

Important Information about Maryland Course Renewals

Maryland course renewals must comply with the initial course approval requirements. This includes the submission of all information and documents required pursuant to COMAR 31.03.02.08.

Please be sure to include the following:

1. Course coordinator information
2. Educational objective statement
3. Detailed timed agenda and number of credit hours requested
4. Course delivery type (Classroom, self-study, online, on-demand or pre-recorded webinar, etc.)
 - a. Attendance monitoring and credit awarding policy
 - b. Examination safeguards and sample exam must be provided for self-study, online, on-demand or pre-recorded webinar courses
5. Approved instructor information (if classroom)
6. Promotional / Advertisement Materials
7. Course Materials:
 - a. For Home State approval, include all course materials, including textbooks, written materials in place of textbooks, course syllabus, policy forms, and any other items used by the instructor.
 - b. For reciprocal approval, include NAIC Continuing Education Reciprocal (CER) form and current/active Home State approval form.
8. Refund policy which shall include:
 - a. Full refund of course fees due to cancellation by the sponsor;
 - b. The refund policy when the licensed insurance producer:
 - i. Withdraws from the course before commencement, and
 - ii. Fails to complete the course after it has commenced.