



Anthony A. Williams, Mayor

Thomas E. Hampton
Acting Insurance Commissioner

The District of Columbia Rule went into effect May 19, 2000. Producers who are licensed in the District of Columbia must meet the following continuing education (CE) requirements.

An insurance Producer seeking to renew a license must complete at least sixteen (16) credit hours of approved continuing education within the two (2) calendar year period preceding the expiration of the license, (the un-even numbered year). A Producer seeking to renew a license for more than one (1) line of authority shall complete at least twenty-four (24) credit hours of approved continuing education within the two (2) calendar year period preceding the expiration of the license (the un-even numbered year) The Producer must complete six (6) insurance credit hours related to each major line of authority. Three (3) hours of ethics within the biennium are required and are inclusive of the required hours respectively. No more than half a producer's CE requirement may be satisfied through courses sponsored by an insurance company. Licensees receive CE Credit hours from for the number of hours approved for a course only upon successful completion of and approved course.

There is no carry-over of excess CE Credit hours.

Instructors earn (1) hour of CE Credit fore each (1) approved hour of instruction of an approved course.

Biennium ending April 30, of even numbered year:

- All District of Columbia resident producers **must** have all CE Credits accrued and banked by December 31, of the even numbered year in order to renew his/her insurance producer license by the license period ending on April 30 of the even numbered year.
- Providers of CE are required to bank resident producers CE Credits within 30 days after the producer has completed his/her CE class. **Failure to do say will result in revocation or suspension of the Providers CE Program.**

Rules for Filing CE Credits:

- Producers who miss the December 31 filing deadline are subject to late fees and must provide proof of accrued CE Credit hours for the biennium prior to license renewal.
- There is a \$40 CE Filing fee for resident producers in addition to the appropriate license renewal fee every Biennium.

Failure to Comply with Continuing Education:

Failure to comply will result in non-renewal of license and termination of qualifications to act as an insurance producer in the District of Columbia. CE Providers are listed at www.promissor.com.

Continuing Education Credits:

All resident producers who have not accrued the required number of CE credit hours will be notified via mail at the current mailing address on file with DISB. The Producer has sole responsibility for updating address information. Notice of insufficient CE credit hours will be mailed sixty (60) days prior to December 31 of the even numbered year. **Failure to receive notice does not exempt a producer from requirements.**

Non-Resident Producers:

Non-resident producers should meet CE requirements in their resident state.

Exemptions from Continuing Education:

Producers exempt from CE requirement are those who are 65 years of age or older and have been continuously licensed for at least twenty-five (25) years. You must request an exemption ninety-days (90) days prior to expiration of license from DISB by contacting the Compliance Program Specialist for Continuing Education and Prelicensing.

DC Continuing Education credits are not required of producers seeking first renewal of a license granted by an examination, or applicants who have been granted a license during the 2nd year preceding the date the license expires.

Self Study (CE ONLY):

Approved self-study courses are permitted through an approved CE Provider and there must be a supervised examination monitored through a disinterested third party.

Attention Course Providers: To apply, contact DISB's CE Administrator for an application package:

Promissor
METRO-PLEX II
8201 Corporate Drive, #400
Landover, MD 20785
www.promissor.com
1-800-274-2664