

**DEPARTMENT OF INSURANCE**

ADMINISTRATION & LICENSING SERVICES BRANCH  
LICENSING SERVICES DIVISION  
300 CAPITOL MALL, 16<sup>TH</sup> FLOOR  
SACRAMENTO, CA 95814  
(916) 492-3064  
(916) 327-6907 (FAX)  
www.insurance.ca.gov

**NOTICE**

**TO:** Prelicensing Education Providers and Interested Parties

**DATE:** June 27, 2017

**SUBJECT:** Updated 12-Hour Ethics and California Insurance Code Prelicensing Educational Objectives

**Background**

The Curriculum Board, appointed by the California Insurance Commissioner, recently proposed revisions to the 12-Hour Ethics and California Insurance Code Educational Objectives (EOs). Subsequently, the California Department of Insurance (CDI) approved these revised EOs. As you know, education providers must instruct their students according to the directions and content contained in the EOs. The revised EO's are available on CDI's website at <https://www.insurance.ca.gov/0200-industry/0030-seek-pre-lic/0100-requirements/prelicensing-educational-objectives.cfm>

**Instructions for Renewing an Existing Prelicensing Course**

Due to the revisions made to the EOs, prelicensing education providers who have active 12-Hour Ethics and California Insurance Code prelicensing courses are required to submit the following items by the course's **renewal date**: (1) the completed provider course renewal letter; (2) a renewal filing fee of \$37 for each course; (3) the updated course materials; and, (4) a cross referenced document of the EOs that shows where the revised EO topics are covered within the course materials.

**Instructions for Submitting a New Prelicensing Course**

Beginning immediately, education providers submitting a new 12-Hour Ethics and California Insurance Code prelicensing course must submit the following items: (1) a completed Prelicensing/Continuing Education Course Approval Application, Form LIC 446-3 (<https://www.insurance.ca.gov/0200-industry/0040-seek-producer-forms/0200-education-providers/upload/LIC4463Course.pdf>) for each course; (2) a filing fee of \$75 for each course; (3) the applicable checklist items that are stated on the course application; and, (4) a cross referenced document of the EOs that shows where the EO topics are covered within the course materials.

If you have any questions regarding this Notice please e-mail CDI's Producer Licensing Bureau at <https://interactive.web.insurance.ca.gov/pli/servlet/InformationRequest> or you may contact the Licensing Services Division's Education Unit at (916) 492-3064.