

## COURSE INTRODUCTION STATEMENT

**This Statement must be disseminated at the beginning of ALL CE courses, regardless of the format in which the course is offered.**

IT IS YOUR RESPONSIBILITY TO BE CE COMPLIANT, INCLUDING PAYMENT OF ALL FEES. IF YOU CHOOSE TO DELEGATE RESPONSIBILITY FOR KEEPING TRACK OF AND/OR ENSURING YOUR CE COMPLIANCE TO ANOTHER PERSON (SUCH AS AN AGENCY MANAGER, SECRETARY, LICENSING CLERK, COMPLIANCE OFFICER, FELLOW AGENT, FAMILY MEMBER, OR OTHER THIRD PARTY), THE ULTIMATE RESPONSIBILITY FOR NONCOMPLIANCE, AND ANY RESULTING PENALTIES, WILL CONTINUE TO BE YOURS.

1. This course is categorized as [Company/Agency] / [Non-Company/Non-Agency] (highlight the relevant type). No more than 75 percent of your required credits can come from Company/Agency course credits (see inside front cover of handbook). Additionally, at least three (3) course credits must be earned for Ethics (Law and Regulations).
2. This course has been approved for \_\_\_\_ credits, LH \_\_\_\_ PC \_\_\_\_ TI \_\_\_\_ OGI \_\_\_\_ LTC Partnership \_\_\_\_ Flood \_\_\_\_ Public Adjuster \_\_\_\_ Law and Regulations \_\_\_\_ Ethics \_\_\_\_ Mitigation \_\_\_\_  
See CE Chart
3. Classroom courses - One credit hour is 50 minutes of continuous instruction or participation. Your attendance will be verified via the sign-in/sign-out sheet located with the door monitor. Only students meeting minimum attendance requirements may receive certificates of course completion.
4. Agents cannot receive CE credit for a course taught in alternative formats (a classroom course, online course, video or audio conference, web-conference-based, etc.) if the curriculum is based on the same published materials; this rule applies to any variation of course type. For example, Agents cannot receive CE credit for both a self-study (examination course) and a classroom course based on the same published materials.
5. Excess earned Ethics credits may be applied to cover other CE requirements in the current biennium and any remaining credits may be carried over to the next biennium and applied to either the Ethics requirement or other CE requirement.
6. Agents are not allowed to receive or carry over credit for the same course in the same biennium.
7. ONLY the Virginia Insurance License Number (VLN) or the National Producer Number (NPN) are permitted for identification. Please be sure that you have recorded your number so that the instructor can read it, as illegible submissions will result in a delay of reporting course credits.
8. This class may be audited by representatives of Pearson VUE. **Pearson VUE** is a private company who in partnership with Vertafore was contracted by the Virginia Insurance Continuing Education Board to administer all facets of the continuing education program for the Board effective with the 2009-2010 biennium.
9. CE credits for this course should be posted to your transcript within 20 calendar days. If your transcript does not reflect this course within 20 calendar days, please contact the provider.
10. Agents are expected to give their full attention to this class. All electronic devices should be turned off and put away along with any reading material other than material applicable to this class.
11. Agents and consultants who fail to update their address with the Virginia Bureau of Insurance may not receive important notices. Agents may update their address and add or update their email address online at [www.scc.virginia.gov/boi/online.aspx](http://www.scc.virginia.gov/boi/online.aspx).
12. Agents who are newly licensed in the second year of a biennium are exempt from the continuing education requirements for that biennium. These agents may elect to take continuing education courses and earn credits that may be carried over to the next biennium provided they pay the \$20 continuance for the current biennium. Failure to pay this continuance fee will prevent the credits earned from being carried over to the next biennium when the agent will be required to meet all continuing education requirements.

Each agent should review the *Virginia Insurance Continuing Education Agent Information Handbook* for complete guidelines at [www.VirginiaInsuranceCE.com](http://www.VirginiaInsuranceCE.com).

**NOTE:** Agents should visit [www.VirginiaInsuranceCE.com](http://www.VirginiaInsuranceCE.com) to view updated CE credits for the current biennium and compliance status (CE transcript) information and to pay their biennial Continuance fee of \$20.00 due by November 30, 2016.

All continuing education providers and instructors must strictly adhere to all relevant Program Requirements and all other standards as set forth in this *Provider Information Handbook*. This Provider Handbook may be modified from time to time to reflect Commonwealth of Virginia statutory changes, regulatory changes by the State Corporation Commission, as well as policy changes made by the Virginia Continuing Education Board.