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# Continuing Education Course Reciprocity

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# CE Reciprocity – CE Sharing!

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- Why post on NAHU.org?
  - National Speaker's Bureau – allow all chapters access to quality speakers
  - ***CE SHARING! Why reinvent the wheel?***
    - Many states have developed CE that is appropriate for presentation in other states
    - Courses may only need minimum state-specific revision
    - Allows Individual State Chairs to contact each other and request topics of interest



## CE Reciprocity – CE Sharing!

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- Home state chair will furnish requesting chair(s) details:
  - Course Description
  - Copy of Approval Certificate from Home State
  - Course Outline, with Time Frames
  - PowerPoint Presentation with Notes
  - Letter permitting requesting state to present



## CE Reciprocity - by States

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- Midwest Zone Reciprocity Agreement - provides one member state will accept the CE credit award given to a course by another member state
- All states and DC participate, except: AS, FL, GU, PR, VI
- Does not require any state to accept CE filings that are not otherwise approvable

# CE Reciprocity - by States





# UNIFORM CONTINUING EDUCATION RECIPROCITY COURSE FILING FORM

Please clearly print or type information on this form. Thank you for helping us promptly process your application.

## Provider Information

Provider Name		FEIN # (if applicable)			
Contact Person		E-mail Address of Contact Person			
Phone Number ( ) - ext.	Fax Number ( ) -	Home State	Home State Provider #	Reciprocal State	Reciprocal State Provider #
Mailing Address		City	State	Zip	

## Course Information

Course Title		
Date of Course Offering (if applicable)		
Method of Instruction		National Course
<b>Self – Study (non-contact)</b> <input type="checkbox"/> Correspondence <input type="checkbox"/> On-Line Training (Self-Study) <input type="checkbox"/> Video/Audio/CD/DVD Word Count _____ Difficulty (Circle) Basic    Intermediate    Advanced	<b>Classroom (contact)</b> <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Teleconference <input type="checkbox"/> Other _____	<b>National Insurance Designation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Designation Type: _____ <b>Is this Course Open to the Public?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Examination Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Credit Hours Requested and Course/Hours Decision

Course Concentration	Hrs Requested by Provider		Hrs Approved by Home State		Hrs Approved by Reciprocal State	
	Sales/Mktg	Insurance	Sales/Mktg	Insurance	Sales /Mktg	Insurance
<b>A. Insurance Topics:</b> (Circle Appropriate Course Concentration)						
Life / Health						
Property / Casualty/Personal Lines						
Ethics						
General (Applies to all lines)						
Insurance Laws						
Other (LTC, NFIP, Viatical, Annuities, _____)						
Total Hours						
<b>B. Adjuster Topics (Total Hours)</b>						

## Information Below is for Regulator Use Only

Approval Date		
Course Number assigned		
Course approval expiration date		
Signature of Home State Regulator/Representative <b>OR</b> ATTACH Provider Home State Approval Form		
Signature of Reciprocal State Regulator/Representative <b>OR</b> ATTACH Reciprocal State Approval Form		

See State Matrix for Instruction Sheet and State Specific Fee Schedule



# CE Reciprocity - by States

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- **Filing for approval from a Reciprocal State:**
  - Submit a copy of the application to each of the Reciprocal States where you are seeking credit.
  - On each application, write the Reciprocal State and the provider number assigned to you by that state in the "Reciprocal State" and adjacent "Provider #" fields.
  - Send the CER application, home state approval, if home state issues one, home state chapter "presentation permission letter" a detailed course outline, and the required fee to the reciprocal state.

CER Form may be downloaded at:

[https://www.naic.org/.../committees\\_ex\\_pltf\\_plwg\\_cer\\_form.doc](https://www.naic.org/.../committees_ex_pltf_plwg_cer_form.doc)

# CE Reciprocity – State Filing Matrix

NAIC MEMBER	List of State Specific Course Filing Fees	Filing Requirements and Fees (if applicable) for New Providers - Note: The CER filing process may only be used after the Provider has been filed and approved in the State. This information is in the Guidelines document but Providers are going to NAIC website and are looking for the State requirements for Providers so it would be helpful to have the Provider filing requirements posted on the site as well.	Filing Requirements for Instructors and Instructor Fees - (Only required in those States needing Instructor Information)	Other Comments
Alabama	Initial course filing fee is \$50 per course. There is no renewal fee at this time. For courses.	Initial Provider application fee is \$300. Renewal fee is \$100 each year thereafter to be received by January 1.	Instructors are approved by individual provider, but a detailed writeup is required.	
Alaska	None at this time.	None at this time	None at this time	We are currently reviewing our continuing education regulations to make the necessary changes for Alaska to become compliant with the NAIC CE Uniformity Standards.E3
Arizona	Initial Course Filing Fee: \$60.00 . Renewal Fee* \$60.00. All course applications and fees must be directed to Experior Assessments, Arizona's CE Administrator. *Courses are approved/renewed for a two-year period. For a course approved in another state, a provider may submit a CER course application (with the application/renewal fee) to Experior in lieu of Experior's course application form.	Initial Provider Application Fee: \$250.00. Renewal Fee: \$250.00. A provider application and fee must be submitted to Experior Assessments, Arizona's CE Administrator. Providers are approved/renewed for a five-year term.	Before an instructor is permitted to deliver instruction on behalf of a provider, the provider director must have completed and submitted to Experior Assessments an instructor registration form . The instructor registration need only be completed once for each instructor, and no fee is required.	Experior Assessments is Arizona's CE Administrator. Providers seeking information concerning provider applications, course applications or instructor registrations should consult Experior's web site, at <a href="http://www.experioronline.com">www.experioronline.com</a> .





## CE Reciprocity

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- State Specific CE Filing Matrix:

[https://www.naic.org/cmte\\_d\\_pltf\\_cer.htm](https://www.naic.org/cmte_d_pltf_cer.htm)

Home State CE Filing – Instructions on  
Department of Insurance website;

[https://nahu.org/professional-  
development/state-departments-of-  
insurance](https://nahu.org/professional-development/state-departments-of-insurance)



# NAHU National Office

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