



**North Carolina Department of Insurance  
Continuing Education Services**

**Notice to Continuing Education Providers Regarding an Update to 11NCAC 06A .0809**

October 21, 2014

Effective October 1, 2014, courses (**ONLY** classroom courses) awarded more than eight continuing education hours are required to have an examination approved by Prometric. The previous requirement was six hours.

Prometric will permit continuing education providers to request a re-evaluation of classroom courses that may now qualify for eight hours of CE instead of six. If a provider would like to a previously approved classroom course re-evaluated, please submit a request in writing. The request must include your provider and course information and a timed outline.

**Situation 1: The current classroom course content and/or outline does not need to be amended.**

- A provider should submit a request in writing to have the course reviewed for re-categorization. The request must include your provider and course information and a timed outline.
- No course application fee will be required for course re-categorization under this option.
- If re-evaluation is granted for eight hours and not six, the course ID number, effective date and number of approved hours will remain the same, however the course hours will increase.
- Producer CE records will reflect the course hours on file at the time the course was completed. There will be no retroactive changes made to a producer's licensing record if the course is later re-evaluated for more hours.

**Situation 2: The current classroom course content and/or outline will need to be changed for the course to qualify for additional hours.**

- A provider should submit a new course application. The course application must include the course application fee, timed outline and course material.
- If the course is approved, the existing course number will no longer be valid and a new course number will be issued.

**In order to have a classroom course considered for reclassification, providers should forward a formal request, and all required documentation, to the below noted address by November 30, 2014.**

**Prometric  
Attn: Claire Dankelman – North Carolina CE Hours Re-evaluation  
7941 Corporate Drive  
Nottingham, MD 21236**

***Please be advised that requests received after November 30, 2014 will not be accepted.*** Providers interested in submitting courses for consideration should continue with the current course application procedures outlined in the Provider Information Packet.