

## Provider Related Frequently Asked Questions

### Pre-Licensing Education

These frequently asked questions are presented for information purposes only. The intent is to help providers with frequently asked questions regarding the provider application and pre-licensing course approval.

#### **Provider Approval**

##### **1.1 How can I become an approved provider?**

An application must be submitted via SBS. A link to the application can be found at: [https://www.statebasedsystems.com/solar/service\\_org.html#sbsProvider](https://www.statebasedsystems.com/solar/service_org.html#sbsProvider). Complete and submit this form. If you require assistance using this site, please contact SBS at (816) 783-8990 or by email at [sbshelp@naic.org](mailto:sbshelp@naic.org).

##### **1.2 How much does it cost to become a provider?**

The PE provider fee is \$45. You will be charged at time of submission. The fee represents an administrative expense and is therefore non-refundable. Do not send payment to Prometric. Wisconsin governmental bodies, such as universities and technical colleges, are exempt from these fees.

##### **1.3 How long does it take to become an approved PE provider?**

Upon successful completion of the provider application, Prometric will issue an application approval no later than 60 days following the receipt of the completed application, per s. [Ins 26.06 \(3\), Wis. Adm. Code](#).

##### **1.4 What are the main responsibilities of an approved PE Provider?**

An approved provider must comply with all requirements established under [Chapter Ins 26, Wis. Adm. Code](#).

##### **1.5 How long does a PE provider remain approved?**

Prelicensing providers renew August 30th of the next odd numbered year after provider license approval date per s. [Ins 26.06 \(3\), Wis. Adm. Code](#). The renewal date for both prelicensing providers and prelicensing courses are the same.

##### **1.6 Do I need evidence of prior approval or exemption by the Education Approval Board (EAB)?**

No. On July 6, 2011, EAB notified the Office of the Commissioner of Insurance that it will no longer be overseeing and approving insurance prelicensing schools.

#### **Course Requirements and Regulations**

##### **2.1 What is the fee for filing new/renewal course applications?**

The cost is \$9 per credit for the initial course approval. Professional Designation Course applications are \$9.00 per credit hour, not to exceed 8 times the credit hour fee per course.

The fee for course renewals is \$8.75 per hour; not to exceed \$35 for each course renewal. Submit and renew courses online via your SBS account. You will be charged at time of submission. Do not send applications or fees to Prometric. The fee represents an administrative expense and is therefore not refundable.

## **2.2 How long does it take to get a course approval?**

Upon successful completion of the course application, Prometric will issue an application approval decision no later than 60 days of the completed application, per s. [Ins 26.06 \(3\), Wis. Adm. Code](#).

## **2.3 How long does a course remain approved?**

Prelicensing courses renew August 30th of the next odd year after the provider approval date per s. [Ins 26.06 \(3\), Wis. Adm. Code](#). The renewal date for both prelicensing providers and prelicensing courses is the same.

## **2.4 What is the maximum number of credit hours allowed for a course?**

A course must be submitted and approved for 12 hours identified in Chapter Ins 26 as Section B for each of the lines of property, casualty, personal lines P&C, life or accident & health. All courses must be approved as a whole not in combination. Even if the content is the same for Section A (8 hours credit), the provider must submit the information with every course. Maximum credit is 20 credit hours.

## **2.5 What is the equivalent of one credit hour?**

A credit hour means a period of study, included as a part of a course, consisting of no less than 50 minutes of classroom instruction, or 4500 words per credit hour for correspondence, self-study, or online course.

## **2.6 Are self-study courses eligible for approval?**

Yes. Correspondence, self-study, and online courses may be approved if they meet the criteria under s. [Ins 26.06, Wis. Adm. Code](#), and the subsequent courses requirements in appendices 1 to 4, and include a successful completion of a certified proctored examination. The examination must consist of a minimum of 25 questions for section A and 50 questions for section B of each major line of authority. A passing score of 70% or greater is required on each examination.

## **2.7 Do I need to provide a Certificate of Prelicensing Education Certificate upon completion of the course?**

Yes. Each provider must provide an original certificate of prelicensing education to each student upon satisfactory completion of the course. Additional individual certificates must be provided to a student upon request at no additional cost. The certificate must contain the minimum wording and format as prescribed by [Chapter Ins 26, Wis. Adm. Code – Appendix 5](#).

## **2.8 What are the requirements for submission of course completion?**

Providers are required to submit PE course completion rosters electronically within 10 days of course completion via the SBS portal per s. [Ins 26.07 \(2\), Wis. Adm. Code](#).

## **2.9 Is there technical support to assist with SBS's Internet credit banking procedure?**

For support, providers should call SBS at (816) 783-8990 or email your question to [sbshelp@naic.org](mailto:sbshelp@naic.org).

## **Course Offerings**

### **3.1 What are the requirements for listing the course offering?**

All prelicensing providers shall submit their course offerings promptly via the SBS portal in advance of offering an approved course on a date or at a place other than, or in addition to, the date and location provided in the initial request for course approval per s. Ins 26.06 (4), Wis. Adm. Code.

## **Instructors**

### **4.1 Does an instructor need to be approved?**

Yes. The instructor must be experienced and qualified in insurance and satisfy at least one of the requirement established in s. [Ins 26.06 \(2\) \(b\), Wis. Adm. Code](#).

Instructor applications must be submitted separately through SBS. Applications should not be submitted along with a provider or course application.

## **Audits**

### **5.1 Can Wisconsin Prelicensing Education courses be evaluated by auditors?**

Wisconsin does allow for the following types of audits: (1) announced visits, (2) unannounced visits, and (3) review of previously approved course material. These audits are conducted on a continual basis randomly, at OCI's request, or in response to a complaint received. After an audit, you will be notified in writing of the outcome and of any recommendations for improvement.