



**North Carolina Department of Insurance  
Continuing Education Program  
Provider Notice**

Jane Doe  
ABC School of Ins  
Addr1  
Addr2  
City, State, Zip

November 21, 2007

The North Carolina Department of Insurance, through a competitive bidding process, has selected Prometric (formerly Thomson Prometric) to provide outsourced continuing education (CE) services. Prometric will be reviewing provider and course applications, ensuring provider instructor qualification, processing rosters as well as compliance calculation for compliance periods beginning January 1, 2008 and after.

There will be further notices in the next few weeks with more complete details about the transition. North Carolina Licensee and Provider pages will be established at [www.prometric.com](http://www.prometric.com) and all notices will be posted there as well as mailed. In addition, Prometric will be establishing a toll-free 800 number shortly for CE inquiries for North Carolina.

There are some points to emphasize now that will help providers to deal with the transition:

- Everyone concerned with CE should carefully read the revised compliance period and credit requirements effective January 1, 2008 as detailed on the Department's Web site at [http://www.ncdoi.com/asd/asd\\_LegislativeChanges](http://www.ncdoi.com/asd/asd_LegislativeChanges).
- As part of its contractually required services, Prometric will send a warning notice to licensees who are not yet compliant approximately 120 days before their due date and again around 45 days from their due date.
- For course applications to be approved for January 1, 2008 and after, the fee will be \$165 per course. (The fee consists of the Department's statutory fee of \$100 plus Prometric's processing fee of \$65.) The CE regulation is modified to remove the ceiling on course application fees within a year.
- For roster submissions for completions on January 1, 2008 and after, the fee will be \$1.65 per credit. (The fee consists of the Department's statutory fee of \$1.00 plus Prometric's processing fee of \$.65.)
- The Department will complete all work pertaining to the compliance period ending December 31, 2007. All current requirements and procedures for that period remain in place.

Both the Department and Prometric acknowledge that the regulatory changes and the outsourcing are major undertakings for implementation in a relatively short time frame and that certain temporary measures may be required. For licensees having the short compliance periods early next year, the Department is planning to use reasonable flexibility as it phases in what will be normal monthly activity for license cancellations for noncompliance.

**Prometric**  
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**If you have questions, email us at [pro.ce-services@prometric.com](mailto:pro.ce-services@prometric.com)**