

**WEST VIRGINIA**  
**SECRETARY OF STATE**  
KEN HECHLER  
**ADMINISTRATIVE LAW DIVISION**

**FILED**

APR 2 4 03 PM '96

Form #6

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE.**

AGENCY: Insurance Commissioner TITLE NUMBER: 114

AMENDMENT TO AN EXISTING RULE: YES\_\_\_, NO X

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: Series 42

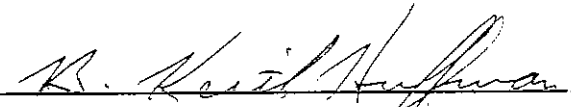
TITLE OF RULE BEING PROPOSED: Continuing Education for Insurance  
Agents

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 171

SECTION 64-7-3(d), PASSED ON March 7, 1996

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON  
THE FOLLOWING DATE: April 2, 1996

  
AUTHORIZED SIGNATURE

## PROMULGATION HISTORY

### West Virginia Insurance Commission Continuing Education for Insurance Agents Title 114, Series 42

6/27/95	Notice of Comment Period Filed
7/27/95	Last Date Comments Were Received
7/28/95	Agency Approved Legislative Rule Filed
10/26/95	Date Reviewed by Legislative Rule-Making Review Committee
11/27/95	Date Modified and Approved Rule Filed
4/02/96	Filing Date
4/02/96	Effective Date

114CSR42

WEST VIRGINIA LEGISLATIVE RULE  
INSURANCE COMMISSIONER

SERIES 42  
CONTINUING EDUCATION FOR INSURANCE AGENTS

Section

- 114-42-1. General.
- 114-42-2. Definitions.
- 114-42-3. Applicability.
- 114-42-4. Exemptions.
- 114-42-5. Continuing Insurance Education Course Requirements.
- 114-42-6. Agent Continuing Insurance Education Requirements.
- 114-42-7. Proof of Completion.
- 114-42-8. Disciplinary Process.
- 114-42-9. Severability.

114CSR42

WEST VIRGINIA LEGISLATIVE RULE  
INSURANCE COMMISSIONER

SERIES 42  
CONTINUING EDUCATION FOR INSURANCE AGENTS

§ 114-42-1. General.

1.1. Scope. -- This legislative rule establishes standards for continuing insurance education requirements and the sanctions to be imposed for failure to comply with such requirements.

1.2. Authority. -- W. Va. Code § 33-2-10.

1.3. Filing Date. --

1.4. Effective Date. --

§ 114-42-2. Definitions.

2.1. "Agent" or "active insurance agent" means an individual licensed by the Commissioner and appointed by an insurer with the Commissioner to solicit, negotiate, effect or countersign insurance contracts on its behalf. For purposes of this rule, reference to the terms "agent" and "active insurance agent" include the term "solicitor" unless specifically excluded.

2.2. "Approved course" means a course or program of instruction approved by the Commissioner and the Board of Insurance Agent Education for continuing insurance education credit.

2.3. "Biennium" means the two-year reporting period beginning July 1, 1992 and ending June 30, 1994, and every two-year period thereafter.

2.4. "Board" means the Board of Insurance Agent Education created and established pursuant to W. Va. Code § 33-12-2(f).

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2.5. "Cancelled license" means a license to engage in the sale of insurance which has been voluntarily voided by request of the agent and approval by the Commissioner.

2.6. "Certificate of course completion" means a document acceptable to the Commissioner which signifies satisfactory completion of an approved course and reflects hours of credit earned.

2.7. "Commissioner" means the Commissioner of Insurance of the State of West Virginia.

2.8. "Inactive agent" is an individual who has had all contractual relationships with the insurer(s) or employing agent(s) terminated for any reason.

2.9. "Provider" means a person, corporation, professional association or its local affiliates, an insurance company or other entity which is approved by the Commissioner and provides approved continuing insurance education to insurance agents.

2.10. "Solicitor" means an individual appointed and authorized by an agent to solicit and receive applications for insurance as a representative of the agent.

2.11. "Suspended agent" is an individual whose license to engage in the sale of insurance has been temporarily withdrawn until such time as the agent has successfully completed his or her continuing insurance education requirements.

