

INFORMATIONAL LETTER NO. 81  
MAY 1992

TO: All Resident Agents, Solicitors, and Insurance Companies  
Licensed in West Virginia and Other Interested Parties

Re: CONTINUING EDUCATION REQUIREMENTS

The 1990 regular session of the West Virginia Legislature enacted House Bill 4130 which mandates a program of continuing education be required of certain licensees beginning July 1, 1992.

The Insurance Commissioners six-member Board of Insurance Agent Education (hereafter referred to as "the Board"), which oversees the agents pre-licensing program, was charged with developing and implementing the continuing education program.

Continuing Education compliance will be required of all West Virginia residents holding active or inactive (no active company appointments) agents licenses or active Solicitors licenses. Compliance with continuing education will not be required of: 1. Non-resident licensees; 2. Residents holding only credit life/credit accident & sickness (Powers 15) licenses; and 3. Adjusters.

The program requires agents and solicitors to accumulate twenty-four (24) hours of continuing education from approved providers every two years beginning July 1, 1992. Applications for course providers and courses must be submitted to the Board forty-five (45) days in advance and approved by the Board prior to courses being offered or advertised. No course may be repeated by an agent or solicitor within the same 2-year period. No credit will be given to licensees for courses that have not been approved in advance by the Board. Only those courses taken during a biennium (2-year reporting period) can be credited to that biennium. Credit hours in excess of the required 24 hours will not be carried over into the next biennium.

Any individual newly licensed during the second year of a biennium shall have the remainder of the biennium in which such agent is initially licensed plus the next biennium to comply with continuing education requirements. (Example: Biennium runs 7-1-92 thru 6-30-94. Any individual newly licensed after July 1, 1993 will have until the biennium ending 6-30-96 to complete 24 hours of continuing education credits).

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Approved providers of continuing education courses will be responsible for submitting proof of course completion to the Insurance Commissioner to be recorded on agents records. Agents and insurance companies will not be required to submit proof of course completion to this office. However, agents are required to maintain certificates of course completion for three years in the event an audit of courses is necessary. Three to six months prior to the end of a biennium, the Insurance Department will notify licensees, at their residence mailing address, advising the status of their continuing education credits. Agents are reminded that West Virginia Insurance Law (33-12-29) mandates that residence mailing address changes be reported to Agents Licensing & Education within thirty (30) days of such change.

In accordance with West Virginia Law, any person failing to meet the mandated continuing requirements may, after a hearing, be subjected to suspension of all licenses issued for any kind or kinds of insurance.

Any licensee who does not anticipate pursuing the required continuing education credits may elect to cancel his/her license by submitting a written request to this office. Such request must include: 1. Name; 2. Address; 3. WV Agents License #; 4. Telephone Number; 5. Reason for Cancellation. Any insurance company(ies) the agent represents will be notified of the cancellation. Cancellation of a license prohibits an individual from further transacting insurance business in West Virginia.

Neither cancellation of license nor any disciplinary action levied as a result of non-compliance with continuing education shall prohibit an individual from receiving commissions which have been vested and earned while that individual maintained an approved insurance agents license.

The following may be obtained by sending a written request to West Virginia Insurance Commissioner, Agents Licensing & Education, P.O. Box 50541, Charleston, WV 25305-0541:

Provider and Course Application Packets  
Lists of Approved Providers (available after July 1st)

All requests must include a large, self-addressed return envelope. Requests received without a return envelope will not be processed.

HANLEY C. CLARK  
Insurance Commissioner