



**North Carolina Department of Insurance
Continuing Education Program
Provider Notice (Inactive Providers)**

ABC School of Insurance
ATTN: North Carolina CE Coordinator
123 Main Street
Anytown NC 99999

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December 13, 2007

Beginning January 1, 2008 Prometric will be reviewing provider and course applications, ensuring provider instructor qualification, processing rosters as well as compliance calculation for compliance periods.

Enclosed is a Provider Information Packet that contains the requirements, instructions and forms for the North Carolina Continuing Education Program. These forms must be used for all courses being offered January 1, 2008 and going forward. Both the Packet and this notice will be posted on Prometric's Web site: www.prometric.com.

The records provided to Prometric by the North Carolina Department of Insurance indicate that as of November, 2007 you have not had credits posted for any insurance licensee in calendar years 2006 and 2007.

Because of this, you are being considered an **inactive** provider as specified in 11 NCAC 06A .0813 (e) which states: "As a condition to continued provider approval, providers shall conduct a minimum of one course within the State of North Carolina each calendar year". **Consequently, you may not present any of your existing courses for credit on or after January 1, 2008.**

If you would like to be a North Carolina insurance CE provider in the future, please complete the provider application form in the Packet as well as course application forms with appropriate enclosures and send them with the fee of \$160.00 per course to Prometric.

If you feel that you have already conducted one or more courses for credit during 2006 or 2007, contact Prometric by phone or email immediately. Prometric will also be working with the Department to identify providers currently deemed inactive who have as yet unreported activity in late November or December of 2007. Such providers will be allowed to be active in 2008.

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Below is a timetable of events to make the transition as smooth as possible for all parties concerned.

December 21, 2007	The North Carolina Department of Insurance will stop accepting new course applications and course offering schedules. Any submissions that would not reach the Department before then should be sent to Prometric with the new forms and fees.
December 28, 2007	All pending course applications received by the Department by December 21 will be approved or disapproved. The Department will then extract necessary course, provider and schedule files and send them to Prometric. Any applications sent to Prometric, if approved, will be only for presentations in 2008. Course applications to Prometric must be accompanied by the \$160.00 per course fee.

Roster Submissions

All activity and transactions pertaining to courses completed in 2007 will be handled by the Department. Only rosters for courses completed in 2008 should be sent to Prometric.

Course Categorization

Because the compliance rules are changed for 2008 and beyond, credits for all active courses will be categorized in one of three ways: General, Flood or Ethics. A course will not be approved for more than one category. Course approval notices from Prometric will indicate the type of credit being awarded.

Both the Department and Prometric acknowledge that the regulatory changes and the outsourcing are major undertakings for implementation in a relatively short time frame and that certain temporary measures may be required. For licensees having the short compliance periods early next year, the Department is planning to use reasonable flexibility as it phases in what will be normal monthly activity for license cancellations for noncompliance.

Prometric
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If you have questions: Phone: **866.241.3121**
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Web site: **www.prometric.com**