



## How to Get Your Continuing Education Credit at the 55<sup>th</sup> Annual NAEPC Advanced Estate Planning Strategies Conference

*Please read this document thoroughly and keep a copy for your records.*

### Types of Credit Available ·

insurance  
legal

accounting  
banking (CTFA)

CFP®  
AEP®

PACE  
Enrolled Agent

### Important Notes ·

- **Insurance Credit:** In order to earn ANY insurance credit, **you must attend every CE session for 3 days**. There is no partial credit for insurance. If you miss one session, you will not receive any insurance credit. Insurance credit is not available for single-day sessions.
- **Legal, Accounting, Banking, CFP®, AEP®, and PACE Credit:** You will receive credit for every CE presentation you attend.
- NAEPC works with the Society of FSP to administer credit for the Annual Conference and with ConferenceAdit for online tracking of credit.



### Schedule of Continuing Education Sessions ·

Wednesday · 8:30 am - 5:00 pm

Thursday · 8:30 am - 4:05 pm

Friday · 8:45 am - 12:10 pm

### Frequently Asked Questions ·

How do I register to receive credit? There are two ways to register to receive credit 1) paperless online tracking, which is recommended, or 2) paper form tracking. Learn more about each on the next page of this document.

Do I need to do anything in advance of arriving at the conference? Yes, pre-registration is requested. Instructions are found on the next page.

What should I do if I need help during the conference? Please visit the Continuing Education / ConferenceAdit helpdesk immediately to have your questions answered.

How much credit can I possibly get at this meeting? You can earn up to 17 hours of credit, depending on what type of credit you are requesting (example: insurance, legal, accounting), your home state and how many sessions you attend. You can monitor approval status at [https://national.societyoffsp.org/page/ce\\_naepc\\_index](https://national.societyoffsp.org/page/ce_naepc_index).

I am using paper form tracking – where do I get my form? You will receive a form when you enter the room for the first CE session of each day and will return it to a staff member at the end of each day. There is one form per day.

What if I can't go to every session? If you need insurance credit, you will not be able to get any credit for the entire program – there is no partial credit. You can earn partial credit for all the other disciplines.

What if I forget to get my paper form stamped when I leave the session or forget to sign out using the online pin – can I get it stamped or check out later that day or the next day? No. You must have your form stamped as you leave the session. The staff will make every effort to make sure you get stamped, but it is your responsibility to remember to take your form to get stamped before and after each CE session or to check out with the pin.

How soon will I get my certificates? Your CE certificates will be emailed within approximately 30 days of the conclusion of the program to the email address you provided on your paper attendance form or at the time of conference registration. Credits will be reported to the appropriate jurisdiction before the certificates are emailed to you. The certificate will be emailed from "NetStudy Processing" using the subject line "Your NAEPC Annual Conference Certificate of Completion (on behalf of Society of Financial Service Professionals)". *Paper copies will not be mailed.*

NAEPC assumes no responsibility for attendees who fail to properly track and/or report their attendance for the event.  
Direct questions to the Continuing Education / ConferenceAdit help desk **during the conference**.

## Pre-Conference and On-Site Instructions for Continuing Education Credit ·

### Pre-Conference Preparation for All Attendees ·

Regardless of the tracking method you choose, all attendees must register prior to the first session. To do so:

