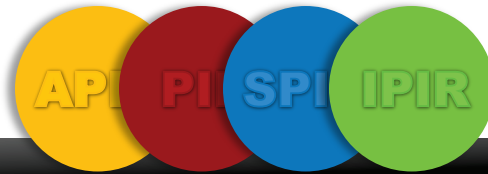


Insurance Regulator Professional Designation Program DRC Pre-Qualification Procedures for Event Sponsors



The NAIC's Insurance Regulator Professional Designation Program

The mission of the Insurance Regulator Professional Designation Program is to establish and uphold structured, rigorous credentialing requirements through which regulators acquire the necessary knowledge, skills, and expertise in the areas of solvency regulation, market conduct regulation, product regulation, and consumer protection. Designees earn NAIC credentials through coursework, experiential learning activities, and examinations. Upon earning their designations, designees are expected to continue their study through continuing education.

Continuing Education Requirements to Maintain ("Renew") an NAIC Designation

Insurance regulation, as a profession, is characterized by technical and diplomatic complexity and evolutionary change. Advancing technology, the globalization of the insurance marketplace, and the delicate balance between the needs for regulatory specialization and uniformity have created a dynamic environment that compels regulators to continuously develop and maintain their knowledge, skills, and abilities. This ongoing development of professional competence involves a program of structured, career-long learning activities.

NAIC's Insurance Regulator Professional Designation Program is intended to promote, foster, and recognize career-long learning among regulators, and in doing so, elevate the profession of insurance regulation. To do that, the NAIC has established a system for quantifying and recording the learning activities of its Designees. This system has established *contact hours* and *credits* as a basis of measurement.

Contact hours:

Fifty (50) minutes of continuous, structured learning activity by means of formal training, coursework, or experiential endeavors that meet NAIC's Minimum Education Standards ("NAIC Standards"). The Standards are delineated elsewhere in this document.

Credits:

One 50-minute contact hour is equal to one (1) Designation Renewal Credit. Half credit increments (equal to 25 minutes) are permitted after the first credit has been earned.

Example

A Designee attends a course that is six and a half clock hours, or 390 clock minutes, in length, not including lunches, breaks, introductions, or wrap ups. Designation Renewal Credits (DRCs) would be calculated as follows:

$$390 \div 50 = 7.5$$

(Credits are rounded down to the nearest half).

For learning activities in which individual segments are less than 50 minutes in length, the sum of the segments should be considered one complete program. Three segments, 30 contact minutes in length, would be added up to equal 90 minutes, divided by 50, for 1.5 DRC.

Pre-Qualifying Learning Events

Designees may earn DRCs by participating in, and completing, a variety of activities, provided those activities meet NAIC’s Minimum Education Standards as set forth in official Designation Program policy documents. The most common means of earning DRCs is through learning events such as courses, webinars, or seminars. Sponsors of these types of events may pre-qualify them through the NAIC by submitting them for formal review. Pre-qualification ensures that Designees will be permitted to earn DRC credit by attending and satisfactorily completing them. Pre-qualification also enables sponsors of learning events to include NAIC-approved verbiage on their event invitations that alerts Designees to the availability of DRCs if they participate.

Event Types that are Eligible for DRC Pre-Qualification

Those events with subject matter that supports, and is aligned with, the NAIC’s mission are eligible for pre-qualification:

The mission of the NAIC is to assist state insurance regulators, individually and collectively, in serving the public interest and achieving the following fundamental insurance regulatory goals in a responsive, efficient, and cost effective manner, consistent with the wishes of its members:

- *Protect the public interest;*
- *Promote competitive markets;*
- *Facilitate the fair and equitable treatment of insurance consumers;*
- *Promote the reliability, solvency, and financial solidity of insurance institutions; and*
- *Support and improve state regulation of insurance.*

Event sponsors can use the following questions to help them assess the eligibility of their programs:

Yes (likely eligible)	No (likely ineligible)	
<input type="checkbox"/>	<input type="checkbox"/>	Is the intent of the event to teach competencies that will enable insurance regulators to regulate more effectively <i>or</i> assist insurance industry professionals in meeting regulatory requirements?
<input type="checkbox"/>	<input type="checkbox"/>	Is the subject matter aligned with NAIC’s mission, as stated above, or in support of an NAIC initiative currently underway?
<input type="checkbox"/>	<input type="checkbox"/>	Has the content been developed and reviewed by qualified experts?

