

# STATE OF COLORADO

DEPARTMENT OF REGULATORY AGENCIES

## DIVISION OF INSURANCE

1560 Broadway, Suite 850  
Denver, Colorado 80202



### Bulletin No. B-1.17

#### **Electronic Transmission of Pre-licensure Education Course Completion Required for all Pre-licensing Providers**

##### **I. Background and Purpose**

The purpose of this bulletin is to inform insurance pre-licensing providers that the Division of Insurance and Promissor will no longer accept paper rosters or certificates of completion from pre-licensing providers for completed pre-licensing courses as of September 1, 2007.

Bulletins are the Division's interpretation of existing insurance law or general statements of Division policy. Bulletins themselves establish neither binding norms nor finally determine issues or rights.

##### **II. Applicability and Scope**

This bulletin is intended for all insurance pre-licensing course providers. This bulletin is effective for prelicensing providers on or after September 1, 2007.

##### **III. Division Position**

Existing law and regulation requires pre-licensing education and the procedures for reporting completion of pre-licensing training.

The Division is requiring electronic reporting of completion of pre-licensing courses by pre-licensing providers, in an effort to increase efficiency (delays by use of mail, data entry errors, etc) and increase consumer savings and protections (identity theft – stolen mail in mailboxes).

Pre-licensing education providers must report all course completions within 10 calendar days to the Division via Sircon Compliance Express. Pre-licensing completion certificates must still be provided by the pre-licensing provider to students as required by regulation.

With electronic processing prelicensing course completions can be entered online 24 hours a day, 7 days a week.

All rosters for prelicensing completions shall be input via Sircon's Compliance Express. Promissor will cease processing paper roster on and after September 1, 2007.

Electronic processing of pre-licensing will eliminate invalid school codes, improper use of completion certificates and the problems that arise when students forget their pre-licensing education completion certificates.

If a prelicensing provider does not already have a provider agreement to use Compliance Express, we strongly encourage them to do so immediately. Please email Sircon Corporation at [sircon@sircon.com](mailto:sircon@sircon.com) or call Sircon helpline at 877-876-4430 to request information for using Web-based services through Sircon

Compliance Express. There is no fee to register to use Sircon Compliance Express and Colorado does not have a course-reporting fee.

**VI. For More Information**

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**V. History**

- Originally issued as bulletin 4-07, March 30, 2007.
- Reissued May 8, 2007.
- Reissued June 1, 2007.
- Reissued June 26, 2007.