

**Vermont Department of Banking, Insurance, Securities and Health
Care Administration
Continuing Education Program**

Important Notice to Continuing Education Providers

Program changes effective June 1, 2009

March 20, 2009

Several changes have been made to the Vermont Continuing Education program that will be effective June 1, 2009. The Provider Information Packet is currently being updated and will be posted to Prometric's Web site: www.prometric.com shortly. **Please read the changes very carefully as several are especially significant to CE providers.**

- Prometric has partnered with Sircon Corporation to offer a comprehensive solution to the continuing education needs of Vermont. **Effective June 1, 2009**, continuing education services will be processed through Sircon's Compliance Express® online service. Approved provider and course information will be migrated into the Sircon system and **Providers will receive new course numbers.**
- **Sircon Agreement: Providers must register and sign a provider agreement prior to June 1, 2009, in order to use Compliance Express.** If you do not already have a provider agreement with Sircon, sign up for a Compliance Express account at www.sircon.com by clicking on 'For Education Providers'(under Products and Services) and then clicking on the 'Online Sircon Education Provider Agreement' link. There is no fee to register to use Sircon's Compliance Express.
- **Fee Changes: Effective June 1, 2009, a fee of \$1.50 per credit hour will be charged for all roster/course completion submissions.**
- **Roster Reporting: Effective June 1, 2009, providers must report course completions/rosters online using Sircon's Compliance Express.** The roster should be submitted within 20 days of course completion.
- **Course Schedules:** Providers are encouraged to input their course information online via **Compliance Express** at least 30 days prior to presenting. This can be done online at www.sircon.com and will assist producers with obtaining information about your courses.
- **Course application reviews and new provider registrations:** Prometric will continue to review provider and course submissions. **Please continue to send provider registration forms and course application forms directly to Prometric.**
- **Expedited Course Reviews:** Prometric now offers an expedited course review service. If a provider wishes to have a course reviewed within 3 business days please request an expedited review along with the expedited course review fee of an additional \$50.00 added onto the course application fee of \$40.00.

**Prometric
ATTN: VT Continuing Education
1260 Energy Lane
St. Paul, MN 55108**

Contact us by:	Phone:	800.532.2199
	E-mail:	CE-Services@prometric.com
	Web site:	www.prometric.com