



North Carolina Department of Insurance  
Continuing Education Program

Request for Continuing Education Extension

Licensee Name: \_\_\_\_\_

Licensee ID Number: XXX – XX - \_\_\_\_\_  
(Last 4 digits of SSN)

NPN: \_\_\_\_\_  
(National Producer Number)

Licensee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Extension requests will be accepted **no sooner** than 30 days before the end of a licensee’s compliance period and must be received by Prometric no later than the last day of your compliance period.
- Requests must be accompanied by a nonrefundable check or credit card authorization for the **\$75.00 fee**. Make checks payable to Prometric.
- Allow 7-10 days for processing. Extensions will be reflected in online transcripts at [www.prometric.com](http://www.prometric.com).
- Extensions will be for 30 days. The extension **does not** extend the end of the next compliance period.
- Requests with credit card authorizations may be faxed to 800.735.7977.

**Credit Card Authorization for \$75.00**

Card Number: \_\_\_\_\_

Card Type (circle)    Amex    Visa    MasterCard

Name on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

**Prometric Operations Center  
Attn: Continuing Education Processing  
7941 Corporate Drive  
Nottingham, MD 21236**

Phone:            **866.241.3121**  
Email:            [ceprocessing@prometric.com](mailto:ceprocessing@prometric.com)  
Web Site:        [www.prometric.com](http://www.prometric.com)