

This Statement must be disseminated at the beginning of ALL CE courses; regardless of the format in which the course is offered.

IT IS YOUR RESPONSIBILITY TO BE CE COMPLIANT, INCLUDING PAYMENT OF ALL FEES. IF YOU CHOOSE TO DELEGATE RESPONSIBILITY FOR KEEPING TRACK OF AND/OR ENSURING YOUR CE COMPLIANCE TO ANOTHER PERSON (SUCH AS AN AGENCY MANAGER, SECRETARY, LICENSING CLERK, COMPLIANCE OFFICER, FELLOW AGENT, FAMILY MEMBER, OR OTHER THIRD PARTY), THE ULTIMATE RESPONSIBILITY FOR NONCOMPLIANCE, AND ANY RESULTING PENALTIES, WILL CONTINUE TO BE YOURS.

1. This course is categorized as [Company/Agency] / **[Non-Company/Non-Agency]** (highlight the relevant type). No more than 75% of your required credits can come from Company/Agency course credits (see page ii of the CE Handbook). Additionally, at least two (2) course credits must come from law and regulations.
2. This course has been approved for \_\_credits, \_\_LH \_\_\_\_PC \_\_\_\_TI \_\_\_\_OGI \_\_\_\_ILR \_\_\_\_LTC \_\_\_\_LTP.
3. Classroom courses – One credit hour is 50 minutes of continuous instruction or participation. Your attendance will be verified via the sign-in/sign-out sheet located with the door monitor. Only students meeting minimum attendance requirements may receive certificates of course completion.
4. Agents cannot receive CE credit for a course taught in alternative formats (a classroom course, online course, video or audio conference, web-conference-based, etc.) if the curriculum is based on the same published materials; this rule applies to any variation of course type. For example, Agents cannot receive CE credit for both a self-study (examination course) and a classroom course based on the same published materials.
5. Excess earned law and regulations (ILR) credits may be applied to cover other CE requirements in the current biennium and any remaining credits may be carried over to the next biennium and applied to either the laws and regulations requirement or other CE references.
6. Agents are not allowed to receive or carry over credit for the same course in the same biennium.
7. ONLY the Virginia Insurance License Number (VLN) and the National Producer Number (NPN) are permitted forms of student identification. Social Security Number, driver's license number, and all other forms of personal identifiers are strictly prohibited.
8. This class may be audited by representatives of Pearson VUE. **Pearson VUE** is a private company who in partnership with Sircon was contracted by the Virginia Insurance Continuing Education Board to administer all facets of the continuing education program for the Board effective with the 2009-2010 biennium.
9. CE credits for this course should be posted to your transcript within 30 days. If your transcript does not reflect this course until 30 days, please contact the sponsor.
10. Agents are expected to give their full attention to this class. All electronic devices should be turned off and put away along with any reading material other than material applicable to this class.

Each agent should review the Virginia Insurance Continuing Education Information Handbook for complete guidelines at [www.virginiainsurancece.com](http://www.virginiainsurancece.com). Copies may also be obtained from Pearson VUE by calling 1-877-234-6093 or by sending an email to: [Virginiainsurancece@pearson.com](mailto:Virginiainsurancece@pearson.com).

NOTE: Agents should visit [www.virginiainsurancece.com](http://www.virginiainsurancece.com) to view updated transcript information and to pay their biennial filing fee of \$15.00.

All continuing education sponsors and instructors must strictly adhere to all relevant Program Requirements and all other standards as set forth in this Sponsor Information Handbook, as may be modified from time to time, and the laws of the Commonwealth of Virginia and regulations of the State Corporation Commission.

## Virginia Student Certification

I do hereby swear and affirm, under oath, that I personally completed this exam without any outside assistance including course material, other source material or assistance from any person(s). I further swear and affirm that I was engaged in the course for at least an amount of time equal to the credit hours prior to taking the examination.

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

\_\_\_\_\_  
Signature (sign in ink only) Date

## Proctor Certification

I swear and affirm that I am over the age of eighteen years; that I am unrelated to the student identified in the Student Certification; that my execution of this certification was subsequent to the student's execution of the Student Certification; and that I personally observed said student during the completion of this examination witnessing that he/she received no outside assistance from any source in completing the examination.

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Address where exam was taken

\_\_\_\_\_  
Date exam was taken Beginning time Ending time

### Type of monitor

(check one)  Corporate Training Dept representative  Supervisor appointed Co-worker  Test administration service

\_\_\_\_\_  
Print name of person administering test Job title of person administering test

\_\_\_\_\_  
Company/agency name Business phone number

\_\_\_\_\_  
Business mailing address

\_\_\_\_\_  
Signature of person administering test (sign in ink only) Date