



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF BUSINESS REGULATION  
INSURANCE DIVISION  
[WWW.DBR.STATE.RI.US](http://WWW.DBR.STATE.RI.US)

To : All Rhode Island Approved Continuing Education Course Providers

From: Joseph Torti III, Associate Director and Superintendent of Insurance

Dated: May 16, 2008

Rhode Island is changing the manner in which the Department accepts submissions for approval of continuing education courses. Effective immediately, all submissions must be made to the Department electronically. The electronic documents should be sent to [cedbr@dbr.state.ri.us](mailto:cedbr@dbr.state.ri.us)

Rhode Island has also adopted a new form for Continuing Education Provider Registration, which is enclosed with this notice. All continuing education providers, whether or not previously registered, must fill out and return this form to [cedbr@dbr.state.ri.us](mailto:cedbr@dbr.state.ri.us). There is no charge for this submission; however, all of the information requested on the form must be provided in order to continue as a Rhode Island approved continuing education course provider.

Finally, Rhode Island participates in the NAIC Reciprocity Program and requests your cooperation in reducing the administrative burden both on you and on the Department with regard to course approval. The registration form requires that each Continuing Education Provider to designate a home state. If your home state is reciprocal with Rhode Island, we expect that you will submit the course as a reciprocal course rather than submitting the course materials. Submission of the course as reciprocal will result in expedited approvals.

If you have any questions concerning this process please contact Cynthia Corry at (401) 462 9609.