education are required. Of the 24, a minimum of 3 credit hours in Laws/Regulation/Ethics, 6 credit hours pertaining directly to the line of authority and the balance of the credits may be any combination or type.

All producers licensed with the Property/Casualty or Personal Lines authority are required to complete a one-time 3 credit hour course on Federal Flood requirements.

### 4. May I carry over excess course credits to the next compliance period?

No. Excess credit hours accumulated during the current compliance period may not be carried forward to the next compliance period.

### 5. May I duplicate a course?

A duplicated course will only be awarded once towards your CE requirement. You may repeat the course as long as it is taken in different compliance periods.

**6. Does my requirement change if I add or drop a line of authority?**

The line of authority you hold at the beginning of your compliance period determines your CE requirement for that period.

*Example:*

*If you are licensed for LH at the beginning of your compliance period and Add PC during the period, you need only complete the requirements for LH. Likewise for dropping a line of authority, you must complete the CE requirements for the authority you held at the beginning of the compliance period.*

**7. How are the courses reported to the Commissioner's Office?**

The law requires all approved providers to submit course completion information through Sircon within 15 days of course completion. Producers will not be responsible for filing their certificates; however, we strongly recommend certificates are retained in the event that a discrepancy occurs.

**8. Where can I get a list of approved courses?**

A list of all approved CE courses, that are open to the public, can be found on Sircon's web site, [www.sircon.com](http://www.sircon.com). Only courses approved for Connecticut's Insurance Continuing Education Program will count toward your Connecticut CE requirement.

**9. If I am an approved continuing education instructor, can I receive credits for teaching?**

Yes, instructors who are approved for continuing education courses may receive the same credit hours as a person enrolled in the course. The duplication rule applies to instructors as well; credit will only be awarded once during a compliance period.

**10. I am a non-resident of Connecticut; do I have a CE requirement?**

No. Non-residents must be CE compliant in their resident home state to continue to renew their CT license.

### **11. How will I know what my CE status is?**

You can view and print your transcript on Sircon's web site, [www.sircon.com](http://www.sircon.com) at any time.

### **12. What will occur if I do not meet my CE requirement by the end of my compliance period?**

If you have not satisfied your CE requirement by your expiration date, the Department will cancel your producer license and all company appointments. Your license will not be reinstated until completion of your CE requirement and a payment of double the renewal fee has been received.

### **13. Can my CE requirement be waived?**

Those serving in the US military on active duty outside the state of Connecticut during a substantial part of the compliance period and other emergency situations may be waived.

You must send in a request for waiver to the Insurance Department, with documentation of the military orders.

### **14. How do I report a name/address change?**

All changed to name and addresses must be reported to the Insurance Department at <http://www.ct.gov/cid/cwp/view.asp?a=1266&Q=405280>

**Prometric  
1260 Energy Lane  
St Paul, MN 55108**

**Pro.CE-Services@prometric.com  
Fax 800.735.7977  
Phone 888.797.9776**