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CALIFORNIA INSURANCE COMMISSIONER

## NOTICE

**TO:** Education Providers and Interested Parties  
**FROM:** Curriculum and Licensing Background Bureau  
**DATE:** March 21, 2025  
**SUBJECT:** Submission of Provider and Course Renewal Applications

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### Background

The California Department of Insurance (Department) is distributing this Notice to Education Providers to advise them of the requirements for their provider certification renewals and course renewals stated in the [California Code of Regulations, Title 10, section 2188](#).

### Provider Certification Renewal

[California Code of Regulations, Title 10, section 2188\(b\)\(3\)](#) states: "Provider renewal applications shall be received by the Commissioner not less than sixty (60) days prior to the expiration of the provider's status to maintain continuity of certification." Furthermore, as stated in [California Code of Regulations, Title 10, section 2188\(b\)\(4\)](#): "A provider with an expired certification is not permitted to offer any of its approved courses until such time as its active status has been renewed."

### Course Renewal

[California Code of Regulations, Title 10, section 2188.3\(c\) and \(d\)](#) states: "(c) Course renewal applications shall be received by the Commissioner not less than sixty (60) days prior to the expiration of the course's approval to ensure continuity of the approval status" and "(d) No provider shall be permitted to offer, for continuing education or prelicensing credit, a course with an expired status until such time as the active approval status of the course has been renewed."

### Instructions for Education Providers

As stated above, Education Providers must submit their provider certification renewal and course renewal applications to the Department not less than sixty (60) days prior to the expiration date of their provider certifications or course approvals. Continued noncompliance of these requirements may result in the rescission or non-renewal of a provider's certification pursuant to [California Code of Regulations, Title 10, section 2188.9\(b\)\(4\)](#).