

AGENT SERVICES

To: Insurance Companies/Adjusting Firms

From: Agent Services Division

Date: April 6, 2009

Re: Licensees - Dates of Birth

As your company is most likely aware, our state implemented the biennial continuing education requirement on January 1, 2008. At that time, the CE compliance period for producers and adjusters would be determined based on their birth month and year.

We have sent multiple notices to those licensees whose date of birth is needed in order to calculate their CE compliance. It is critical that your appointed producer/adjusters' licensing records be updated with their date of birth to determine their CE compliance date for license continuation.

Therefore, we are requesting your assistance with obtaining this information and ask that you follow these instructions:

- Please go to our website http://www.ncdoi.com/asd/asd_ce_info_agents.asp
- Click on the Missing Date of Birth Licensee List
- For those individuals identified by your company's name/company number, please send the dates of birth to our mailbox asd@ncdoi.net. Please note you may see the same individual listed several times (for different companies they are appointed with)

We appreciate your cooperation and if you have any questions, please contact Agent Services Division at (919) 807-6800.