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CALIFORNIA INSURANCE COMMISSIONER

NOTICE

TO: Education Providers and Other Interested Parties
FROM: Curriculum and Licensing Background Bureau
DATE: June 5, 2025
SUBJECT: Accurate Submission of Applications

Background

The California Department of Insurance (Department) is distributing this Notice to Education Providers to advise them of the requirements for accurately submitting information on provider certification and renewal applications stated in California Code of Regulations, Title 10, [section 2188](#).

Provider Certification and Renewal Applications

California Code of Regulations, Title 10, [section 2188\(a\)\(1\)](#) states: Every person desiring to be certified as a provider shall submit to the Commissioner Form [LIC 446-2](#), Form LIC 446-2 shall request information, including but not limited to, the following:

- (A) Provider name, business address, mailing address, and telephone numbers.
- (B) The name, qualifications (experience, professional designations, degrees, licenses held), and email address of the provider director.
- (C) Whether the provider director, or a controlling person of a provider organization, has been convicted of a crime; refused a professional, occupational or vocational license or has had such a license suspended, restricted or revoked by any licensing authority; or been fined or placed on probation by an administrative agency.
- (D) Whether the provider organization has been refused a professional, occupational or vocational license or has had such a license suspended, restricted or revoked by any licensing authority; or been fined or placed on probation by an administrative agency. The provider organization's response shall include only those actions relating to their prelicensing and/or continuing education provider status.

Instructions for Education Providers

As stated above, Education Providers are required to accurately submit all information related to their certification and renewal applications. Noncompliance with these requirements may result in the rescission or non-renewal of a provider's certification pursuant to California Code of Regulations, Title 10, [section 2188\(a\)\(3\)\(F\)](#).

For any questions regarding this Notice please contact the Department's Curriculum Review Section by email at CDI.Education@insurance.ca.gov or by phone at (916) 492-3064.