§ 114-42-3.      **Applicability.**

3.1. This rule applies to solicitors and resident agents licensed by the Commissioner to engage in the sale of one or more of the following types of insurance:

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- a. Life insurance, annuity contracts, variable annuity contracts and variable life insurance;
- b. Sickness, accident and health insurance;
- c. All lines of property and casualty insurance;
- d. Preneed burial insurance contracts;
- e. All other lines of insurance for which an examination is required by the Commissioner;
- f. Agents appointed on behalf of a licensed health maintenance organization; and
- g. Agents engaged in telemarketing insurance products.

§ 114-42-4. Exemptions.

4.1. Continuing education requirements shall not apply to:

- a. Persons holding resident licenses for any kind or kinds of insurance for which an examination is not required by the Commissioner;
- b. Persons selling only credit life or credit accident and health insurance;
- c. Any such limited or restricted license as the Commissioner may exempt;
- d. Inactive agents;
- e. Agents whose licenses have expired pursuant to W. Va. Code § 33-12-18;

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f. Agents who have voluntarily cancelled their licenses;

g. Non-resident agents; and

h. Adjusters.

4.2. Agents newly licensed on or after July 1 of the second year of a biennium are exempt from continuing insurance education requirements only for the biennium in which the license was issued.

§ 114-42-5. Continuing Insurance Education Course Requirements.

5.1. A continuing insurance education course shall not qualify for use as continuing insurance education credit unless it is filed with and approved by the Commissioner and the Board.

5.2. A provider shall not implement any material change in a continuing insurance education course previously approved by the Commissioner until the change has been filed with and approved by the Commissioner and the Board.

5.3. The Commissioner will not give an agent credit for any continuing insurance education course which is taken prior to the issuance of written approval by the Commissioner and the Board.

5.4. If a continuing insurance education course is taken more than once in a biennium, the Commissioner will give the agent credit only for the first time that course was taken and completed.

5.5. The Commissioner may withdraw approval of a continuing insurance education course for any of the following reasons:

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a. The continuing insurance education course teaching methods or course content have been materially changed without being filed with or approved by the Commissioner and the Board;

b. The continuing insurance education course provider has certified to the Commissioner that an agent has satisfactorily completed the course when, in fact, the agent has not done so;

c. The continuing insurance education course provider fails to certify to the Commissioner that the agent has satisfactorily completed the course when, in fact, the agent has done so; or

d. There is other good reason to withdraw approval of a continuing insurance education course.

5.6. In those instances where the Commissioner has withdrawn approval for a continuing insurance education course, agents who successfully completed the course prior to the withdrawal of approval shall receive credit toward their continuing education requirements.

5.7. Scripted presentations for insurance agents involved in telemarketing insurance products pursuant to W. Va. Code § 33-12-2a shall be filed with the Commissioner no later than the first day of each biennium or at least sixty (60) days prior to doing business in the state, whichever comes first.

§ 114-42-6. Agent Continuing Insurance Education Requirements.

6.1. The Commissioner may, upon application for good cause shown, grant an agent an extension of time in which to meet the continuing insurance education requirements. Extensions may be granted for the following reasons:

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a. The agent has been engaged in active military duty outside the state for at least twelve (12) months during the biennium;

b. The agent was or has become physically or mentally temporarily or permanently disabled by injury, illness or disease and was unable to perform adequately the duties required of him or her as a licensed insurance agent for a period of at least twelve (12) months during the biennium; or

c. Any such other reason as the Commissioner may determine on a case-by-case basis as constituting good cause.

6.2. An agent should submit a request for an extension of time in which to meet the continuing insurance education requirements to the Commissioner in writing at least thirty (30) days prior to the last day of the biennium and shall include in the request an explanation together with reasonable verification of the hardship rendering an extension necessary.

6.3. The Commissioner shall refuse to renew the appointments or issue new appointments for those lines of insurance specified in section 3 of this rule to any agent who does not satisfy the minimum continuing insurance education requirements.

6.4. An agent may not carry forward excess credit hours accumulated during one biennium to satisfy the continuing education requirements of the following biennium.

6.5. Any agent who has not complied with the continuing insurance education requirements by the end of the biennium may thereafter obtain credits to be carried back to meet the requirements of the preceding biennium.

6.6. An agent may use any continuing insurance education credit obtained to satisfy the mandatory continuing insurance education requirements of one biennium only.

