West Virginia Offices of the Insurance Commissioner

Licensing and Education Division

Continuing Education Requirements

West Virginia licensed resident producers and adjusters, as well as non-resident adjusters designating WV as their home state, **MUST** complete at least twenty-four (24) credit hours of approved continuing education per biennial compliance period, based on your license expiration date. Three (3) of the twenty-four (24) hours must be in ethics.

Insurance producers licensed for only credit, surety, travel, title, crop, car rental, or any combination of these lines are not required to complete continuing education; however, the license **MUST** still be renewed every two years. Renewal applications should be submitted through NIPR.

If the licensee's transcript through Sircon does not show compliance with WV's CE requirements, they will not be allowed to renew their license. CE providers have thirty (30) days from course completion to file the credit hours. Courses taken less than thirty (30) days before the licensee's expiration date may not show on their transcript in time to renew the license.

The licensee is required to provide their National Producer Number (NPN) to the CE course provider prior to taking the course. After course completion the provider will use their NPN to credit the transcript with the CE hours obtained. The licensee's NPN is also their WV license number and is printed on their WV license, which can be obtained through SBS.

Additional Requirements and Exceptions

Producers writing long-term care or annuity products, please see the "Amendments/Updates" section on our website for further requirements.

Producers selling only preneed products or producers acting solely as telemarketers have the option to complete an affidavit reducing the CE requirement to six (6) hours only, three (3) of which **MUST** be ethics. The affidavits can be found on our website under the "Forms" section.

Continuing Education Records

The licensee is responsible for keeping track of their continuing education credits and must retain course completion certificates. You can view your transcript through Sircon at any time; however, course providers have thirty (30) days to submit your completed CE hours.

Carry-Forward Provision

Up to six (6) continuing education hours earned beyond the minimum requirement may be applied to the next biennium. Ethics hours may only be carried forward as general credit hours.

For questions concerning continuing education, please contact our CE administrator, Prometric:

Telephone: (800) 805-9127

Email: CESupportTeam@prometric.com