



RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

NOTICE

TO: Prelicensing and Continuing Education Providers & Other Interested Parties

FROM: Licensing Services Division, Curriculum Review Section

DATE: July 11, 2019

SUBJECT: Update on CDI's Move to Sircon's Enhanced Online Services

On February 4, 2019, we noticed you that the California Department of Insurance (CDI) was moving its licensing services hosted by the department to the enhanced online services provided by Sircon, powered by Vertafore. We are pleased to inform you this transition is scheduled to occur on **Monday, August 19, 2019**. Below is important information related to the roll-out period and an upcoming webinar. Please note that no education provider services will be available from 3:00 p.m. Pacific Time on August 8, 2019 through 5:00 p.m. Pacific Time on August 13, 2019.

The enhanced online services available through Sircon will offer providers of prelicensing education courses (PRE) and continuing education courses (CE) faster online options to submit applications, renewals, completions, and offerings. With the implementation of these enhanced online services offered by Sircon, CDI's Education Provider Online Programs (EPOP) will no longer be available.

Roll-Out Period

- CDI's EPOP will no longer be available to accept online applications starting at 3:00 p.m. Pacific Time on August 8th.
- To allow time for the transfer of data in CDI's current education provider online system to Sircon's enhanced online services, CDI will not be able to accept online or paper submissions after 3:00 p.m. Pacific Time on August 8th through 5:00 p.m. Pacific Time on August 13th.
- CDI will be able to accept paper applications only starting August 14th.
- Providers will be able to begin using the Sircon enhanced online services for online submissions to CDI starting August 19th.

Subscriptions Required for Online Submissions via Sircon

- After CDI's transition to Sircon on August 19th, California education providers who currently use CDI's EPOP services will need to subscribe to Sircon in order to be able to use the online services to submit PRE and CE applications, renewals, completions, and offerings to CDI. Current Sircon education subscribers will automatically have access to the services for California.

- To set up a free subscription, go to <https://www.sircon.com/products/education/index.jsp>
- *Please note that California education providers may continue to submit paper applications and renewals to CDI.*

Fee and Benefit Information

The Sircon enhanced online services will enable California education providers to submit applications, renewals, and completions to CDI online for a fee. Course offering submissions will continue to be free of charge. The Sircon service fees for California education providers will not change with the exception of the per course credit hour, which will increase from \$0.50 to \$0.65. The service fees are as follows:

- \$10.00 – PRE and CE provider and course applications
- \$ 5.00 – PRE and CE provider and course renewals
- \$ 6.00 – PRE course completions
- \$ 0.65 – per course credit hour per individual for CE completion filings

Another great benefit of the transition from CDI's EPOP to Sircon is that Sircon's enhanced online services will also enable providers to upload multiple course offerings. PRE and CE education providers may input and modify course schedules and look up information about their California education provider status, course status, and transaction history free of charge. Providers will receive monthly invoices that include the service costs noted above as well as CDI's education provider and course fees, which are also listed on CDI's Education Provider webpage at <http://www.insurance.ca.gov/0200-industry/0100-education-provider/education-provider-fees.cfm>

Webinar announcement

Vertafore has scheduled a webinar for California education providers to review all of the enhanced services that will be available to them with their California Sircon subscription. The webinar is scheduled for August 8, 2019, at 11:00 a.m. Pacific Time. More information about the webinar and registration will be emailed to all active California education providers on July 16, 2019. We encourage all California education providers to attend Vertafore's webinar to learn about Sircon's enhanced online services.

Contact Information

For Sircon account and subscription set-up or service-related questions regarding electronic processing through Sircon, please contact Sircon Support at (517) 381-3860.

For all other questions, please contact us in the Curriculum Review Section by email at CDI.Education@insurance.ca.gov or by telephone at (916) 492-3064.