LINDA LINGLE
GOVERNOR

JAMES R. AIONA, JR.
LT. GOVERNOR

MARK E. RECKTENWALD
DIRECTOR

J. P. SCHMIDT
INSURANCE COMMISSIONER

STATE OF HAWAII
INSURANCE DIVISION
DEPARTMENT OF COMMERCE & CONSUMER AFFAIRS
P. O. BOX 3614
HONOLULU, HAWAII 96811-3614
335 MERCHANT ST., ROOM 213
HONOLULU, HAWAI'I 96813

July 20, 2004

Memorandum 2004 – 5LI

MEMORANDUM

TO: Continuing Education Course Providers

FROM: J. P. Schmidt, Insurance Commissioner

SUBJECT: Hawaii Revised Statutes for Continuing Education Course Providers

This memorandum is intended to encourage continuing education course providers to familiarize themselves with the Hawaii Revised Statutes Chapter 431 Article 9A regarding continuing education for insurance licensees. The statutes may be reviewed online at http://www.capitol.hawaii.gov/ by clicking on the "Bill Status & Docs" link.

As such, the Insurance Division wishes to direct your attention to just a few of the sections:

1) A credit hour is defined as fifty minutes of classroom instruction or for self-study courses, fifteen to twenty full pages of reading materials excluding graphics, quizzes, and illustrations, depending on content and type-face as determined by the commissioner. Refer to §431:9A-102.

   Courses must provide for fifty minutes of classroom instruction for every credit hour earned. Participants may be denied credit(s) for courses that do not meet this criteria. Course providers must re-submit the course materials or re-submit for reduced credit hours if the course is not offered for the total time required by statute.

2) The course provider is responsible for providing course schedules to the Insurance Division at least thirty days prior to the start date of each class. Refer to §431:9A-152(2) .

3) The course provider shall monitor classroom attendance by having licensees sign-in at the time of entrance and sign-out upon completion of the courses. Refer to §431:9A-152(3).

4) The Commissioner may refuse to grant credit for course work that focuses on personal development, motivational or public speaking, salesmanship, product presentation, mechanical office skills, or subjects that are not related to the business of insurance. Refer to §431:9A-153(c).

5) Course providers shall apply for course approval whenever changes are proposed in the course materials, course hours, method of presentation, or method of examination. Refer to §431:9A-153(d).

6) The course provider shall submit course completion information in an electronic form to the Insurance Division within forty-five days after the course is completed or the competency examination is scored. Refer to §431:9A-158(1).

7) Advertisements for approved courses shall include the provider's name, course title, course number, credit hours, tuition and fees, and the statement "Approved by the Hawaii State Insurance Commissioner for continuing education credit." Refer to §431:9A-159.

Finally, Hawaii continues to participate in the Midwest Zone Continuing Education Reciprocity Agreement, but Hawaii is bound to comply first with its own laws and may review all in accordance with Hawaii's own statutory criteria.

If you have any questions, please contact the Licensing Branch at (808) 586-2788.