

**DEPARTMENT OF INSURANCE**

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**NOTICE**

**TO:** All Education Providers

**DATE:** October 17, 2008

**SUBJECT:** E-Mail Correspondence

One of Commissioner Poizner's 2008 strategic initiatives is to improve services and reduce waste of State resources by eliminating a large volume of paper-based transactions that exists throughout the department. The department is making progress to meet this objective such as with the offering of many education provider online programs available on its website.

To further meet this initiative, in the near future, the Education Section will be changing its method of communicating to education providers from traditional mail to email communication. Specifically, Education Section staff will notify education providers and applicants that wish to become education providers regarding any provider or course deficiencies or approvals by email instead of a written letter that is currently sent via U.S. mail. Using email to communicate with providers will expedite both the education provider and course approval processes.

To ensure that the Education Section has your current e-mail address in order to communicate with you, please email to us with the following information: the provider director's name, the education provider's identification number, two email addresses (one primary and one secondary, if available), and their current telephone number(s), for those instances when telephone communication is necessary, to Richard Guess of the Education Section at [guessr@insurance.ca.gov](mailto:guessr@insurance.ca.gov) on or before Monday, November 3, 2008.

As previously explained, using the email system as our primary communication method will expedite the education providers' renewal and course applications. In addition, new education providers will be given email instructions on how to use the Education Provider Online Programs. Should you have any questions or concerns regarding this notice, you may contact the Education Section at (916) 492-3064.