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6.7. Inactive agents and agents whose licenses have expired pursuant to W. Va. Code § 33-12-18 and who are exempt from pre-licensing education and examination pursuant to W. Va. Code § 33-12-2a must satisfactorily complete one-half of the continuing insurance education requirements of one biennium within the twelve (12) months immediately preceding his or her return to active status.

a. An agent may not count the continuing insurance education requirements completed for a return to active status toward the continuing insurance education requirements for the biennium in which active status is granted.

b. No agent shall be permitted to make use of a transfer from active to inactive status as a means to circumvent the mandatory continuing insurance education requirements.

c. No agent shall allow his or her license to expire as a means to circumvent the mandatory continuing insurance education requirements.

6.8. Inactive agents and agents whose licenses have expired pursuant to W. Va. Code § 33-12-18 and who are subject to pre-licensing education and examination are not required to complete continuing insurance education requirements for the biennium in which active status is granted.

6.9. Agents who have a cancelled license shall successfully complete pre-licensing education and examination before qualifying for a new license, and shall thereafter successfully complete the continuing insurance education credits required pursuant to W. Va. Code § 33-12-1 et seq. and the guidelines established by the Board.

6.10. The Commissioner shall recognize the continuing insurance education requirements obtained during the biennium

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through an approved provider of another state only in those instances where all the following conditions are met:

a. The agent is a former resident agent for whom a clearance letter was previously issued by the Commissioner;

b. The agent is currently licensed in good standing in another state and has been so licensed since leaving West Virginia; and

c. The agent is in the process of establishing residency in West Virginia and has requested to have his or her resident agent's license reinstated.

§ 114-42-7. Proof of Completion.

7.1. Upon completion of a continuing insurance education course, the provider shall certify to the Commissioner the names of all agents who satisfactorily completed the continuing insurance education course. The certification shall be in the form prescribed by the Commissioner.

a. The continuing education attendance roster shall be mailed by the provider to the Commissioner within thirty (30) days after the continuing insurance education course is completed.

b. The provider of the continuing insurance education course shall furnish to the agent attending the course a certificate of completion and the agent shall retain a copy of the certificate for not less than three (3) years from the date the course is completed.

c. The provider shall retain a copy of the attendance roster for not less than three (3) years from the date the course is completed.

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7.2. Providers of continuing insurance education courses and agents shall make available to the Commissioner or his or her designee copies of certificates upon request of the Commissioner.

§ 114-42-8. Disciplinary Process.

8.1. No later than sixty (60) days prior to the end of the biennium, the Commissioner shall provide written notification to agents subject to continuing insurance education requirements advising them as to the status of their continuing education credits.

a. The Commissioner shall provide the notification to each agent either by personal delivery or by regular mail addressed to the agent at the last address appearing for the agent in the records of the Commissioner.

b. Agents who sell only preneed burial insurance contracts shall file with the Commissioner an affidavit, on a form to be provided by the Commissioner, verifying that the agent is not engaged in the sale of any other type of insurance product:

c. Agents engaged solely in telemarketing insurance products by a scripted presentation which has been filed with and approved by the Commissioner shall file an affidavit, on a form to be provided by the Commissioner, verifying that the agent is not engaged in the sale of any other type of insurance product.

8.2. Any agent who does not anticipate pursuing the required continuing insurance education requirements may elect to cancel his or her license prior to the end of the biennium by submitting a written request to the Commissioner. Cancellation of a license revokes any privilege the agent may have had to reinstate his or her license without completion of a pre-licensing insurance education course and examination.

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a. Each request for cancellation of a license shall include the agent's name, address, agent license number, telephone number and reason for cancellation.

b. Cancellation of a license prohibits an individual from further transacting insurance in West Virginia without successful completion of pre-licensing education and examination.

8.3. Any agent who has not met the continuing insurance education requirements for the biennium may agree to a voluntary suspension of his or her license until such time as the continuing insurance education requirements have been met.

a. Each request for a voluntary suspension of a license shall include the agent's name, address, agent license number and telephone number.

b. An agent may not transact insurance in West Virginia during the suspension period.

8.4. Any agent failing to meet continuing insurance education requirements and who has not been granted an extension of time within which to comply, or who has submitted to the Commissioner a false or fraudulent certificate of compliance shall, after a hearing thereon, which hearing may be waived by the agent, be subjected to suspension of all licenses issued for any kind or kinds of insurance until such time as the agent has demonstrated to the satisfaction of the Commissioner that he or she has complied with all the requirements of this rule and all other applicable laws.

a. "Suspension of all licenses issued for any kind or kinds of insurance" shall be interpreted to mean those licenses for which continuing insurance education is required pursuant to this rule and W. Va. Code § 33-12-1 et seq.

