

## CONTINUING EDUCATION CREDITS

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. 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.

DO NOT FORGET TO SIGN-IN AND SIGN-OUT FOR EACH SESSION  
AND COLLECT YOUR COMPLETION CERTIFICATE.

2. This course has been approved for 3 CE credits (Laws and Regulations).

3. Classroom courses- One credit is 60 minutes of instruction with no more than 10 minutes for a break. 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 both a self-study (examination course) and a classroom course based on the same published materials.

5. Excess earned law and regulations (ILR) credits will first 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 law and regulations requirement or other CE references. See page 10 of the CE Handbook.

6. Agents are not allowed to receive or carry over credit for the same course in the same biennium, but may take the course again and receive credit in a future biennium.

7. This class may be audited by representatives of Pearson VUE.

8. CE credits for this course should be posted to your transcript within 21 days. If your transcript does not reflect this course, please contact the sponsor.

Each agent should review the [Virginia Insurance Continuing Education Information Handbook](#) for complete guidelines, which may be obtained from Pearson VUE by calling 1-877-234-6093 or sending an e-mail to [Promissor\\_ce@pearson.com](mailto:Promissor_ce@pearson.com).

NOTE: Agents should visit [www.virginiainsurancece.com](http://www.virginiainsurancece.com) to view updated transcript information.