- 1) Visit [www.conferenceadit.com/NAEPC](http://www.conferenceadit.com/NAEPC) using pin 110508.
- 2) Under the “Courses” tab, enroll for CE by adding the email address and zip code used to register for the conference.
- 3) Click on the “Profile” icon in the top right corner and review the information for accuracy.
- 4) Go to “Your Designations” and click “Edit”
- 5) Select the designations or degrees that apply to you, verify the ID numbers provided at the time of registration or enter your ID numbers for each designation or discipline as instructed, and click “Save”
  - ✓ For insurance and legal credit, please include the 2-letter state abbreviation in front of your National Producer Number (NPN), license number, or Attorney Bar number for CLE (Example: NY1234567). If you have multiple states, please separate each entry by a comma (Example: NY1234567, NJ1234567)
  - ✓ **If you require insurance credit in the states of Virginia or South Carolina**, you must go to the “Content” tab to review the required notices (filename: VA and SC Disclosures Review, last document/entry on the “Courses” page). Jot down the PIN number found at the bottom right of the specific state disclosure. Next go to the “Courses” page and select “VA and SC Disclosures Review” (last document on the page), review the statement, select “Check Out” and use the pin you previously jotted down to affirm that you read and understand the notices. Successful completion of this step will be indicated by a gold checkmark on the “Courses” page.

*Note that credit cannot be granted if this step is overlooked.*

### On-Site Tracking Option #1 · Online by ConferenceAdit



**During the Conference:** Attendees must:

- 1) Have completed the pre-conference instructions above.
- 2) Use a mobile phone, tablet, or laptop to visit [www.conferenceadit.com/NAEPC](http://www.conferenceadit.com/NAEPC).
- 3) Under the “Courses” tab, enter your email address and the zip code you used to register for the conference.

For **Each Session** during the conference you **MUST**:

- 1) Under the “Courses” and find the name of the session
- 2) Check-in at the beginning of the course by selecting the **green** hat and using the pin provided on the CE Pin sign or by the speaker or the person who offered the speaker’s introduction
- 3) Check-out at the conclusion of the course by selecting the **red** hat and using the pin provided on the CE Pin sign or by the speaker or the person who offers the session’s closing remarks.
- 4) Press the “Submit” button to record your attendance and affirm that “I have attended the course in its entirety to receive the CE credit specified by this course” and submit.

- You must check in and out for **EACH SESSION**.
- You must check in for each session within 10 minutes after the program begins.
- You must check out for each session immediately at its conclusion.
- The ability to check in and out of sessions will be disabled 10 minutes after the program begins and at its conclusion.
- Meeting rooms will be monitored.



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## On-Site Option #2 · Paper Form

Please ensure that you have completed the pre-registration as noted above. You will be handed a Proof of Attendance Form as you enter the room at the beginning of the program for each day. It will be stamped IN. Complete the form - it must have your signature on it. Have your form stamped OUT at each break and bring it with you to the next session to be stamped IN. When the day is over, your form will be stamped OUT and collected. Keep the bottom portion until you receive your certificate(s) via email.

- **You will not be stamped IN if you arrive 10 minutes after the program begins.**
- We will stamp OUT only when the program is over. Q&A is part of the CE program and there is no CE credit if you leave early.
- Do not leave until you are stamped out. If you leave and do not have your form stamped out, you will not receive credit for that session or the entire program if you need insurance credit.
- If you do not have a required license number, hand in your form anyway. You should FAX the missing information to: Society of FSP Accreditation Dept. 610-359-8115 immediately after the program (the FAX number is also on the bottom of the form which you keep). If your license number is not received by your state's required deadline, your attendance cannot be reported.
- Do not keep the top of the form. FSP must have the original forms to process your credit.
- Those requesting insurance credit in South Carolina or Virginia must read your state's notice and initial the affirmation on your Proof of Attendance form. The notice can be found as Addendum A to this document.
- Meeting rooms will be monitored.



## Important Note about Attendance Tracking ·



**Attendance tracking is required for those who wish to receive continuing education credit for the conference.**

NAEPC will not issue a certificate of completion or course number to attendees who have not tracked their session attendance on-site using one of the two available methods. Please speak to a conference CE Proctor if you have any questions about attendance tracking or the requirements to receive continuing education credit.

# ADDENDUM A -

If you live in South Carolina or Virginia and require insurance credit, you must read your state's notice and initial the affirmation on your Proof of Attendance form if you are doing paper form tracking. Those using the online tracking method should follow the instructions found on page two.