How to Pre-Qualify a Learning Event

1. Begin the process early; the application for pre-qualification must be received at least four weeks prior to the start date of the event. However, the application may be submitted up to six months in advance of the event.
2. Ensure that your event meets the sponsor requirements described in blue under “Standards for DRC-Qualified Learning Event Sponsors” on the following pages; pull together required items such as learning objectives, instructor bios, student handouts, etc. to submit to the NAIC Education & Training Department along with the NAIC Learning Event Pre-Qualification Application.
3. Complete the NAIC Learning Event Pre-Qualification Application form and submit, with supplemental materials and (if applicable) application fee, as directed on the form.

Standards for DRC-Qualified Learning Event Sponsors

- 1.1 Standard: Presence of learning objectives. Qualified learning activities must be based on learning objectives, and those objectives must be provided to students in written form.
- **Requirement for learning event sponsors:** *Learning objectives must be written in behavioral or action terms. Example: "By the end of this webinar, you will be able to list key solvency risks within a company or group." Statements of what a student will "understand," "know," or "appreciate" do not meet this standard, as those terms do not describe an observable behavior or action. Ideally, learning objectives should be stated on event invitations or brochures. Regardless, to meet this standard, learning event sponsors must ensure that learning objectives are presented in a handout distributed to students.*
- 1.2 Evidence of instructional intent. Qualified activities must be designed with the facilitation of learning as its primary goal. If an event's *primary* goal is to elicit sales, obtain market data (through focus groups, for example), or promote networking, it is not eligible for DRCs. Evidence of instructional intent includes text materials or job aids provided to guide the learner in meeting stated learning objectives.
- **Requirement for learning event sponsors:** *Text materials (handouts) or job aids developed expressly for purposes of instruction and conceptual reinforcement must be provided to students either in hardcopy or electronic copy formats. The materials should directly support the event's stated learning objectives. Examples of materials include textual documents, copies of the instructor's slide deck, and infographics or other job aids that were developed specifically for the learning event.*
- 1.3 Interactivity. Qualified activities must contain interactive elements that enable students to engage with the material, the instructor, and/or other students or attendees. These elements may include: quizzes, case studies, practice assignments, small or large group discussions, and question/answer segments, among others.
- **Requirement for learning event sponsors:** *Learning activities must clearly support the event's stated learning objectives. For the objective "By the end of this webinar, you will be able to list key solvency risks within a company or group," an activity or discussion should be included that provides students with an opportunity to list the key solvency risks. For webinars, polling question exercises and Q&A segments are examples of interactivity.*
- **Requirement for sponsors of self-study learning events:** *Quizzes or other self-directed activities that tie directly to the learning objectives must be included.*
- 1.4 Presence of qualified instructors. Students at qualified learning events must have access to instructors who are subject matter experts throughout the duration of those events. Self-study courses are ineligible for DRCs *unless* a) quizzes are incorporated into the program at intervals for review; b) feedback is provided to students after each quiz question; and c) a formal exam is passed with a score of at least 70%.
- **Requirement for sponsors of instructor-led learning events:** *Instructor bios must be included within the materials provided to students. Instructors should also be easily accessible throughout the duration of the learning event. In online course environments, it is not necessary for the instructor to be online at all times; however, he or she should be accessible to the point that student questions can be answered in a timely manner.*
- **Requirement for sponsors of self-study learning events:** *The bios of course developers and content experts must be provided to students. Adequate feedback must be provided to students by way of quizzes and exams.*

- 1.5 Awarding of Certificates of Completion. Qualified learning events must supply students with certificates of satisfactory completion. Students are responsible for obtaining certificates from learning event sponsors.
- **Requirement for learning event sponsors:** *Certificates must include the number of DRCs awarded, as calculated using the formula on page 2 of this document. Please note: Sponsors may not include the NAIC logo on their certificates without express written permission by the NAIC.*
 - **Special requirement for NAIC staff-sponsored learning events:** *Certificates must be issued by the NAIC Education & Training Department.*
- 1.6 Attendance monitoring. Learning event sponsors are expected to employ some type of monitoring mechanism to verify that students are present and actively participating for the duration of the program.
- **Requirement for learning event sponsors:** *Some type of monitoring mechanism must be employed by learning event sponsors to verify that students were present and actively engaged for the duration of the program. Examples of monitoring mechanisms include attendance sheets signed at the beginning and ending of an event, door monitors noting when students leave an event, online activity logs, or the issuance of passwords at random intervals for students to record and submit to the sponsor.*
- 1.7 Uniqueness of the experience. Designees may only earn DRCs for completing specific courses they have not taken, or taught, before.
- 1.8 Investment-oriented subject matter. (Required of IPIR Designees only). Qualifying courses must contain subject matter pertaining to capital markets, portfolio analysis, or other investment-oriented subject matter.

