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NOTICE

TO: Prelicensing and Continuing Education Providers and Other Interested Parties

FROM: Curriculum Review Section

DATE: February 4, 2019

SUBJECT:

- CDI is Moving to Sircon's Enhanced Online Services
- CDI's Education Provider Online Programs Will No Longer Be Available

The California Department of Insurance (CDI) recently partnered with Vertafore through its Compliance Express services, now known as Sircon, powered by Vertafore, to offer continuing education (CE) providers faster online options to submit their CE course applications, course renewals, course completions, and course offerings. Vertafore's services for California education providers are in addition to CDI's Education Provider Online Programs (EPOP).

Additionally, CDI will be moving to Sircon's enhanced services in the Summer of 2019. At that time, CDI's EPOP services will no longer be available for California CE providers. When the Sircon services are implemented, both prelicensing (PRE) and CE providers will be able to submit their provider and course applications, provider and course renewals, and course completions online through Sircon for a fee. Course offering submissions will continue to be free of charge. A new feature to upload multiple course offerings via a file will also be available.

After the move to Sircon's enhanced services, California CE education providers that currently use CDI's EPOP services will need to subscribe to Sircon services at <https://www.sircon.com/products/education/index.jsp> to take advantage of their services to submit their PRE and CE course applications, course renewals, course completions and course offerings. Current Sircon education subscribers will automatically have access to the services for California.

The service fees for California CE education providers will not change with the exception of the per course credit hour, which will increase from \$.50 to \$.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
- \$.65 - per course credit hour per individual for CE completion filings

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In addition, PRE and CE providers may input and modify course schedules and look up information about their provider status, course status, and transaction history free of charge.

When using Sircon, PRE and CE education providers will receive a monthly invoice that will include the service costs noted above and CDI's education provider and course fees that are listed on the following CDI web page: <https://www.insurance.ca.gov/0200-industry/0100-education-provider/education-provider-fees.cfm>.

Prior to the launch of Sircon's enhanced services and the closing of CDI's EPOP services, Vertafore will schedule webinars for California education providers to review the current and new Sircon services. Please note that the first Sircon webinar is scheduled for March 12, 2019, at 11:00 a.m. Pacific Time. Information about the webinar and registration will be emailed to all active California education providers on February 12, 2019. We encourage all California education providers to attend Vertafore's webinars to learn about Sircon's enhanced services.

Current California education providers that would like to subscribe to Sircon now can go to the following link to set up a free subscription <https://www.sircon.com/products/education/index.jsp>. For account and service related questions regarding electronic processing through Sircon, please contact Sircon Support at (517) 381-3860.

CDI encourages education providers to use the Sircon services to take advantage of faster online options for both the PRE and CE providers to submit course applications, course renewals, and course completions and to upload multiple course offerings via a file. Please note California education providers may continue to submit paper applications and paper renewals to CDI.

Please direct questions to CDI's Curriculum Review Section by email at CDI.Education@insurance.ca.gov or by telephone at (916) 492-3064.