



**KIM HOLLAND  
INSURANCE COMMISSIONER  
STATE OF OKLAHOMA**

July 1, 2002

Licensing Administrators, Compliance Officers and  
Continuing Education Providers

Re: Continuing Education Information and  
Renewal Process

Effective November 1, 2002, the Oklahoma Insurance Department will no longer provide information regarding the number of Continuing Education hours a licensee has on file with our office.

It is the responsibility of a licensee to keep and maintain a record of Continuing Education hours completed and have certificates of course completion for those courses taken. The providers are responsible for issuing the course completion certificates.

Licensees will continue to receive a Renewal Notice. The Renewal Notice will show if the licensee has met the Continuing Education requirement or not. If it is indicated that the licensee HAS met the requirement, the licensee does not need to attach the Continuing Education certificates when returning the Renewal Notice to renew the license.

If it is indicated that the licensee HAS NOT met the requirement as of the date the Renewal Notice was printed, the licensee must attach to the Renewal Notice the Continuing Education certificates needed to meet the requirement and return to the Oklahoma Insurance Department along with the fee required.

If the licensee does not have certificates of course completion needed for renewal, the licensee must contact the Continuing Education Provider to obtain copies.

Phil Marsh  
Director, Agents Licensing