



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
OFFICE OF FINANCIAL AND INSURANCE SERVICES
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
DAVID C. HOLLISTER, DIRECTOR

LINDA A. WATTERS
COMMISSIONER

DATE: November 10, 2004

TO: Continuing Education Providers

FROM: Sonya W. Dungey, Director
Insurance Licensing and Investigations

SUBJECT: Continuing Education (CE) Provider Renewal Invoice, Annual Information, etc.

RENEWAL INVOICE: Enclosed you will find your annual Provider renewal invoice. Please return the **invoice** with the **payment** to the address on the invoice **by December 31, 2004**, to assure that your provider status is updated correctly and to avoid termination. Courses still expire 2 years from their date of approval even though payment is received to renew your provider status.

CONFIRMATION FORM: Please carefully review the contact name, e-mail address, mailing address, and phone number on the enclosed **Provider Confirmation Form** and return **by December 31, 2004**. Listed are only courses and their effective dates approved on or before October 1, 2004. NOTE: All courses expire 2 years from their effective date. Providers MUST keep at least 1 course active at all times to remain active in Michigan. Failure to do so will result in termination of your provider status.

CE APPLICATION PROCEDURES and COURSE SCHEDULES: CE application procedures are posted to www.michigan.gov/ofis, select Licensing, then Education. All course schedules must be reported electronically on the first of each month and 30 days prior to offering. It is the responsibility of the provider to submit only active courses; Michigan will not verify the status of a course when schedules are submitted.

CREDIT HOURS MUST BE REPORTED WITHIN 30 DAYS OF COURSE COMPLETION: If providers are passing the \$1.00 per credit hour cost on to licensees, it must be passed on at the time the course is purchased. Michigan will no longer allow providers to wait until payment is received or a form is filled out to report the \$1.00 per credit hour.

Course completion is defined as the last day of a classroom program or the date the licensee gets a passing score on the exam. Failure to report the \$1.00 per credit hour within 30 days of course completion will result in violation of Michigan's statute and penalties will be assessed. Disinterested third party affidavits must be received with an exam for self-study courses in order for a passing score to be granted.

If any questions, please do not hesitate to contact Marlene Bukoski at mbukos@michigan.gov or 877-999-6442 or Jim Fryer of Promissor at jim.fryer@promissor.com or 888-204-6253.