Continuing Education Requirements

Required Continuing Education Hours

Life and Health Producers

24 CE hours, including 3 hours of ethics/law/regulation, are required every 2 year license term (see license term below). Connecticut has course category restrictions. See CE Subject Requirements below. Producers planning to sell the following products have special training or education requirements as described below:

Line Specific Requirements:
At least 6 hours must be in each line held

Special Training/Education Requirements

Long-Term Care Partnership (LTCP)

Before a producer can market, discuss or sell any Partnership-approved long-term care insurance policy in Connecticut, he or she must have met certain requirements under the state’s Partnership for Long-Term Care Certification Training Program. These requirements are:

- The producer must be licensed as an Accident and Health producer in Connecticut and hold a valid license.
- The producer must meet all of the training requirements under the Partnership’s Certification Training Program.

Long Term Care Partnership

Certification training is available to Accident and Health producers who have a valid license in Connecticut. The Partnership Certification Training is required for both resident and non-resident producers who wish to market Partnership-approved policies.

The Partnership Certification Training program has two components:

1) The first component of the Partnership Certification Program is completion of a Prerequisite Online Course and a passing score on an exam for the Online Course. In order to register for the Prerequisite Online Course a producer must have a valid Connecticut Accident and Health license.

The online course is offered by the following vendors with specifics on the course, including fees and Continuing Education (CE) credit information, available at the links provided below. You can choose from one of the following vendors (these are the only vendors and courses approved to meet the Partnership Prerequisite Online Course requirement):
Once a producer passes the exam for the Prerequisite Online Course they will be provided with a Certificate which will include a Certificate Number that will be needed in order to register for the second component of the Partnership Certification Training program.

2) The second component of the Partnership Certification Training Program is a classroom course conducted by Connecticut Partnership staff. Only producers who have passed the exam for the Prerequisite Online Course and have a valid Certificate Number from the Online Course will be eligible to register for the Partnership classroom training. Details on the Partnership classroom training are provided below. Please note that the deadline to enroll in a Partnership classroom course is 4 PM two days prior to the class date. However, classes may close sooner depending on the number of registrants. Please give yourself enough time to complete the prerequisite online course in order to meet the deadline to enroll in the class.

The only exception to this is if a producer has already been Partnership certified and he or she wishes to take the Partnership Certification Training as a refresher course. Those who are already Partnership certified need only take the Partnership classroom training and are not required to take the Prerequisite Online Course.

Property and Casualty Producers

24 CE hours, including 3 hours of ethics/law/regulation, are required every 2 year license term (see license term below). Connecticut has course category restrictions. See CE Subject Requirements below. Producers must also complete the following special training:

Special Training/Education Requirements

Flood Insurance

All property and casualty producers are required to complete a one-time 3-hour flood training course.

Personal Lines Producers

24 CE hours, including 3 hours of ethics/law/regulation, are required every 2 years. Connecticut has course category restrictions. See CE Subject Requirements below. Producers must also complete the following special training:

Special Training/Education Requirements
Flood Insurance

All personal lines producers are required to complete a one-time 3-hour flood training course.

Roster Fees

A roster fee of $3.75 per course ordered is required to process course completion hours in Connecticut and will be added to the order total upon checkout.

Nonresident CE Requirements

Nonresident producers do not have a CE requirement.

License Term

The license term is 2 years based on the producer’s date of birth. Even birth years renew in even years. Odd birth years renew in odd years.

CE Subject Requirements

- **Category restrictions:** 6 CE hours must be in the license type held and a minimum of 3 CE hours must be in a course approved for ethics, law, or regulation. Remaining credits may be of any combination or type.
- **Course presentation:** Self study
- **Study requirements:** Student should read the course material prior to taking the final exam.

Final Exam Requirements

- **Exam proctor requirements:** Exams are to be monitored by proctors who are a disinterested third party. The proctor may not serve for examinations of: family members, relatives, or dependents; employers or supervisors; employees or subordinates; partners, joint ventures, or co-owners; or anyone in whom the proctor has an economic or other interest in assuring the successful outcome of the examination.
- **Exam rules:** Exams are closed book. Producers may not look at course material while taking the exam. A grade of 70 percent or higher is required to pass.

CE Carryover Allowance

Course hours taken above the requirement cannot be carried over to the next license term.
Course Repetition Rules
Credit will not be given for a course that is repeated within a 2 year license term.

Certificate of Completion
WebCE provides online, printable certificates of completion in Connecticut. Certificates of completion will be available to print online immediately after a final exam is passed. The licensee must keep a copy of each certificate of completion in his or her file for 5 years.

CE Completion Reporting
We report course completions to Sircon every business day.

License Renewal Process
Licensees may renew their license by mail approximately 60 days prior to the license expiration date.

For fee information regarding license renewals CLICK HERE

CE Exemptions
The following producers are exempt from the CE requirements:

- Producers who hold only a surety bail bond license, or a limited lines of authority such as, credit and accident/travel baggage
- Adjusters

Helpful Links
Check your license status
View your CE transcript
Renew your license online
Go to the Connecticut DOI Web site

Sircon Contact Information
Sircon
Phone: 877-876-4430
State Contact Information

Connecticut Department of Insurance
Phone: 860-297-3845
Fax: 860-297-3978
Email: cid.licensing@ct.gov

Mailing Address:
Connecticut Department of Insurance
153 Market St.
Hartford, CT 06103

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