Enforcement of Standards

DRC learning event sponsors are expected to uphold the standards and meet the requirements described above. The NAIC may, in the interest of protecting the integrity of the NAIC Designations, conduct periodic audits of the files designees maintain as part of their regular maintenance requirements, as well as the learning events themselves.

Inclusion of Sponsorship Statement

Sponsors who have successfully pre-qualified their learning events for DRC credits should alert students to the opportunity to earn DRCs by including the following statement on their event invitations or brochures:

Special information for NAIC APIR, PIR, and SPIR Designees

This program has been pre-qualified for Designation Renewal Credits (DRCs). The sponsor of this program has represented that the subject matter of the event has been developed by qualified experts and supports the NAIC's mission. If you currently hold an NAIC designation and are pursuing continuing education credit to maintain it, you may be awarded credits for your participation. To receive your certificate, you must meet the attendance and participation requirements. Requirements include [\[list requirements here. Example: Completion of a post-session evaluation and the accurate and complete recording of all attendance monitoring passwords on that evaluation.\]](#)

Sponsors who have submitted an application for pre-qualification to the NAIC *but have not yet received confirmation that their event is approved* may include the following statement on their event invitations or brochures:

Special information for NAIC APIR, PIR, and SPIR Designees

This program is pending approval from the NAIC for Designation Renewal Credits (DRCs) pre-qualification. If you currently hold an NAIC designation and are pursuing continuing education credit to maintain it, you may be awarded credits for your participation subject to the NAIC's approval. To receive your certificate, you must meet the attendance and participation requirements. Requirements include [\[list requirements here. Example: Completion of a post-session evaluation and the accurate and complete recording of all attendance monitoring passwords on that evaluation.\]](#)

Please note: Should the NAIC find that the program in question has failed to meet the standards set forth in this document, the event sponsor will be notified and instructed to immediately remove the above verbiage from all event invitations, brochures, and marketing materials. If the NAIC finds that the program in question satisfactorily meets the standards set forth in this document, the event sponsor will be notified and instructed to immediately replace the "pending" verbiage above to the pre-qualification verbiage presented at the bottom of page 5.

Learning Event Pre-Qualification Application

To submit your learning event for consideration, please complete this application form, and submit, with supplemental documents, to education@naic.org. Include DRC PRE-QUALIFICATION as your subject line. Applications must be received at least four (4) weeks in advance of the start date of the event. **Date of event:**

Sponsor Firm		Contact Name	Phone
Website		Contact Person's eMail Address	
Street Address	City	State	Zip

Title of Learning Event

Event Description/Major Topics Addressed	Is this part of a larger conference?
	<input type="checkbox"/> No
	<input type="checkbox"/> Yes

Method of Instruction	Subject Matter Type		
<input type="checkbox"/> Live, in-person	<input type="checkbox"/> Solvency regulation	<input type="checkbox"/> Anti-Fraud	<input type="checkbox"/> Other (Describe below):
<input type="checkbox"/> Live, Internet-based (webinar)	<input type="checkbox"/> Market conduct regulation	<input type="checkbox"/> Legislation/Law	
<input type="checkbox"/> Facilitated online course	<input type="checkbox"/> Product regulation	<input type="checkbox"/> General compliance	
<input type="checkbox"/> Self-study	<input type="checkbox"/> Licensing	<input type="checkbox"/> Reporting	

Length of event in minutes, not including breaks or introductions	Number of DRCs requested	Exam cut score (N/A if there is no exam)
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Explanation of how 'successful completion' will be determined (requirements)

Explanation of how attendance will be monitored



Please submit this application, along with supplemental materials described below, to the NAIC Education & Training Department, 1100 Walnut Street, Suite 1500, Kansas City, MO 64106-2197

- Learning event agenda
- Application fee (if applicable)
- Student handouts
- Quiz questions (self-study only)
- Instructor biographies