



In accordance with recently adopted changes to South Carolina Code of Regulations 69.50 VI. (D), all Continuing Education (CE) providers or instructors are required to provide a copy of this reminder notice to each attendee of a classroom course. The Regulation also requires all correspondence course providers to include this notice in all continuing education course material (12 pt. Font Bold). Note: course providers must maintain in their records for at least three years certification that a copy of this notice was distributed to each producer subscribing to their respective course.

- Effective January 1, 2017, a valid personal and/or business email address is required by law. Please visit [NIPR \(https://pdb.nipr.com/my-nipr/frontend/identify-licensee\)](https://pdb.nipr.com/my-nipr/frontend/identify-licensee) to update your email address. The Department will no longer be mailing hard copy renewal notices to licensees.
- Effective January 2011, the deadline for biennially complying with continuing education and license renewal is the last day of the producer's month of birth. Producers born in an odd numbered year must comply by the last day of the birth month in an odd numbered year. Producers born in an even numbered year must comply by the last day of the birth month in an even numbered year.
- The CE hours must be completed prior to renewing the license on NIPR. You should allow at minimum 72 hours for your CE status to be updated before you will be able to renew your license. If you wait until the last day of your birth month to complete your CE, you will not be able to renew on time and will incur a late renewal penalty.
- Producers must complete 24 general hours of continuing education including a minimum of 3 hours of Ethics by the deadline before they can renew the license online at [NIPR \(www.nipr.com\)](http://www.nipr.com).
- Multi-line (property and casualty and life, accident and health) producers must complete 24 hours of CE credits. A minimum of 8 credit hours must be completed in each line of authority and a minimum of 3 credit hours of Ethics .
- Producers with reduced compliance requirements (15 hours) must complete 12 hours in the line of authority held and 3 hours of Ethics. Multi-line producers with reduced compliance requirements (15 hours) must complete 6 hours in each line of authority and 3 hours of ethics. Failure to comply by the last day of the producer's birth month will result in the license being expired. The law allowing reduced CE compliance was repealed January 1, 2010. This Section applies only to those producers who were granted a reduced CE compliance prior to January 1, 2010.
- Up to 18 CE hours in excess of the CE compliance period may be carried over and applied to the next compliance period; Ethics hours will not carryover.
- An individual who arrives after the start of a CE class or leaves before the class is over will not receive credit for the continuing education classroom session, regardless of the number of hours completed during the class session. Instructors may deny credit to anyone who is inattentive (reading the newspaper, talking, texting, using cell phone, etc .).

All licensed resident insurance producers should first check the approved continuing education course list on SBS's website (www.statebasedsystems.com) before taking a CE course. Courses taken from an unapproved sponsor or instructor will be declined.

Licensed insurance producers can check their continuing education status by going to SBS 's website, www.statebasedsystems.com