



**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-2
Cranston, Rhode Island 02920**

Insurance Division

Continuing Education Course Provider Submission Guidelines

****PLEASE NOTE ALL INCOMPLETE COURSE SUBMISSIONS WILL BE REJECTED****

The following is a list of Continuing Education (“CE”) Course Submission Guidelines that are used by the Property, Casualty, Life, Accident, Health or Sickness CE Advisory Board Members for the review of all courses that are submitted for Rhode Island Resident CE Providers **or** for those Nonresident CE Providers that do have approval in their home state. Providers that do not reside in RI and already have approval in their home state should use the [NAIC Uniform Continuing Education Reciprocity Course Filing Form](#).

All Continuing Education Providers that do not currently hold an active provider-ship in Rhode Island should apply for provider-ship at the following link: https://sbs-ri.naic.org/Lion-Web/jsp/login/ext_provider_login.jsp

Renewal of a Previously Approved Course:

Renewals are not automatic or guaranteed. The Advisory Board may at its discretion deny a course that previously received an approval, or reduce or increase the number of approved hours for the new submission. Course materials must be resubmitted with each renewal. Please note the prior approval number on the submission form where indicated.

Online / Correspondence Courses:

Online and correspondence courses will receive up to four (4) credit hours, which will be doubled to a maximum of eight (8) credits if a supervised exam is required. All course exams must be supervised by an individual of authority (i.e. manager or a training rep) or a disinterested third party.

Advertising:

Vendors should not advertise credits prior to receiving course approval, as the Advisory Board will not be bound by that advertising should fewer, or no, credits be awarded.

Course Content:

Vendor-sponsored courses are expected to educate licensees as guided by the content of the Rhode Island Producer Licensing outline, and those offerings aimed at marketing vendor services will not be approved. Company specific material is not authorized for purposes of continuing education unless the information and/or training is reviewed by the Advisory Board and credits have been awarded. The Board(s) will not approve specific company information that relates to product, but courses relating to Ethics will be considered.

Insurance industry-related ethics courses are eligible for credits

No credits will be allowed for the following:

- Rating
- Sales/Marketing
- Claims (*subject to Committee discretion*)
 - Loss remediation courses will not be considered
 - Loss prevention courses will be considered on a case-by-case basis

Instructor Credit:

Any person teaching or lecturing an approved course shall qualify for the same number of credit hours as the attendees.

Course Submission Fee and Application:

- Complete the appropriate application
- Scan the application and upload to https://sbs-ri.naic.org/Lion-Web/jsp/login/ext_provider_login.jsp along with the course description, outline, agenda/schedule, learning materials and the examination, if applicable. Rhode Island only accepts electronic submissions.
- The fee is \$60 for each course submitted. Payment will be made at the time of submission online using a credit card.

The applications to be submitted are as follows:

1. Residents should submit the [RI Resident Instructions and Application for Course Approval](#)
2. Nonresidents whose course has been approved in their home state should submit the [RI Non-Resident Instructions and Application for Course Approval \(Reciprocal\)](#)
3. Nonresidents whose home state is not reciprocal for purposes of Continuing Education Course Approval should submit the [RI Non-Resident Instructions and Application for Course Approval \(Non-Reciprocal\)](#)

Meetings / Submission & Approval Process:

The Committees meet once a month on a regular basis.

All Continuing Education Course submissions *must* contain **1 copy** of each the following, as applicable:

- Completed Application for RI Approval of Continuing Education Course
- Course Description
- Course Outline
- Agenda / Schedule
- Learning Materials
- Examination
- Course Submission Fee of \$60.00/ea.

Miscellaneous

The Division will forward notification of determination to the Provider once it has been considered by the Advisory Board.

[RI Approved Continuing Education Courses](#) and credit hours are available on the Department's website and any further information should be obtained directly from the approved Course Providers.

Additional information concerning Continuing Education for insurance producers can be found in [Insurance Regulation 40](#).