Date: 8/26/16

**NAIC – Continuing Education Classroom Course Recommendations***Adopted by the Producer Licensing (EX) Working Group on May 16, 2016.*

*Adopted by the Producer Licensing (EX) Task Force on August 26, 2016.*

1. The decision whether to use electronic devices for synchronous contact courses should be left to the discretion of the education provider.
2. States that require an education provider to submit notification of a course offering should require it to be provided no more than 10 calendar days in advance of the course offering date.
3. States that require an education provider to give the state notification of a course offering cancellation should require it to be provided no more than 5 calendar days in advance of the course offering date. This requirement does not apply to emergency cancellations due to adverse weather, instructor illness, or other unforeseen events.
4. An education provider should be considered in compliance if the state specified course completion roster reporting timeframes are met as a regular business practice. The state should consider reporting exceptions on a case by case basis and grant allowances to course completion roster reporting timeframes if the delay was due to factors outside of the education providers control or an unusual processing issue.
5. States should establish procedures to audit classroom courses either directly or through a third party vendor. The course should be monitored for appropriate course time, adherence to course content outline, student attention and attendance.
6. State that required an education provider to authenticate identify of attendees should allow them discretions in procedures such as check of government issued photo ID, company issued photo ID, conference ID badge, attestation of company/association representative, etc.

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