

Association CE Credit  
Revised May 2012

- Q. Can I receive CE credit for membership in an agent association?
- A. Yes, but only under certain conditions. In accordance with 11 NCAC 06A.0802 (p), two credits may be awarded for membership and activity. The credits are not automatically awarded and not all associations qualify. Currently you may qualify if you are a member of one of the following organizations:
- Professional Insurance Agents (PIA)  
NC Association of Health Underwriters (NCAHU)  
National Association of Insurance and Financial Advisors (NAIFA)  
Independent Insurance Agents of North Carolina (IIANC)  
Surplus Lines Association  
Claims Adjuster Association  
Financial Planning Association, Charlotte Chapter
- Q. How does an association become eligible for its members to receive the CE credit?
- A.,. The professional insurance association shall be approved as a continuing education provider, shall have been in existence for at least five years, and shall have been formed for purposes other than providing continuing education. The professional insurance association shall provide the Commissioner with the association's Articles of Incorporation on file with the N.C. Secretary of State.
- Q. If I am a member of more than one association, can I get credit for membership in all associations?
- A. Pursuant to 11 NCAC 06A .0802 (p), a licensee may receive no more than two ICECs during the biennial period or one credit of each reporting period (December 1-December 31) If the licensee is a member of multiple associations, the licensee may only receive two credits during the biennial period.
- Q. Will each organization have a different "course number" to submit the membership lists?
- A. A new provider account name the NC Professional Insurance Association has been established and a special one 1-credit course approved. All associations will report under that provider account and course number. The provider account number and course number. The provider account number will remain the same while the course number will change annually.
- Q. When should the association file the credits for the licensee?
- A. The association should file the credits for on or after December 1<sup>st</sup> and no later than December 31<sup>st</sup> annually. The course completion date will be the date they are submitting credits for their members (the effective date of the course each year will be December 1<sup>st</sup> – December 31<sup>st</sup> so the completion date must be a date in December.
- Please note only 2 credits will be granted in any biennial period or one CE credit per calendar year.

If the association files duplicate credits for a licensee during a licensee's biennial compliance period, the duplicate credits will not be applied to the licensee's record. If a licensee is a member of multiple organizations, the licensee should choose one association for filing of the credit because the licensee can only receive a maximum of two credits per biennial period.

Q. How should the rosters be submitted – paper or online?

A. Rosters may be submitted online or as a paper roster annually between the period of December 1<sup>st</sup> – December 31<sup>st</sup>. If submitted online, the provider will need to create a new account (User ID and password) in order to report under the NC Professional Insurance Association provider account number.

In the event of a late roster, the association may make an appeal to the Department for the late submission of credit.

Q. If the state association office provides the list to the "Department", what documentation must we maintain on the "licensee attended 50% of the regular meetings"?

The associations should maintain attendance records for their regular meetings for a three year period to show that the licensee meets this qualification. The State office of the association shall file the credits and attest to the participation of the licensee on a form prescribed the Commissioner based on reports made by the local chapters (if applicable). The CE Administrator will make the attestation form available to the associations. If the association is submitting credits online, the attestation form is mailed in advance and held on file by the Department or CE Administrator.

Q. What if the association does not hold local meetings but does hold statewide meetings or does not hold a statewide meeting but does hold local meetings? In other words, does the individual have to meet all requirements? i.e. – does he/she have to attend the local meetings **and** the statewide educational meetings?

A. The credits are awarded based on active participation by the licensee in the associations. If the association does not have both state and local meetings, the association may give the member credit as long as the member has participated in the association in one of the following:

1. Certify to the Commissioner or Administrator that the licensee attended 50 percent of the regular meetings or
2. Certify to the Commissioner or Administrator that the licensee attended a statewide or intrastate regional educational meeting on an annual basis, where the regional meeting covered an area of at least 25 counties of the State.

The Department requires that the State Office of the Association file the CE credits with the CE Administrator and establish a reporting system with the local chapters (if applicable) for members who should receive the credit.