Insurance Commission  
Legislative Rule  
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b. The burden of proving successful completion of continuing insurance education courses is at all times upon the individual subject to the continuing insurance education requirements.

8.5. Upon suspension of an agent's license for failure to comply with the mandatory continuing insurance education requirements for the biennium, the Commissioner shall:

a. Give notice of the suspension to the insurer(s) or employing agent with whom the agent has a contractual relationship; and

b. Cancel all appointments of the agent subject to disciplinary action.

8.6. An insurer or employing agent shall not renew or issue new appointments subject to continuing insurance education requirements to an agent whose license has been suspended for failure to comply with mandatory continuing insurance education requirements until such time as the agent's license has been reinstated and an application and appropriate fee has been submitted to and approved by the Commissioner.

8.7. Neither cancellation of a license nor any disciplinary action levied as a result of non-compliance with continuing insurance education requirements shall prohibit an individual from receiving commissions which were vested and earned while that individual maintained an approved license.

§ 114-42-9. Severability.

9.1. If any provision of this rule or the application of this rule to any person or circumstances is for any reason held to be invalid, the remainder of the rule and the application of the provisions to other persons or circumstances shall not be affected by the holding.



STATE OF WEST VIRGINIA  
Offices of the Insurance Commissioner

Legal Division

GASTON CAPERTON  
Governor

HANLEY C. CLARK  
Insurance Commissioner

April 2, 1996

HAND DELIVERED

Ms. Judy Cooper, Director  
Administrative Law Division  
Office of Secretary of State  
State Capitol  
Charleston, West Virginia 25305

Dear Ms. Cooper:

Attached for filing with your office is the "final filing" form for the rule Series 42 titled "Continuing Education for Insurance Agents." This rule was authorized in Senate Bill 171 and passed by the Legislature on March 7, 1996.

We are also providing your office with a computer disk containing the aforementioned rule and a hard copy of the promulgation history of that rule. The filing date and effective date have already been inserted onto the computer disk.

If you have any questions about the enclosed forms or the computer disk, please do not hesitate to call me.

Sincerely,

A handwritten signature in cursive script that reads "B. Keith Huffman".

B. Keith Huffman  
General Counsel

BKH/sar  
Attachment

0924

H. B. 4260

(By Delegates Douglas, Gallagher, Faircloth, Compton,  
Linch and Riggs)

(Introduced January 29, 1996; referred to the  
Committee on Banking and Insurance then the Judiciary.)

114-42

A BILL to amend and reenact section four, article seven,  
chapter sixty-four of the code of West Virginia, one  
thousand nine hundred thirty-one, as amended, relating  
to authorizing the insurance commissioner to  
promulgate legislative rules relating to continuing  
education for insurance agents.

Be it enacted by the Legislature of West Virginia:

That section four, article seven, chapter sixty-four  
of the code of West Virginia, one thousand nine hundred  
thirty-one, as amended, be amended and reenacted, to read  
as follows:

**ARTICLE 7. AUTHORIZATION FOR DEPARTMENT OF TAX AND REVENUE  
TO PROMULGATE LEGISLATIVE RULES.**

**§64-7-4. Insurance commissioner.**

(a) The legislative rules filed in the state register

4260

1 on the seventeenth day of August, one thousand nine hundred  
2 ninety-three, authorized under the authority of sections  
3 four and five, article twenty-eight, chapter thirty-three,  
4 of this code, modified by the insurance commissioner to  
5 meet the objections of the legislative rule-making review  
6 committee and refiled in the state register on the  
7 seventeenth day of June, one thousand nine hundred  
8 ninety-four, relating to the insurance commissioner  
9 (individual accident and sickness insurance minimum  
10 standards, 114 CSR 12), are authorized.

11 (b) The legislative rules filed in the state register  
12 on the fifteenth day of August, one thousand nine hundred  
13 ninety-four, authorized under the authority of section ten,  
14 article two, chapter thirty-three, of this code, modified  
15 by the insurance commissioner to meet the objections of the  
16 legislative rule-making review committee and refiled in the  
17 state register on the twenty-eighth day of November, one  
18 thousand nine hundred ninety-four, relating to the  
19 insurance commissioner (regulation of credit life insurance  
20 and credit accident and sickness insurance, 114 CSR 6), are  
21 authorized.

