

**North Carolina Department of Insurance
Continuing Education**

FAQs about Credit for Agent Association Membership

Q. Can CE credit be awarded for membership in an agent association?

A. Yes, but only under certain conditions. In accordance with 11 NCAC 06A.0802 (p), four credits may be awarded per biennial compliance period for active membership and activity, as well as for attending a national meeting on an annual basis (i.e., National Convention or Legislative “Day on the Hill” in Washington, D.C.). The credits are not automatically awarded and not all associations qualify. Currently these organizations may award such credits to members:

Professional Insurance Agents (PIA)
NC Association of Health Underwriters (NCAHU)
National Association of Insurance and Financial Advisors (NAIFA)
Independent Insurance Agents of North Carolina (IIANC)
Surplus Lines Association (NCSLA)
Claims Adjuster Association

Q. How does an association become eligible for its members to receive the CE credit?

A. The professional insurance association shall be approved as a continuing education provider, shall have been in existence for at least five years, and shall have been formed for purposes other than providing continuing education. The professional insurance association shall provide the Commissioner with the association's Articles of Incorporation on file with the N.C. Secretary of State.

Q. If a licensee is a member of more than one association, can credit be received for membership in all associations?

A. Pursuant to 11 NCAC 06A .0802 (p), a licensee may receive no more than four ICECs during the biennial compliance period or two credits annually. If the licensee is a member of multiple associations, the licensee may only receive four credits during the biennial compliance period. The CE credits are applied on a “first come, first served” basis.

Q. Will each organization have to submit the roster under its own course name and course number?

A. No. Prometric will provide the course name and course number. Courses will be created under the provider name “NC Insurance Association”. One course will provide [2 General credit hours](#) annually and another course will provide [4 General credit hours](#) every other year (or biennially).

Q. When should the association file the credits for the licensee?

A. The association should file the credits for the licensee after December 1st and by January 15th **annually**. Please note only 4 CE credits will be granted in any biennial compliance period.

If the association files duplicate credits for a licensee during a licensee’s biennial compliance period (including the pro-rated period) the duplicate credits will not be applied to the licensee’s record. If a licensee is a member of multiple organizations, the licensee should choose one association for filing of the credit because the licensee can only receive a maximum of four credits per biennial compliance period.

If the roster is submitted after January 15th, the roster will be returned to the association. The association may make an appeal to the Department for the late submission of credit.

Q. How should the rosters be submitted – paper or online?

A. Rosters should be submitted to Prometric via paper along with the per person roster fee of \$1.00 per credit hour. The roster submission must clearly indicate that the requested credit hours (**2 General credit hours** annually or **4 General credit hours** biennially) are to be applied towards the current year's association credit. Roster fees can be paid by either a check made payable to **Prometric** or by credit card authorization. Rosters and roster fees should be sent to:

**Prometric
Attn: Continuing Education Administrator
7941 Corporate Drive
Nottingham, MD 21236**

Q. If the State Office of the Association submits a roster to Prometric, what documentation must the association maintain as proof the licensee's membership was active during the biennial compliance period, the licensee attended a national meeting on an annual basis, the licensee attended 50 percent of the regular meeting and the licensee attended a statewide or intrastate regional educational meeting on an annual basis, where the regional meeting covered an area of at least 25 counties of the State?

A. The association should maintain membership records and attendance records for its regular meetings and intrastate regional educational meetings for a three year period to show that the licensee meets these qualifications. The State Office of the Association shall file the credits and attest to the participation of the licensee on a form prescribed the Commissioner based on reports made by the local chapters (if applicable). The roster form for the 2 hour course can be found [here](#). The roster form for the 4 hour course can found [here](#).

Q. What if the association does not hold local meetings but does hold statewide meetings or does not hold a statewide meeting but does hold local meetings? In other words, does the individual have to meet all requirements? i.e. – does he/she have to attend the local meetings and the statewide educational meetings?

A. The credits are awarded based on active membership and participation by the licensee in the association during the biennial compliance period. If the association does not have both state and local meetings, the association may give the member credit as long as the member has participated in the association in one of the following ways:

1. Certify to the Commissioner or Administrator that the licensee attended 50 percent of the regular meetings; **or**
2. Certify to the Commissioner or Administrator that the licensee attended a statewide or intrastate regional educational meeting on an annual basis, where the regional meeting covered an area of at least 25 counties of the State; **or**
3. Certify to the Commissioner or Administrator that the licensee attended a national meeting on an annual basis (i.e., National Convention or Legislative "Day on the Hill" in Washington, D.C.)

The Department requires that the State Office of the Association file the CE credits with the CE Administrator and establish a reporting system with the local chapters (if applicable) for members who should receive the credit.