



**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**

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

Phone:           **866.241.3121**  
Email:           **[Pro.ce-services@prometric.com](mailto:Pro.ce-services@prometric.com)**  
Web Site:       **[www.prometric.com](http://www.prometric.com)**

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