22 (c) The legislative rules filed in the state register  
23 on the twelfth day of August, one thousand nine hundred  
24 ninety-four, authorized under the authority of section ten,

1 article two, chapter thirty-three, of this code, modified  
2 by the insurance commissioner to meet the objections of the  
3 legislative rule-making review committee and refiled in the  
4 state register on the twenty-third day of November, one  
5 thousand nine hundred ninety-four, relating to the  
6 insurance commissioner (credit for reinsurance, 114 CSR  
7 40), are authorized.

8 (d) The legislative rules filed in the state register  
9 on the twenty-eighth day of July, one thousand nine hundred  
10 ninety-five, authorized under the authority of section ten,  
11 article two, chapter thirty-three, of this code, modified  
12 by the insurance commissioner to meet the objections of the  
13 legislative rule-making review committee and refiled in the  
14 state register on the twenty-seventh day of November, one  
15 thousand nine hundred ninety-five, relating to the  
16 insurance commissioner (continuing education for insurance  
17 agents, 114 CSR 42), are authorized.

18

19 NOTE: The purpose of this bill is to authorize the  
20 Insurance Commissioner to promulgate legislative rules  
21 relating to continuing education for insurance agents.

22

23 Strike-throughs indicate language that would be  
24 stricken from the present law, and underscoring indicates  
25 new language that would be added.

SENATE BILL NO. 190

1 (By Senators Ross, Anderson, Boley,  
2 Buckalew, Grubb and Macnaughtan)

3 [Introduced January 29, 1996; referred  
4 to the Committee on

5 BANKING AND INSURANCE

6 THE JUDICIARY

7 114-42

8  
9  
10 A BILL to amend and reenact section four, article seven,  
11 chapter sixty-four of the code of West Virginia, one  
12 thousand nine hundred thirty-one, as amended, relating  
13 to authorizing the insurance commissioner to  
14 promulgate legislative rules relating to continuing  
15 education for insurance agents.

16 Be it enacted by the Legislature of West Virginia:

17 That section four, article seven, chapter sixty-four  
18 of the code of West Virginia, one thousand nine hundred  
19 thirty-one, as amended, be amended and reenacted, to read  
20 as follows:

21 **ARTICLE 7. AUTHORIZATION FOR DEPARTMENT OF TAX AND REVENUE**  
22 **TO PROMULGATE LEGISLATIVE RULES.**

23 **§64-7-4. Insurance commissioner.**

24 (a) The legislative rules filed in the state register

1 on the seventeenth day of August, one thousand nine hundred  
2 ninety-three, authorized under the authority of sections  
3 four and five, article twenty-eight, chapter thirty-three,  
4 of this code, modified by the insurance commissioner to  
5 meet the objections of the legislative rule-making review  
6 committee and refiled in the state register on the  
7 seventeenth day of June, one thousand nine hundred  
8 ninety-four, relating to the insurance commissioner  
9 (individual accident and sickness insurance minimum  
10 standards, 114 CSR 12), are authorized.

11 (b) The legislative rules filed in the state register  
12 on the fifteenth day of August, one thousand nine hundred  
13 ninety-four, authorized under the authority of section ten,  
14 article two, chapter thirty-three, of this code, modified  
15 by the insurance commissioner to meet the objections of the  
16 legislative rule-making review committee and refiled in the  
17 state register on the twenty-eighth day of November, one  
18 thousand nine hundred ninety-four, relating to the  
19 insurance commissioner (regulation of credit life insurance  
20 and credit accident and sickness insurance, 114 CSR 6), are  
21 authorized.

22 (c) The legislative rules filed in the state register  
23 on the twelfth day of August, one thousand nine hundred  
24 ninety-four, authorized under the authority of section ten,

1 article two, chapter thirty-three, of this code, modified  
2 by the insurance commissioner to meet the objections of the  
3 legislative rule-making review committee and refiled in the  
4 state register on the twenty-third day of November, one  
5 thousand nine hundred ninety-four, relating to the  
6 insurance commissioner (credit for reinsurance, 114 CSR  
7 40), are authorized.

8 (d) The legislative rules filed in the state register  
9 on the twenty-eighth day of July, one thousand nine hundred  
10 ninety-five, authorized under the authority of section ten,  
11 article two, chapter thirty-three, of this code, modified  
12 by the insurance commissioner to meet the objections of the  
13 legislative rule-making review committee and refiled in the  
14 state register on the twenty-seventh day of November, one  
15 thousand nine hundred ninety-five, relating to the  
16 insurance commissioner (continuing education for insurance  
17 agents, 114 CSR 42), are authorized.

