



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES
LANSING

PATRICK M. MCPHARLIN
DIRECTOR

Memorandum

DATE: October 24, 2017
TO: Resident Individual Producers and Solicitors
FROM: Michele Riddering, Manager – Insurance Licensing Section
SUBJECT: Continuing Education (CE) Warning Notices

Effective January 1, 2018, Continuing Education (CE) Warning notifications will no longer be sent through the US Postal Service.

The purpose of this notice is to inform licensed Michigan Resident Producers and Solicitors required to complete CE credits of an important change in the CE warning notification process.

Ninety days prior to a licensee's CE review date, a CE warning notification is emailed to the Business Email address on the license record of licensees who have not yet completed all required CE coursework.

If a licensee does not have a current email address in our database, we will be unable to provide CE warning notifications. It is the responsibility of the licensee to update email and mailing addresses per Section 1238(1) of the Michigan Insurance Code, [MCL 500.1238\(1\)](#).

Email and mailing addresses may be updated using the Contact Change Request (CCR) page on the [NIPR website](#). Please log in to NIPR to review your address information and make any necessary changes.

Detailed information about maintaining and updating your address information is available on the DIFS [Address Changes](#) web page.

Please contact us at 877-999-6442 or DIFS-Licensing@michigan.gov with any questions.