## SOUTH CAROLINA

In accordance with recently adopted changes to South Carolina Code of Regulations 69.50 VI. (D), all Continuing Education (CE) sponsors or instructors are required to provide a copy of this reminder notice to each attendee of a classroom course. The Regulation also requires all correspondence course sponsors to include this notice in all continuing education course material (12 pt. Font Bold). Note: course sponsors must maintain in their records for at least three years certification that a copy of this notice was distributed to each producer subscribing to their respective course.

- **Effective January 2011, the deadline for biennially complying with continuing education and license renewal is the last day of the producer's month of birth. Producers born in an odd numbered year must comply by the last day of the birth month in an odd numbered year. Producers born in an even numbered year must comply by the last day of the birth month in an even numbered year.**
- **Producers must renew the license, complete 24 hours of continuing education including a minimum of 3 hours of Ethics, and pay the biennial recordkeeping fee to the Continuing Education Administrator by the deadline or the producer license will lapse.**
- **Multi-line (property and casualty and life, accident and health) producers must complete twenty-four hours of CE credits. A minimum of eight (8) credit hours must be completed in each line of authority and a minimum of three (3) credit hours of Ethics.**
- **Producers with reduced compliance requirements (15 hours) must complete 12 hours in the line of authority held and 3 hours of Ethics. Multi-line producers with reduced compliance requirements (15 hours) must complete 6 hours in each line of authority and 3 hours of ethics. Failure to comply by the last day of the producer's birth month will result in the license being lapsed.**
- **Up to 18 CE hours in excess of the CE compliance period may be carried over and applied to the next compliance period. (The law allowing reduced CE compliance was repealed January 1, 2010. This Section applies only to those producers who were granted a reduced CE compliance prior to January 1, 2010.)**
- **An individual who arrives after the start of a CE class or leaves before the class is over will not receive credit for the continuing education classroom session, regardless of the number of hours completed during the class session. Instructors may deny credit to anyone who is inattentive (reading the newspaper, talking, texting, using cell phone, etc.).**

All licensed resident insurance producers should first check the approved continuing education course list on Prometric's website ([www.prometric.com/southcarolina](http://www.prometric.com/southcarolina)) or contact Prometric at 800-490-6551 before taking a CE course. Courses taken from an unapproved sponsor or instructor will be declined.

Licensed insurance producers can check their continuing education status by calling Prometric at 1-800-490-6551, or by checking their transcript at Prometric's website: <http://www.prometric.com/CE/scceprod>

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## VIRGINIA INSURANCE CONTINUING EDUCATION COURSE INTRODUCTION STATEMENT

This Statement must be disseminated at the beginning of ALL Continuing Education ("CE") courses, regardless of the format in which the course is offered.

IT IS YOUR RESPONSIBILITY TO BE CE COMPLIANT. This includes the PAYMENT OF ALL Program Fees at [www.VirginiaInsuranceCE.com](http://www.VirginiaInsuranceCE.com). If you choose to DELEGATE RESPONSIBILITY FOR TRACKING AND/OR ENSURING YOUR CE COMPLIANCE to ANY OTHER PERSON (such as an AGENCY MANAGER, SECRETARY, LICENSING CLERK, COMPLIANCE OFFICER, FELLOW AGENT, FAMILY MEMBER, or ANY OTHER THIRD PARTY), THE ULTIMATE RESPONSIBILITY FOR NONCOMPLIANCE, and ANY RESULTING PENALTIES, WILL CONTINUE TO BE YOURS.

**NOTE:** Agents should visit [www.VirginiaInsuranceCE.com](http://www.VirginiaInsuranceCE.com) to view their CE credits for the current biennium and compliance status (CE transcript) information and to **pay their biennial nonrefundable continuance fee of \$20.00** due by November 30, 2018.

