

RESIDENT C.E. COMPLIANCE SCHEDULE FOR 2017 - 2018 BIENNIUM

11/30/18	12/1/18-12/31/18	1/1/19-1/31/19
Last day to complete courses/pay nonrefundable continuance fee.	Time period to correct any CE deficiencies by completing courses/paying nonrefundable continuance fee.	\$100 Late filing penalty period.

1/1/19-1/31/19	2/15/19	2/16/19	2/16/19-3/18/19
Agent appeal period.	Terminate licenses.	Begin applying for new licenses. Must pass exam, submit current criminal history record report, pay nonrefundable licensing fees.	Commission appeal process period.

Visit www.VirginiaInsuranceCE.com to pay the nonrefundable continuance fee online, review your CE Transcript, and review Sponsor and Course Listings.

WHAT YOU NEED TO DO

- Resident agents holding one license type, or holding both Life & Annuities and Health licenses, must complete 16 credit hours of continuing education (“CE”).
- Resident agents holding two (2) or more license types must complete 24 credit hours of CE, with a minimum of eight (8) credit hours applicable to each license type held.
- Residents must complete at least three (3) credit hours of Ethics (which may include Insurance Law and Regulations) in each biennium. Ethics courses categorized as Other General Insurance (“OGI”) credits will not be applied to the Ethics requirement.
- No more than 75 percent of your required credit hours may be obtained from courses sponsored by insurance companies or agencies.
- Resident agents must complete the course requirements and pay the \$20 nonrefundable continuance fee (“fee”) on or before November 30, 2018. The fee must be paid before any earned credits will be applied to the CE requirements. Agents will have a 31-day period (beginning on December 1, 2018) as a final opportunity to correct any CE deficiencies by completing the required coursework and/or paying the fee.
- Agents who have completed their coursework or exemption requirements by December 31 but failed to pay the continuance fee will have until January 31 to pay the fee with an additional \$100 late filing penalty. Visit www.VirginiaInsuranceCE.com to pay the fee. An agent will not be considered in compliance with the continuing education requirements unless the fee and the late filing penalty are paid by January 31.
- Nonresident agents are NOT required to complete Virginia CE courses. Pearson VUE will verify home-state status through the NAIC’s National Producer Data Base (“PDB”). The only requirement for nonresident agents is to pay the \$20 nonrefundable continuance fee by the dates denoted above.
- Resident agents and nonresident agents are required to pay the nonrefundable continuance fee online at www.VirginiaInsuranceCE.com. The fee must be paid by **credit/debit card using Visa, MasterCard, or American Express**. If your payment is not honored, the transaction will not be processed.
- The Virginia Insurance Continuing Education Board (“Board”) will consider granting a partial or full waiver of CE requirements for those unable to complete the requirements only under specific circumstances. Waiver requests for reasons such as insufficient time, administrative problems, improper action by managers, secretaries, etc., or ignorance of the requirements for CE will be denied. See the *FULL OR PARTIAL WAIVER* section on page 9 for details.