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VIRGINIA INSURANCE CONTINUING EDUCATION COURSE INTRODUCTION STATEMENT

Agents should visit www.VirginiaInsuranceCE.com to view their CE Transcript.

The Provider is required to post your credits within 10 days of course completion.

1. Course category (*check one*):

☐ Company/Agency	■ Non-Company/Non-Agency

2. This course has been approved for how many credits? 4

3. This course has been approved for (*check all that apply*):

■ LH	☐ Public Adjuster	☐ PC	☐ Ethics
☐ TI	☐ Laws and Regulations	☐ OGI	☐ Flood
☐ LTC	☐ Mitigation	☐ LTCP	☐ Annuity Best Interest 4

4. Classroom courses - One credit hour is 50 minutes of continuous instruction or participation. Your attendance will be verified via the sign-in/ sign-out sheet.
5. A certificate of course completion will be provided within 20 days. If a course does not appear on your transcript contact the provider.
6. Agents cannot receive CE credit for the same course in the same renewal cycle regardless of the format.
7. Excess earned Ethics credits may be applied to cover other CE requirements in the current renewal cycle. Any remaining ethics credits may be carried over to the next renewal cycle and applied to the Ethics requirements first and then to other CE requirements.
8. **ONLY** the Virginia Insurance License Number (VLN) or the National Producer Number (NPN) are permitted forms of identification.
9. Agents are expected to give their full attention to this class. Cell / smart phones should be turned off and put away unless being used to register class attendance or to access instructional material. The use of these devices is permitted in the classroom for learning purposes but should not cause a distraction. The volume of these devices should either be completely turned down or muted. Earbuds and headphones are not permitted.
10. This class may be audited.
11. Review the Continuing Education Handbook for complete guidelines at www.VirginiaInsuranceCE.com.

For Self Study Courses:

- Self-study exams do not require a proctor if administered on-line, or at an approved test center. See the handbook for proctor requirements.
- Self-study courses may or may not require an exam for CE credit. Exams must be taken in a manner approved by the Board. Address any questions regarding testing with your course provider.
- Student and Proctor Certifications, when required, must be submitted to the course provider without delay upon completion of the course.

Agents and consultants are required to notify the Virginia Bureau of Insurance within 30 calendar days of any email, address or name change at https://scc.virginia.gov/pages/Online-Services-Information. Those who fail to update their contact information may not receive important notices.

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