

From: Taha, Lori [IID] [mailto:Lori.Taha@iid.iowa.gov]
Sent: Wednesday, December 08, 2010
Subject: Iowa Continuing Education Reminder

To All Iowa Approved Continuing Education Providers:

In order to better assist the Iowa Insurance Producer Licensees, we are requesting your assistance in communicating some special timing associated with the online license renewal processing. These occur on a monthly basis with regards to Iowa Insurance Producer Licensees attempting to complete their CE credits and examinations in lieu of CE credits during the month their licenses are scheduled to expire.

The boxes below contain the language we share and request the producers keep in mind as they plan to complete the CE credits required for processing online license renewals. The challenge we have is that we are only able to provide this information if they contact us for assistance. We are requesting your assistance since the CE Providers are more likely to have the attention of the producers who would most likely benefit from being made aware of the special timing associated with the online license renewal process. Please also note as part of our message, we are requesting Iowa Certificate of Completion forms be sent to the Iowa Insurance Division via email attachment rather than via fax, this is a cost saving measure – if necessary, faxing the forms is acceptable but email attachment is preferred.

Final Credits Being Completed &/or Reported During the Month of License Expiration (Not Recommended)

Once you have picked a course you should be sure to confirm with the CE Provider that they are aware of your **12/31/10 expiration date** and that they will be able to either post your credits by no later than the 22nd &/or issue your Iowa Certificate of Completion form so you can send it to the Iowa Insurance Division (via email attachment to producer.licensing@iid.iowa.gov) for updating your license so the National database is updated by the 29th and then you could hope to renew on the 30th. That would be cutting it close but it could work if technology is working as we hope it will. 3 business days after the last of your credits are posted you should be able to renew through the online processing using NIPR by way of our [web site](#) to access the link for renewal: [Online Resident Licensing](#) – it takes you directly to NIPR, see left side of the page, Resident, below that is Initial License and below that is the link you need to click on: “Renewals” and follow the prompts to complete the renewal process. **IF YOUR LICENSE EXPIRES YOU WILL BE REQUIRED TO PAY A \$100.00 REINSTATEMENT FEE IN ADDITION TO THE \$50.00 RENEWAL FEE.**

Final Credits Being Completed &/or Reported During the Month of License Expiration (Not Recommended)

Once you have picked a course you should be sure to confirm with the CE Provider that they are aware of your **01/31/11 expiration date** and that they will

be able to either post your credits by no later than the 24th &/or issue your Iowa Certificate of Completion form so you can send it to the Iowa Insurance Division (via email attachment to producer.licensing@iid.iowa.gov) for updating your license so the National database is updated by the 27th and then you could hope to renew on the 28th. That would be cutting it close but it could work if technology is working as we hope it will. 3 business days after the last of your credits are posted you should be able to renew through the online processing using NIPR by way of our [web site](#) to access the link for renewal: [Online Resident Licensing](#) – it takes you directly to NIPR, see left side of the page, Resident, below that is Initial License and below that is the link you need to click on: “Renewals” and follow the prompts to complete the renewal process. **IF YOUR LICENSE EXPIRES YOU WILL BE REQUIRED TO PAY A \$100.00 REINSTATEMENT FEE IN ADDITION TO THE \$50.00 RENEWAL FEE.**

Final Credits Being Completed &/or Reported During the Month of License Expiration (Not Recommended)

Once you have picked a course you should be sure to confirm with the CE Provider that they are aware of your **02/28/11 expiration date** and that they will be able to either post your credits by no later than the 21st &/or issue your Iowa Certificate of Completion form so you can send it to the Iowa Insurance Division (via email attachment to producer.licensing@iid.iowa.gov) for updating your license so the National database updating can begin by the 21st, then you could hope to renew on the 25th. That would be cutting it close but it could work if technology is working as we hope it will. 3 business days after the last of your credits are posted you should be able to renew through the online processing using NIPR by way of our [web site](#) to access the link for renewal: [Online Resident Licensing](#) – it takes you directly to NIPR, see left side of the page, Resident, below that is Initial License and below that is the link you need to click on: “Renewals” and follow the prompts to complete the renewal process. **IF YOUR LICENSE EXPIRES YOU WILL BE REQUIRED TO PAY A \$100.00 REINSTATEMENT FEE IN ADDITION TO THE \$50.00 RENEWAL FEE.**

Also regarding the license renewal process, producers may benefit from being reminded of a change which became effective 7/01/2009: **“The Division will no longer mail a paper renewal reminder notice for a producer’s insurance license. On or about the date 60 days before your license expiration date an email message will be sent reminding you of the online renewal process and will include an update as to whether or not your license CE Course Completion credits satisfy the requirements at that time. If you would like to continue to receive a reminder of your license expiration, please send your email address changes to producer.licensing@iid.iowa.gov.”**

In addition to the above request for your assistance, please note regarding Self-Study classified courses, there are now 2 forms available. The revised “Affidavit of Personal Responsibility” and the recently developed “Affidavit of Personal Responsibility for Video Teleconference Classroom Courses” are now both

available on the Pearson Vue [web site page](#) titled: "Iowa Insurance Division". Please discontinue using any prior versions of the Affidavit of Personal Responsibility and use only the form version containing "Stock #1216-13 12/10" noted in the lower right-hand section of the form.

Please also review the attached information and help us to ensure the Insurance Producers are receiving the help they need from us all.

Sincerely,

Lori Taha
CE Coordinator