



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES
LANSING

ANITA G. FOX
DIRECTOR

Continuing Education Class Announcements/Protocol

At every classroom or speech/seminar each instructor or Provider Designated Person or Provider on-site representative shall be required, prior to the commencement of instruction, to read the following statements:

One credit is 50 minutes of instruction with no more than 10 minutes for a break. Fractional credits will not be awarded. Registration, coffee and lunch breaks, or social hours do not qualify for CE credit.

A student that arrives 10 or more minutes late or departs early will not receive CE credit.

All classroom courses must have attendance verified through a sign-in/sign-out sheet with a door monitor. Only students meeting minimum attendance requirements may receive Certificates of Completion.

Students must provide their name, address, license number (not SSN), time-in and time out. Reminders are given by the instructor to sign the attendance forms.

Providers must give Certificates of Completion to all individuals who complete the requirements of a CE course.

Providers should make students aware that licensees cannot receive CE credit for both a self-study (examination) course and a classroom course based on the same published materials.

Providers should make students aware that licensees are not allowed to receive or carry over credit for the same course in the same review period.

No conduct of insurance or other business by any means whatsoever or the reading of newspapers or publications unrelated to the courses may occur during the instructional period. Use of electronic devices is determined by the education provider. All electronic device ringers or sound effects should be turned off at the start of class. Emails, voice messages, etc. may be checked during breaks or lunch.

To facilitate learning, all students taking the course must be attentive and respectful to instructors and fellow students. ACTIVE participation is required.

Representatives of PSI and members of DIFS and/or its designees, may audit classroom courses, course materials, instructors' presentations, and course records. Audits will be conducted in a manner that will minimize disruptions.