

## Continuing Education Instructions

Upon renewal all Rhode Island resident producers must provide evidence of completion of twenty-four (24) hours of approved continuing education credits. These credits must include three (3) hours of ethics.

- If filing renewal online you will be instructed that you must submit continuing education certificates to the Department to finalize your renewal. Producers should email the certificates to [dbr.inslic@dbr.ri.gov](mailto:dbr.inslic@dbr.ri.gov)
- Producers may not take the same course more than once in a compliance period.
- If you are exempt from Continuing Education you are required to claim the exemption at the time of renewal. This can be done by faxing a statement to 462-9602 or e-mailing a statement to [dbr.inslic@dbr.ri.gov](mailto:dbr.inslic@dbr.ri.gov)
- Producers may “carry over” no more than twelve (12) credits from the prior licensing period.
- Producers are required to maintain copies of their continuing education course certificates and to produce the certificates in the event of an audit by the Department.

Additional information concerning continuing education may be obtained in Insurance Regulation 40 or by calling the Department at 462-9520.

If a producer does not have the capability to email the required information, it may be submitted to the Department by fax to 462-9602.