

# MARYLAND INSURANCE ADMINISTRATION CONTINUING EDUCATION CERTIFICATE OF COURSE COMPLETION

Producer Name:		License Number/NPN:	
<b>This certificate certifies that the individual listed above has successfully completed:</b>			
Course Name:		Course Number:	
Provider Name:		Provider Number:	
Instructor Name:		Instructor License Number (if applicable):	

Course Completion Date:		<b>Please indicate the number of hours of continuing education awarded for each content category below.</b>	
		<b>Course Category</b>	<b>Credit Hours Awarded</b>
Total Hours Of Continuing Education Awarded:			

By signing below, I attest that this course has been approved by the State of Maryland. I also attest that the course has been offered and course completions will be reported in compliance with **COMAR 31.03.02 Insurance Producers-Continuing Education Requirements**.

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Authorized Provider Representative Name                      Authorized Provider Representative Signature                      Date

## Submission of Renewal Applications

- Course completion hours reported to the Maryland Insurance Administration are generally evident on the online licensing system, NIPR ([www.nipr.com](http://www.nipr.com)), 48 hours after submission by the course provider.
- If you are attempting to renew a resident producer license, please note that course providers have 15 days to report your successful completion of a course. If you have taken a course that has not yet been "banked", and your license is 15 days or less from expiration please mail your application, certificate(s) of course completion, and renewal fee directly to the Maryland Insurance Administration prior to your license expiration date to avoid paying the additional \$100 reinstatement fee. The mailing address is:

**Maryland Insurance Administration  
Attn: Producer Licensing  
200 St. Paul Place, Suite 2700  
Baltimore, MD 21202**

## Licensed Insurance Producer Responsibilities

- Producers may not earn hours of continuing education for attending the same course multiple times within the same renewal period. In addition courses completed in a subsequent renewal period may not be taken within 6 months of each other.
- Producers shall maintain a record of course completion for 4 years following the date the course was completed.
- Pursuant to §10-126 of the Insurance Article, Annotated Code of Maryland, the Commissioner may suspend or revoke a license if an insurance producer is found to have knowingly submitted a falsified certificate of course completion.

## Questions

- Questions related to license requirements may be directed to the Maryland Insurance Administration at 1-888-204-6198 or visit [www.insurance.maryland.gov](http://www.insurance.maryland.gov) to view license instructions, FAQ's and to retrieve license applications.
- To view approved providers and courses, continuing education transcripts, and available course offerings please visit [www.sircon.com](http://www.sircon.com).
- To speak with a representative regarding course completions, compliance status, or any other concerns related to continuing education please contact Prometric at 1-800-324-4592 or visit [www.prometric.com](http://www.prometric.com).