



SOUTH CAROLINA DEPARTMENT OF INSURANCE

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South Carolina Department of Insurance Continuing Insurance Education Reminder Notice Licensed Insurance Producers

In accordance with recently adopted changes to South Carolina Code of Regulations 69.50 VI. (H), all Continuing Education (CE) sponsors or instructors are required to provide a copy of this reminder notice to each attendee of a classroom course. The Regulation also requires all correspondence course sponsors to include this notice in all continuing education course material (12 pt. Font Bold). Note: course sponsors must maintain in their records for at least three years certification that a copy of this notice was distributed to each producer subscribing to their respective course.

- Effective with producer renewal in January 2011, the deadline for complying with continuing education in South Carolina is the last day of the producer's month of birth. Producers born in an odd numbered year must comply by the last day of the birth month in an odd numbered year. Producers born in an even numbered year must comply by the last day of the birth month in an even numbered year. Producers who are required to comply in 2011 must complete 12 hours of CE. Three of those 12 hours must be in ethics.
- After 2011, producers must complete 24 hours of continuing education including a minimum of 3 hours of Ethics and pay the biennial recordkeeping fee to the Continuing Education Administrator by the deadline or the producer license will lapse.
- Multi-line (property and casualty and life, accident and health) producers must complete twenty-four hours of CE credits. A minimum of eight (8) credit hours must be completed in each line of authority and a minimum of three (3) credit hours of Ethics.
- Producers with reduced compliance requirements (15 hours) must complete 12 hours in the line of authority held and 3 hours of Ethics. Multi-line producers with reduced compliance requirements (15 hours) must complete 6 hours in each line of authority and 3 hours of ethics. Failure to comply by the last day of the producer's birth month will result in the license being lapsed.
- Up to 18 CE hours in excess of the May 1, 2010 CE compliance period may be carried over and applied to the next compliance period.
- An individual who arrives after the start of a CE class or leaves before the class is over will not receive credit for the continuing education classroom session, regardless of the number of hours completed during the class session. Instructors may deny credit to anyone who is inattentive (reading the newspaper, talking, texting, use of cell phones, etc.).

All licensed resident insurance producers should first check the approved continuing education course list on Prometric's website (www.prometric.com/southcarolina) or contact Prometric at 800-490-6551 before taking a CE course. Courses taken from an unapproved sponsor or instructor will be declined.

Licensed insurance producers can check their continuing education status by calling Prometric at 1-800-490-6551, or by checking your transcript at Prometric's website: <http://www.prometric.com/CE/scceprod>



SOUTH CAROLINA DEPARTMENT OF INSURANCE

SOUTH CAROLINA DEPARTMENT OF INSURANCE - AFFIDAVIT OF EXAM PROCTORING

Please note: This form should be returned to the sponsor/vendor. The sponsor/vendor must keep a copy of this affidavit with a copy of the exam for three (3) years after the exam was completed.

Section I – To be completed by Proctor

I certify under the penalty of perjury that I have verified the identification (including a photo ID and producer license number) of the said producer named below. The producer completed the examination independently and *without the assistance of any course materials, other source materials, advance review of the examination or from any persons*. I certify that the exam answer sheet and all scratch paper given to the examinee were returned and no copy of the examination(s) was/were made by the examinee. I also certify that I mailed/delivered the answer sheet and all other required materials to the vendor within two business days of the exam date. I hereby certify that I have not made or retained copies of any examination or work papers for further distribution.

Further, I certify that I am a Disinterested Third Party and not someone who is: (A) a minor; (B) a relative of the producer; (C) an immediate supervisor/manager of the producer, or (D) a person with an economic or other interest in assuring the successful outcome of the examination.

NOTE: Employment by the same company or working for the same employer does not mean a person has ‘an economic or other direct interest in assuring the successful outcome of the examination.’ For example: a co-employee or co-worker of the producer taking the competency examinations may administer the examination so long as the other requirements of this subparagraph are met and such co-employee or co-worker does not work on a regular basis with the producer in marketing or sales capacity the examinee is not related.

Proctor's Printed Name: _____

Proctor's Business Mailing Address: _____

Day Time Phone Number: _____

Signature of Proctor: _____

Section II – To be completed by Examinee

I certify under the penalty of perjury that I took the examination(s) *independently and without the assistance of any course materials, other source material, advance review of the examination(s), or from any persons*. I did immediately (Within 24 Hours), upon completion of the examination(s) return the exam, and answer sheet and all scratch paper to _____ **(NAME OF CE COURSE SPONSOR)**
No copy of the examination(s) was/were made.

Proctor's Printed Name: _____

Date Exam Taken: _____ Course Title _____

Examinee's Printed Name: _____

Examinee's Signature: _____

Examinee's License Number: _____

Section III – To be completed by Examinee

If you participated in a classroom review session, please answer the following questions:

_____ I did I did not _____ participate in a classroom review session. If so, provide course number _____.

Name of the individual who conducted my review session: _____

Date/time/location of review session: _____

Length of review session: _____

Did you receive your course material at least seven (7) days in advance of the review session? _____ If no, when did you receive the course material? _____