

# PRODUCER LICENSING (P/C & L/H) ADVISORY BOARDS

## Meeting Minutes

Meeting Date: August 12, 2014

**Call to order:** A joint meeting of the **Producer Licensing Life & Health Advisory Board** and the **Producer Licensing Property & Casualty Advisory Board** was held at the Maryland Insurance Administration on **August 12, 2014**. The meeting convened at **10:00am** and was called to order by **Valeria Williams**. Attendance was taken and MIA staff members were introduced. Minutes from the previous meeting held on May 7, 2014 were reviewed. A motion was made by Vicki Understein to adopt and the motion was seconded by Sheila Howard.

## ATTENDANCE

Life/Health Advisory Board		
Last Name	First Name	Present (Yes/No)
Apraku	Vivian	No
Bottoms-Spencer	Jacinta	No
Evans	Thomas	Yes
Frazier	Audrey	Yes
Huber	Cynthia	No
McKenna	Joseph	Yes
Molster	John	No
Riley	James	Yes
Wilson	Venus	Yes
Zeller	Emily	Yes

Property/Casualty Advisory Board		
Last Name	First Name	Present (Yes/No)
Fuller	Loretta	Yes
Howard	Sheila	Yes
Langford	Rebekah	Yes
Micciche	John	No
Mwemba	Mike	No
Passmore	Tina	Yes
Quamina	Courtney	No
Slavin	Scott	Yes
Understein	Vicki	Yes
Wolf	Ben	Yes

### Maryland Insurance Administration Staff Attendees:

Last Name	First Name
Grant	Beverly
Taylor	Shelley

Last Name	First Name
Lawhorn	Katrina
Williams	Valeria

### Meeting Topics and Summaries

Review comments to proposed regulation (COMAR – 31.03.02)
Comments received from Shelley Arnold at IIA were reviewed and discussed. Recommendation was made to add “if applicable” to section 31.03.02.02B)(5)(c) as it pertained to listing the course instructor’s license number on the course completion roster.
Review and discuss CE Online Course Guidelines (SILA/SCEPS)
Guidelines developed by the SILA/SCEPS sub group for review by the NAIC PLWG were reviewed. Request was made to request clarification related to the ability to measure time student has spent logged into a course and whether or not the chapter questions could come from the final exam questions or if they needed to be held separately.
Discuss Exam Review Committees
Valeria Williams notified the group that a tentative date to review the exams had been scheduled for November 12-14, 2014. Volunteers for committees were taken for forward to examination services vendor PSI. Andrea or JoAnn with PSI will contact individual with specific information related to the review process and time/location of ERC meeting.
Any other matters
N/A

At 12:10 a.m. a motion was made by Emily Zeller to adjourn the meeting the motion was seconded by Thomas Evans and the meeting was adjourned.