1. This course is categorized as [Company/Agency] / [Non-Company/Non-Agency] (highlight the relevant type). No more than 75% of your required credits can come from Company/Agency course credits (see inside front cover of handbook). Additionally, at least three (3) course credits must be earned for Ethics (which include Law and Regulations except for Public Adjusters who must have 3 hours of ethics).
2. This course has been approved for 17 credits, LH \_\_\_\_ PC \_\_\_\_ TI \_\_\_\_ OGI 16 LTC \_\_\_\_ Partnership \_\_\_\_ Flood \_\_\_\_ Public Adjuster \_\_\_\_ Law and Regulations 1 Ethics \_\_\_\_ Mitigation \_\_\_\_ Annuity Suitability \_\_\_\_
3. Classroom courses - One credit hour is 50 minutes of continuous instruction or participation. Your attendance will be verified via the sign-in/ sign-out sheet located with the door monitor. Only students meeting minimum attendance requirements may receive certificates of course completion.
4. Agents cannot receive CE credit for a course taught in alternative formats (e.g. a classroom course and online course) if the curriculum is based on the same published materials. This rule applies to any variation of course type. It is both your and the provider's responsibility to ensure that you are not enrolled in two or more courses based on the same published materials. The same course offered by two different providers is still considered one course and duplicate credits will not be given.
5. Excess earned Ethics credits may be applied to cover other CE requirements in the current biennium. Any remaining ethics credits may be carried over to the next biennium and applied to the Ethics requirements first and then to other CE requirements.
6. Agents are not allowed to receive or carry over credit for the same course in the same biennium.
7. ONLY the Virginia Insurance License Number (VLN) or the National Producer Number (NPN) are permitted forms of identification. Please be sure that you have recorded your number so that the instructor can read it, as illegible submissions will result in a delay of reporting course credits.
8. CE credits for this course should be posted to your transcript within 20 calendar days. If your transcript does not reflect this course within 20 calendar days, please contact the provider.
9. This class may be audited by representatives of Pearson VUE, a private company who, in partnership with Vertafore, was contracted by the Virginia Insurance Continuing Education Board to administer all facets of the continuing education program.
10. Agents are expected to give their full attention to this class. Cell phones should be turned off and put away. The uses of electronic devices are permitted in the classroom for learning purposes but should not cause a distraction. The volume of these devices should either be completely turned down or muted. Earbuds and headphones are not permitted.
11. Agents and consultants are required to notify the Virginia Bureau of Insurance within 30 calendar days of any address or name change. Those who fail to update their address with the Virginia Bureau of Insurance risk not receiving important notices. Agents may update their address, name and add or update their email address online at [www.scc.virginia.gov/boi/online.aspx](http://www.scc.virginia.gov/boi/online.aspx).
12. Agents who are newly licensed in the second year of a biennium are exempt from the continuing education requirements for that biennium. These agents may elect to take CE courses and earn credits that may be carried over to the next biennium provided they pay the \$20 nonrefundable continuance fee for the current biennium. Failure to pay this continuance fee will prevent the credits earned from being carried over to the next biennium when the agent will be required to meet all continuing education requirements.
13. Credits for this course will not be reported or applied to your CE requirements unless you have paid all fees to the provider and all fees associated with this course.

### For Self Study Courses:

- Self-study courses must include a proctored examination to receive credit. Providers cannot report course completion until the provider is in receipt of the completed Student and Proctor Certifications.
- The Student Certification must be completed by the student and submitted to the course provider by mail, email, or facsimile transmission within seven calendar days of course completion. No credit shall be given to any student who fails to provide the provider with the Student Certification.
- Self-study examinations must be proctored in a manner approved by the Board. The proctoring process must ensure that exams are administered in paper/pencil format. The examination will be completed by the agent, on a closed-book basis, without assistance. Each agent should review the Virginia Insurance Continuing Education Agent Information Handbook for complete guidelines at [www.VirginiaInsuranceCE.com](http://www.VirginiaInsuranceCE.com).

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