



### *Licensing & Education Division*

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West Virginia resident insurance producers licensed for life, variable life, variable annuity products, accident and sickness, casualty, property and personal lines must complete at least 24 credit hours of approved continuing education per biennial compliance period based on your expiration date. Three of the 24 hours must be in ethics.

Producers writing long term care or annuity products please click [here](#) for further requirements.

Insurance producers licensed for only credit, surety, travel, title, crop and 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. Use the link at the bottom of this page for information on license renewals.

If your record does not show compliant meeting the CE requirements, you will not be allowed to renew your license. CE credits are sent electronically to the Department by the CE providers. Providers have 30 days from course completion to file the credits. Courses taken less than 30 days before the expiration date may not be credited to your record in time to renew your license.

When taking continuing education classes, you must give your National Producer Number (NPN) to the course provider. The provider will use that number to report your class completion to the Insurance Department. The National Producer Number (NPN) is the number assigned to you by the National Insurance Producer Registry (NIPR) and is also your West Virginia license number.

Your NPN is printed on your West Virginia license and is also available through the [National Insurance Producer Registry website](#). At that website, in the blue column on the left, near the bottom of the page, choose National Producer Number (NPN) Access to look up your number.

### **Continuing education records**

Insurance producers are responsible for keeping track of their continuing education credits and must retain course completion certificates for completed courses. Continuing education providers are required to report course completions to the West Virginia Insurance Department within 30 days of the course completion date.

[Learn how](#) to view your continuing education transcript.

**Carry-forward/carry-backward provision:** Up to 6 hours of continuing education over the minimum requirement taken for a reporting period may be carried over to the next biennium. Ethics hours may be carried forward as general credits; however, they cannot be carried over as ethics hours.