



Personal Lines Institute

Location

CITY / STATE: Columbia, SC

DATE: February 28 - March 2, 2018

Date of Birth: / /

Name

(as it appears on your license):

Company Name:

Office Phone: ()

Mailing Address:

Email:

check one: Office Home

City, State, Zip:

Table with Resident State and options for NPN #, License #, State Fee, etc. for various states including Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana.

Table with Resident State and options for NPN #, License #, State Fee, etc. for various states including Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

I understand that in order to receive State CE credit, I must attend this program in its entirety.

Your Signature

Date

To Request Continuing Education Certification:

COMPLETE THE REVERSE SIDE OF THIS FORM AND IF RUSH REQUEST IS REQUIRED, PROVIDE CREDIT CARD INFORMATION (BELOW) or provide payment to your On-site Coordinator.

Certificate Delivery: You can expect your certificate within 10-20 business days from the course completion date. You will receive an email directing you to your **MyPage** where you can print your CE certificate.

CE Credit Rush Request: If you need your CE credits submitted to your state in less than the state deadline requirement, The National Alliance offers Rush Request processing for a \$25 fee. Please allow 2-5 business days from the course completion date for processing. *(Payment required below).*

Late Fee: If you wish not to request CE, please be aware that many states have CE reporting deadlines or penalty fees; therefore, **late reporting may not be allowed.** For information regarding your state, please visit your state's insurance website or call the Continuing Education Department at 800-633-2165. Participants will be responsible for any late fees assessed by the state in addition to a \$20 processing fee.

Non-Resident Licenses: All states have CE requirements and reciprocal agreements. When you satisfy your home state's CE requirements, you are also compliant with your non-resident CE requirement. Please contact the licensing department of your non-resident state(s) to determine the documentation required to renew your non-resident license.

Resident & Adjuster Licenses: Unless you hold an adjuster license, CE certificates are issued for your **resident state only.** Please follow your resident state's instructions regarding certificate handling. If you are an **adjuster**, please indicate on page 2.

State Fees: CE PROCESSING MAY BE DELAYED IF STATE FEES ARE NOT PAID.

I DO NOT need "state" Continuing Education (CE) credit for this course.

(I understand that if I request state credits at a later date, then I am responsible for paying a \$20 late fee request and any state penalty fees.)

Print Name

Signature

Date

Rush Request: \$25 Fee (Please allow 2-5 business days from course completion date for processing.) *For quicker processing please notify the CE Department at cerush@scic.com and include all required documents.*

CE Rush Request

Fee Payment - Credit Card Information: no signature required

American Express

MasterCard

Visa

Discover

Name on Card: _____

Card Number: _____

Expiration Date: _____

Checks: Please see On-site Coordinator for check payment information.

*****Please email all required documents to cerush@scic.com or upload to Licensee "CE Priority only" ftp folder. *****