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**Rules of  
Department of Insurance  
Division 700—Licensing  
Chapter 3—Education Requirements**

<b>Title</b>	<b>Page</b>
<b>20 CSR 700-3.100</b> Prelicensing Education (Rescinded January 30, 2003) .....	3
<b>20 CSR 700-3.200</b> Continuing Education .....	3



**Title 20—DEPARTMENT OF  
INSURANCE**

**Division 700—Licensing  
Chapter 3—Education Requirements**

**20 CSR 700-3.100 Prelicensing Education**  
(Rescinded January 30, 2003)

*AUTHORITY: sections 374.045, RSMo Supp. 1998 and 375.018, RSMo 1994. This rule was previously filed as 4 CSR 190-12.100. Original rule filed Jan. 17, 1986, effective June 28, 1986. Amended: Filed July 5, 1988, effective Nov. 1, 1988. Amended: Filed April 23, 1991, effective Oct. 31, 1991. Amended: Filed April 29, 1994, effective Nov. 30, 1994. Amended: Filed April 23, 1999, effective Nov. 30, 1999. Rescinded: Filed July 12, 2002, effective Jan. 30, 2003.*

**20 CSR 700-3.200 Continuing Education**

*PURPOSE: This rule establishes procedures and forms with regard to the continuing education requirements contained in section 375.020, RSMo.*

(1) As used in this rule, unless the context clearly indicates otherwise, the following terms shall mean:

(A) Approved course—an educational presentation offered in a class, seminar, self-study or other forms of instruction involving insurance fundamentals, insurance related law, insurance policies, claims and coverages or other areas that have been approved by the director as expanding skills and knowledge in the lines of insurance for which the licensee is licensed, but shall not include subject matter relating to prospecting, motivation, sales/marketing techniques, psychology, recruiting, office skills or management training, and subjects not related to the insurance license;

(B) CEC—continuing education credit for licensed insurance producers;

(C) Classroom—an area designated for instructional purposes;

(D) Continuing Education Certificate of Course Completion—a form provided by the director and completed by the authorized provider representative of an approved course which signifies satisfactory completion of the course and reflects the hours of credit earned;

(E) Continuing Education Certification Summary—a form provided by the director and completed by the licensee which documents compliance with the continuing education requirements in section 375.020, RSMo;

(F) Continuing Education Provider Application for Course Approval—a form provided by the director and completed by the course

provider which requests approval of a continuing education course from the director;

(G) Affidavit of Exam Proctor—a form completed by the proctor of an exam taken by the licensee to complete the requirements for credit for a self-study course;

(H) Exam proctor—a disinterested third party of at least eighteen (18) years of age, who has no corporate, employment or personal relationship, or other interest, in the student's performance on the examination;

(I) Teleconference course—a live interactive broadcast that is transmitted via satellite or other electronic means;

(J) Credit hour—constitutes fifty (50) minutes of uninterrupted instruction pertaining to an approved course. Partial hours of credit are not allowed;

(K) Director—the director of the Department of Insurance, or his/her designee;

(L) Licensee—a person who is licensed by the Missouri Department of Insurance (MDI) as an insurance producer;

(M) Local agent group—any group of producers that reside or are domiciled in the state of Missouri and who are members of a recognized producers' association or insurance trade association;

(N) Other profession—a profession, other than that of insurance producer, which is required to be licensed by the state of Missouri, for which the insurance producer is currently licensed, and which requires the licensee to complete a specified number of hours of continuing education requirements in order to maintain his/her license. In order to receive credit, the hours must be insurance or insurance related material; and

(O) Self-study course—any course completed by a licensee using books, audio and/or videotapes, computer programs, Internet rebroadcast of a taped teleconference, or any other medium of instruction, without the presence of an instructor or monitor.

(2) CEC hours may be earned through the following:

(A) Classroom instruction with a maximum credit of sixteen (16) CEC hours per course.

(B) A course leading to a professional designation when the licensee receives a passing grade. Maximum credit is sixteen (16) CEC hours per course. If the licensee does not receive a passing grade, s/he may receive credit pursuant to the requirements of subsection (2)(A); and

(C) Self-Study Courses. The licensee must pass a proctored exam to receive credit. The maximum allowable credit for self-study courses is sixteen (16) CEC hours per course.

