

STATE OF WASHINGTON



OFFICE OF  
INSURANCE COMMISSIONER

TO: ALL CONTINUING EDUCATION PROVIDERS

DATE: January 1 2010

SUBJECT: CONTINUING EDUCATION PROCEDURES

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To assist us in the course approval process and track course completion by licensees, please comply the following procedures:

1. Please be sure to use the CE Course Approval Request form. Allow sufficient time for course review, request for approval must be **received by the commissioner's office at minimum of 20 days prior to the date of presentation**. A single copy of the request is sufficient.
2. Notification of a subsequent course presentation is required at least **10** days prior to presentation. This can be done by e-mail or fax.
3. If new course submission is sent via fax or e-mail, **do not** mail an original.
4. For a **classroom/lecture** course, include an **outline showing time per topic**. Power Point prints are not acceptable.
5. For a **self study** course, submit reading material, sample exam and procedures. Do not send tapes, disks, or videos. **Word count** of course content must be included. We use word count to determine credit hours and consider basic, intermediate or advanced level.
6. Issue the Washington approved completion certificate completed in its entirety to the student within **10** days of the completion of the course.
7. **For classroom/lecture courses**, the CE Sign-in/Sign-out Form should be kept as part of your records for the required three year period and is subject to audit at anytime during this period by our office.
8. **FOR ALL COURSES**, the provider must submit the **CE Roster on-line** within **10** days of course completion. A copy of the roster should be kept as part of your records for the required three year period and is subject to audit. You must submit the roster electronically through our website.
9. **All forms are available on our website @ [www.insurance.wa.gov](http://www.insurance.wa.gov). Select the "Agents/Brokers" tab at the middle of the page, select "Licensing & Education Forms"**.

Any questions regarding continuing education should be addressed to:

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