

WAC 284-17-277 Insurance continuing education records. Insurance continuing education providers must maintain education records and make them available to the commissioner upon request. Records include:

(1) Provider application, program director application, course application, and instructor or content developer resume that the continuing education provider submitted to the commissioner to request course and credit approval;

(2) Course outline, study material, polling questions and exam that the continuing education provider submitted to the commissioner for approval;

(3) Instructor lesson plan for each approved classroom course or webinar course;

(4) Each licensee's registration, payment, attendance, participation and completion documentation;

(5) The ten-day notice of subsequent presentation for each classroom course presented in Washington and all webinar courses;

(6) The attendance register for each classroom course and webinar course;

(7) Start and exit time, chat history, and polling responses for each licensee attending a webinar course;

(8) Completed self-study course exam for each licensee completing a self-study course; and

(9) A copy of the completed certificate of completion issued to each licensee for an approved continuing education course.

[Statutory Authority: RCW 48.02.060, 48.17.005, 48.17.150(1), and 48.01.030. WSR 15-13-061 (Matter No. R 2014-02), § 284-17-277, filed 6/10/15, effective 7/11/15.]