1. The credit hours for a self-study course will be determined by the following method:

A. Workbooks or other printed material—Page count of fifteen (15) pages will equal one (1) credit hour;

B. Computer based courses or Internet courses will be calculated as: three (3) screens (750 words) will equal one (1) printed page and forty-five (45) screens will equal one (1) credit hour.

2. The proctored exam must have at least twenty-five (25) questions and the exam will be awarded one (1) credit hour for every twenty-five (25) questions.

3. Open book examinations will not be allowed. The licensee will not be allowed access to books, notes, or any other reference material or information that would give them the answers to the examination questions.

(3) A provider of classroom instruction, a course leading to a professional designation or a self-study course must seek approval from the director by completing the form "Continuing Education Provider Application for Course Approval," which can be accessed at the department's website at [www.insurance.mo.gov](http://www.insurance.mo.gov). The form contains the requirements for obtaining course approval. Incomplete applications that are returned to the applicant for additional information must be resubmitted in their entirety prior to the course presentation date. Credit will not be given to licensees for attending courses prior to the course approval date.

(4) All course providers must furnish the form "Continuing Education Certificate of Course Completion" to any insurance producer who earns CEC hours after completing an approved course. The form contains record keeping requirements for insurance producers and providers. The form can be accessed at the department's website at [www.insurance.mo.gov](http://www.insurance.mo.gov).

(5) Insurance producers must submit the form "Continuing Education Certification Summary" to the director to show compliance with section 375.020, RSMo. The form can be accessed at the department's website at [www.insurance.mo.gov](http://www.insurance.mo.gov).

(6) Producers taking self-study courses must have the exam proctor complete the form "Affidavit of Exam Proctor" to show compliance with section 375.020, RSMo, and return the form to the provider. The form can be accessed at the department's website at [www.insurance.mo.gov](http://www.insurance.mo.gov).



(7) Within thirty (30) days of the date a course is completed by a licensee, providers shall notify the director of the credit hours earned by a licensee in an electronic form as prescribed by the director. Specifications may be obtained by contacting the Licensing Section of the department.

(A) For good cause shown, the director or the director's designee may by written order waive application of the provisions of this section of the rule. The extent of the waiver will be governed by the terms of the written order granting the waiver.

(8) A licensee may not repeat a course for credit during the same renewal period.

(9) Courses that were taken prior to the date of the Missouri license will not be allowable for credit as continuing education. Also, courses taken for a specific line type prior to adding that line will not be allowed for credit.

(10) The department may audit the approved courses or the insurance producer's continuing education records at any time.

(11) Failure of providers to comply with the statute or regulation may result in revocation of the courses and/or corrective action against the provider.

(12) Reporting Period.

(A) All resident insurance producers must file the Continuing Education Certification Summary listing the completed courses approved by the Missouri Department of Insurance.

(B) All nonresident insurance producers must file a current and original certification letter showing compliance with continuing education requirements in their resident state. If the individual is a resident of a state that participates in Producer Data Base (PDB), a letter of certification is not required. Nonresident producers who reside in a state that does not require continuing education must complete continuing education courses approved by the Missouri Department of Insurance, and must list completed courses on the Continuing Education Certification Summary.

(C) Resident and nonresident producers must show proof of compliance with the continuing education requirements at the time of their biennial license renewal.

(13) Any life insurance producer claiming an exemption from the continuing education requirements under section 375.020.9, RSMo must file a "Continuing Education Exemption Certification" form with the

director at the time of his/her biennial license renewal. The "Continuing Education Exemption Certification" form can be accessed at the department's website at [www.insurance.mo.gov](http://www.insurance.mo.gov).

*AUTHORITY: section 374.045, RSMo 2000. \* This rule was previously filed as 4 CSR 190-12.130. Original rule filed Aug. 8, 1989, effective Nov. 13, 1989. Amended: Filed Sept. 19, 1990, effective March 14, 1991. Amended: Filed Aug. 15, 1991, effective Jan. 13, 1992. Amended: Filed Nov. 24, 1992, effective June 7, 1993. Amended: Filed March 15, 1993, effective Sept. 9, 1993. Amended: Filed April 19, 1993, effective Nov. 8, 1993. Amended: Filed Dec. 1, 1997, effective June 30, 1998. Amended: Filed Aug. 29, 2003, effective Feb. 29, 2004.*

*\*Original authority: 374.045, RSMo 1967, amended 1993, 1995.*