18

19 NOTE: The purpose of this bill is to authorize the  
20 Insurance Commissioner to promulgate legislative rules  
21 relating to continuing education for insurance agents.

22

23 Strike-throughs indicate language that would be  
24 stricken from the present law, and underscoring indicates  
25 new language that would be added.

KEN HECHLER  
Secretary of State

MARY P. RATLIFF  
Deputy Secretary of State

STEPHEN N. REED  
Deputy Secretary of State

CATHERINE FREROTTE  
Executive Assistant

Telephone: (304) 558-6000  
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FAX: (304) 558-0900



WILLIAM H. HARRINGTON  
Chief of Staff

JUDY COOPER  
Director, Administrative Law

PENNEY BARKER  
Supervisor, Corporations

STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0770

(Plus all the volunteer help we can get)

RECEIVED

APR 23 1996

LEGAL DIVISION  
W. VA. INS. DEPT.

TO: Donna S. Ouensebery

AGENCY: Insurance Commission

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: April 19, 1996

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 42 TITLE: 114 Insurance Commission

\* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: Donna S. Ouensebery

TITLE OF PERSON SIGNING: Associate Counsel

DATE: 5/10/96

\*\*\*\*\*

\* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. CORRECTIONS HAVE BEEN MARKED.

SIGNED: \_\_\_\_\_

TITLE OF PERSON SIGNING: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

MAY 13 2 42 PM '96

FILED



KEN HECHLER  
Secretary of State

MARY P. RATLIFF  
Deputy Secretary of State

STEPHEN N. REED  
Deputy Secretary of State

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Supervisor, Corporations

## STATE OF WEST VIRGINIA

### SECRETARY OF STATE

Building 1, Suite 157-K  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0770

(Plus all the volunteer  
help we can get)

March 12, 1996

Donna S Quesenberry  
Insurance  
PO Box 50540  
2019 Washington Street East  
Charleston, WV 25305-0540

**SB 171** authorizing, Title 114, Series 42, Continuing Education for Insurance Agents passed the Legislature on **March 7, 1996**. It is now awaiting the Governor's signature.

You have sixty (60) days after the Governor signs **SB 171** to final file the legislative rule with the Secretary of State's office. To final file your legislative rule, fill in the blanks on the enclosed form #6, the "Final Filing" form and file the form with our office with a promulgation history of the rule. Authorization for your legislative rule is cited in **SB 171 Section 64-7-3(d)**. The agency may set the effective date of the legislative rule up to ninety (90) days from the date the legislative rule is final filed with the Secretary of State's office. Please have an authorized signature on the bottom line.

**\*\*\*IMPORTANT: IF YOUR AGENCY HAS COMPLETED THE LEGISLATIVE RULE ON A WORD PERFECT OR WORD PERFECT COMPATIBLE COMPUTER SYSTEM THAT USES A 3 1/2" DISK, YOU MUST SUBMIT A CLEAN COPY WITH ALL UNDERLINING AND STRIKE-THROUGHS, HEADERS OR FOOTERS REMOVED, TO OUR OFFICE WHEN FINAL FILING THE RULE. REMEMBER, THE TEXT OF THE COMPUTER FILED RULE MUST BE IDENTICAL - WORD FOR WORD, COMMA FOR COMMA, WITH ALL UNDERLINING, STRIKE-THROUGHS, HEADERS OR FOOTERS REMOVED, AS THE HARD COPY AUTHORIZED BY THE LEGISLATURE. NOTICE: ALL ELECTRONIC FILINGS NOT COMPLYING WITH THIS WILL BE REJECTED AND SENT BACK TO THE AGENCY TO BE RESUBMITTED!**

After the final rule is entered into the data base, the rule will be sent back to the agency for review and proofing. The agency has ten (10) working days to send a confirmation or corrections to the Secretary of States. If the agency fails to return this within ten (10) working days, the rule will be filed in the data base with a disclaimer attached stating that the agency failed to review the rule. Following confirmation, corrections or failure to review, as the case may be, the Secretary of State shall submit to the agency a final version of the rule for their records.

If you have any questions or need any assistance, please do not hesitate to contact our office.

Thank you,  
Administrative Law Division