



WEST VIRGINIA OFFICES OF THE INSURANCE COMMISSIONER CONTINUING EDUCATION PROGRAM

Notice to Continuing Education Providers

September 2, 2011

The West Virginia Offices of the Insurance Commissioner has made some procedural changes to the CE program to enhance efficiency and improve service to providers and producers by taking advantage of Web-based technology through Sircon Corporation's Compliance Express® online services.

Effective September 20, 2011 the following major changes will be made:

1. All provider and approved course information will be migrated to a Web-based system and will be available through Sircon.
2. All roster submissions and course offering schedules must be submitted through Sircon. Prometric will no longer accept paper roster submissions and classroom course offerings after October 31, 2011.
3. To report rosters through Sircon, you will need the West Virginia licensees' NPNs. You will no longer be able to report credits using West Virginia license numbers.
4. Sircon supports electronic course application submissions. West Virginia providers will be able to submit course applications electronically through Sircon.
5. All provider, course, schedule, roster information and agent transcripts will be located on Sircon. **The administration of the West Virginia continuing education program remains with Prometric and all course reviews will be conducted by Prometric.**
6. **To allow for a clean transition of all records to the Sircon system, access to the West Virginia online services through Prometric's website will be unavailable to both providers and licensees effective September 14, 2011.** You will not be able to add/edit/delete course offering schedules, report rosters or view transcripts until the West Virginia records in Sircon are made available to you on Tuesday, September 20, 2011.

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If you do not already have a provider agreement with Sircon, you must sign up for account at www.sircon.com by clicking on '*Learn more about our products for educators*' (under the 'Educators' section) and then clicking on the '*online education provider agreement*' link. There is no fee to register to use Sircon's Compliance Express®.

Once you have submitted the Online Education Provider Agreement to Sircon (either electronically or by paper), they will set up your account and will email you all of the account information, except for your password. A Sircon Customer Service Representative will contact you by phone with the password. Should you have any questions about the account application process, you may contact Sircon Customer Support at 877 876-4450.

The West Virginia Provider Information Packet will be updated and made available on Prometric's Web site: www.prometric.com

NOTE: Prometric will not accept paper submissions after October 31, 2011. All course rosters/completions MUST be filed electronically effective November 1, 2011.

**Prometric
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