

**Click on the following link to be directed to West Virginia's available courses:**

<https://www.sircon.com/ComplianceExpress/NonSscrbEducation/index.jsp?nonSscrb=Y&sscrbid=9999>

## **Instructions on Approved Courses Search**

Use the **Approved Courses Inquiry** page to view a list of education courses, both instructor-led and self-study, that are approved for credit in West Virginia.

The **Approved Courses Inquiry** is available by selecting **Lookup Education Courses/Credits** under **QuickStart** at the Sircon homepage (also available in Compliance Express and Sircon Producer Education Services).

Fields and controls on the **Approved Courses Inquiry** page include the following:

- **Please select a State:** *Required.* From the dropdown menu, select the state (WV) in which you want to find approved courses.
- **Education Type:** *Required.* From the dropdown menu, select Continuing Education.
- **Instruction Method:** If desired, select an option from the dropdown menu to limit the search to courses using a particular presentation method (e.g., Classroom, Self-Study, etc.). If you do not select a particular presentation method, the inquiry will report courses presented by all available methods.
- **Course Category:** If desired, click to checkmark one or multiple course categories based on the license types available in the selected state. If you do not checkmark any course categories, the inquiry will report courses in all course categories.
- **Course Hours:** To limit the search to only courses worth a certain number of credit hours, enter a numeric value. If you do not enter a value, the inquiry will report courses worth any number of credit hours.
- **Submit:** After selecting West Virginia, click to display additional selection criteria. After entering all desired selection criteria, click to run the inquiry. The results will open in the **Results** page.
- **Change State:** Click to select a different state in which to find approved courses.
- **Cancel:** Click to return to either the Inquiries page (Sircon Producer Education Services) or the Education Services Menu (Compliance Express).