

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

Meeting Minutes

Meeting Date: June 14, 2022

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 **June 14, 2022**. The meeting convened at **10:01 am** and was called to order by **Shelley Taylor-Barnes**.

Attendance was taken and MIA staff members were introduced. The covered topics and summaries are listed below.

Life/Health Advisory Board		
Last Name	First Name	Present (Yes/No)
Salamon	Stephen	Yes
Melcher	Lynette	Yes
Carter	Deedra	Yes
Listori	Lucille	Yes
Tegeler	Harvey	Yes
Wilson	Venus	Yes
Moreira	Roy	Yes
Parker	Janet	Yes
Kearney	Stephanie	Yes

Property/Casualty Advisory Board		
Last Name	First Name	Present (Yes/No)
Papa	Michael	Yes
Mattes	Peter	Yes
Micciche	John	Yes
Cropper	Reese	No
Barker	Blakeley	Yes
Klinger	Robert	Yes
Guttman	Benjamin	Yes
Ertel	Michael	No
Zatkowski	Jennifer	Yes
Conner	Sharon	Yes

Maryland Insurance Administration Staff Attendees:

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Shelley Taylor- Barnes, Director of Professional Licensing
Lorelei Brillante, Supervisor of Customer Service / Education Analyst
David Zitterbart Chief Enforcement Officer, Title Unit
Jeff Gross, Chief Enforcement Officer
Arica Cole, Licensing Specialist / Producer Advisory Board Liaison

Meeting Topics and Summaries

Opening Remarks
Director of Producer Licensing, Shelley Taylor-Barnes made a motion to approve the March 8, 2022 meeting minutes. The motion was seconded and the motion passed.
Approved Continuing Education Courses Statistics
Lorelei Brillante presented approved Continuing Education (CE) course statistics provided by our education vendor Prometric. There are nearly 6,000 active CE courses available via class room or self –study settings. Lorelei also demonstrated how to view the list of approved CE providers and courses on the Sicon website.
Monitoring Self-Study course education time
Lorelei defined and discussed a couple of methods used to calculate CE hours – “word count” and “seat time”. She explained that courses are randomly audited to make sure the providers are offering the required amount of instruction associated with the CE hours awarded for course completion.

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Exam Review Workshop

Shelley Taylor-Barnes discussed the Exam Review Workshop (ERW). The Purpose is to review content outline and the bank of questions on the state licensing exam. The ERW will be held in-person at the Maryland Insurance Administration office building from July 12- 13th from 8am -5 pm. Shelley requested volunteers from the Producer Advisory Board to serve as subject matter experts for the ERW. Those who volunteer will receive non-disclosure agreements from Prometric in order to keep the integrity of the test questions.

Upcoming Producer Advisory Board Meeting Dates

September 13, and December 13, 2022.

At 10:47 a.m. a motion was made to adjourn the meeting, seconded and the motion passed. The meeting was adjourned.