

July 12, 2017

RE: CONTINUING EDUCATION UPDATE

The South Dakota Department of Labor & Regulation, Division of Insurance is modernizing the administration of the continuing education process for CE providers and instructors. As a subscriber to Vertafore's Compliance Express services, you will be able to do the following tasks electronically.

Course Renewals: Per ARSD 20:06:18:05.03 all active courses will now be required to renew every two years. The first renewals will open on Compliance Express on September 1, 2017 for all active courses that are two years or older as of October 2017. South Dakota's fee will be \$10.00 per course renewal and a Vertafore processing fee of \$3 will apply.

Instructors: Submit instructor applications electronically through Vertafore for approval to teach course categories, not just specific courses. All current instructors will need to submit a new application to update their information and clarify what course categories they want to be eligible to teach. There will be no South Dakota fee for instructor applications but a Vertafore processing fee of \$10 will apply. This will be available on September 1, 2017.

This implementation will mean some changes in the way you do business with us. The Division and Vertafore will host a webinar on August 24 from 1:00 – 2:30 CST to provide you with an opportunity to review the changes, view the electronic capabilities and ask questions. Details about registering for the webinar will be provided at the beginning of August.

For account and service related questions regarding electronic processing through Vertafore's Compliance Express (www.sircon.com) contact Teresa Harris at tharris@vertafore.com. For billing and technical questions, contact Sircon Support at 517-381-3860.

If you are not already a Vertafore Compliance Express subscriber, please go to <http://www.sircon.com/products/education/provider-agreement.html> to access a free online subscription. When you register to use Vertafore services, you will be asked to provide your Federal Employer Identification Number (EIN).