



# South Carolina Department of Insurance

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## BULLETIN NUMBER 2010-09

To: All Insurers Licensed in the State of South Carolina

From: Scott Richardson, CPCU   
Director,

Subject: Insurer Certification - Producer Continuing Education Requirements

Date: August 4, 2010

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### I. PURPOSE

The purpose of this bulletin is to remind all insurers of the requirements governing producer appointment renewals. As a part of the appointment renewal process, insurers are required by statute to certify that producers appointed with their company have complied with applicable South Carolina continuing insurance education (CE) requirements. Before renewing producer appointments, insurers must forward to the South Carolina Department of Insurance (Department) via electronic transmission (i.e., E-mail) their certification that the insurer has reviewed the CE status report provided by the CE administrator. The license and appointments of all producers that have not met their CE requirements are lapsed and they cannot conduct the business of insurance. The insurer is responsible for ensuring to the Department that they are not conducting business with a producer whose license is lapsed or inactive. **Insurer certifications must be e-mailed to the Department no later than 5:00 p.m. EDT, August 25, 2010.** Insurers can renew appointments from September 1, 2010 through September 30, 2010. Renewals after that date are subject to the penalties set forth in § 38-43-80 (B) (3) (4).

### II. THE APPOINTMENT RENEWAL AND INSURER CERTIFICATION PROCESS

Section 38-43-106 provides in pertinent part, as follows:

The appointment of a producer may not be renewed unless the producer has completed the mandated continuing insurance education requirements during the previous two-year accreditation period. The license of a producer who fails to comply with the provisions of this section shall lapse in accordance with the provisions of Section 38-43-110. **Each insurer is responsible, biennially before renewal, for furnishing to the department certification that its producers meet the continuing insurance education requirements.**

The appointment renewal and certification process is set forth below.

### A. How to Comply

The appointment list provided to insurers at renewal is not a complete listing of all producers who may have held an appointment with your company. Producers whose licenses have lapsed for failure to renew their producer's license or for failure to comply with CE or that may have been revoked or suspended **will not** be included on your renewal list. Before renewing appointments, insurers should compare the listing provided by the Department with its own records, to ensure that it is doing business with producers who are authorized to do so under South Carolina law. **Accepting business from a producer whose license and appointment have lapsed constitutes the unauthorized transaction of insurance business and subjects the insurer to the penalties set forth in Sections § 38-2-10 and § 38-25-10 et seq.**

Insurers with questions about Prometric's producer CE status report should contact Laurie Sadowski, Prometric CE Administrator, at: **800-490-6551**.

### B. Information Required

Name of Insurance Company: \_\_\_\_\_

Producer Division Appointment/Renewal E-mail and Mailing Address:

\_\_\_\_\_

Contact Person's E-mail and Mailing Address for Producer Renewal:

\_\_\_\_\_

Date Certification Completed: \_\_\_\_\_

Number of Producers Not CE Compliant in SC \_\_\_\_\_

Insurance Company's SC License No: \_\_\_\_\_

Name and Telephone Number of the Person Completing Form:

\_\_\_\_\_

### C. Where to Send Certification

Insurer certifications must be transmitted to the following e-mail address:

[sccertification@doi.sc.gov](mailto:sccertification@doi.sc.gov)

### D. Questions

Questions regarding producer continuing education certification should be submitted to the Department's Office of Individual Licensing via e-mail to [agntmail@doi.sc.gov](mailto:agntmail@doi.sc.gov) or by telephone at: (803) 737-6095.

Bulletins are the method by which the Director of Insurance formally communicates with persons and entities regulated by the Department. Bulletins are departmental interpretations of South Carolina insurance laws and regulations and provide guidance on the Department's enforcement approach. Bulletins do not provide legal advice. Readers should consult applicable statutes and regulations or contact an attorney for legal advice or for additional information on the impact of that legislation on their specific situation.