

## CLASSROOM TO WEBINAR DELIVERY

1. *Is it possible to change an already-approved CE classroom course to offer the course as a webinar?*

Yes. The course can be changed to a webinar, but it will not be converted back to a classroom course.

- a. Providers must submit the following via email to [miinsurance@psiexams.com](mailto:miinsurance@psiexams.com) along with a written request to change the approved CE classroom course to a webinar:
  - i. Copy of Certificate of Registration for classroom course which is being requested for webinar delivery
  - ii. Requirements or procedures verifying compliance with the web-based CE course guidelines
    1. Procedure for conducting course in real time in all locations
    2. Procedure for verifying identity and license number of participants
    3. Procedure for verifying attendance, sign-in/out and maintenance of attendance records
    4. Participant affidavits verifying identity and participation (include a sample affidavit)
    5. Describe the software or provider used for delivering web-based program
    6. Policy for use of polling questions and/or attendance verification codes
    7. Policy for identifying inactive participants
    8. Policy for deeming a participant inactive and denying course credit
    9. Procedure to allow participants the ability to ask/answer questions during the course
    10. Guidelines for course participation and distribution to participants
- b. Providers who would like the option to offer the course as a classroom course and webinar course will need to submit the following in an email to [miinsurance@psiexams.com](mailto:miinsurance@psiexams.com):
  - i. Application
  - ii. Documentation
  - iii. Fee

## **SUBMISSION OF PAYMENTS**

2. *Is there an option to submit payments by means other than checks?*
  - a. As of May 13, 2020, DIFS has made electronic payments available for the payment of CE Provider and Course applications. PSI will create an invoice and email it to the Provider upon receipt of a provider or course application.

## **DISINTERESTED THIRTY-PARTY PROCTORING**

3. *Will there be any changes to disinterested third-party proctor affidavits confirming the completion of an online CE course, for the state of Michigan?*
  - a. Yes.
    - i. Until further notice, Michigan will allow CE Providers to accept self-attestation of the completion of CE final exams for online CE courses.

## **REPORTING DEADLINES**

4. Will reporting deadlines be extended?
  - a. No. Per the Michigan Insurance Code PA 218 of 1956, Section 1204c(8) [MCL 500.1204c\(8\)](#), allows a CE provider 30 days to report successful completion of an approved program of study. If a CE provider is experiencing difficulty in meeting the reporting deadline, please contact DIFS at [difs-licensing@michigan.gov](mailto:difs-licensing@michigan.gov). Please place "Education Inquiry" in the subject line.

## **ADDITIONAL QUESTIONS**

5. Is there any kind of mandatory shut down of CE classes from your office due to COVID-19?
  - a. There is no mandatory shut down of classroom course delivery. Education providers should follow the direction of Governor Whitmer. The limitations put in place by the Governor are changing as the Coronavirus spreads. Please see the following resource for the most up-to-date information: Michigan: [www.michigan.gov/coronavirus/](http://www.michigan.gov/coronavirus/)
6. Are there any guidelines for CE Providers?
  - a. DIFS will work diligently to update this listing of frequently asked questions (FAQs), which will provide interim guidance during this time.

You can also stay informed on the state's response to COVID-19 by regularly visiting [Michigan.gov/Coronavirus](http://Michigan.gov/Coronavirus) and [CDC.gov/Coronavirus](http://CDC.gov/Coronavirus).