



State of Wisconsin / OFFICE OF THE COMMISSIONER OF INSURANCE

Tony Evers, Governor
Mark V. Afable, Commissioner

Wisconsin.gov

March 19, 2020

AGENT LICENSING SECTION
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Dear Providers,

In response to the current health emergency in Wisconsin, the Office of the Commissioner of Insurance (OCI) is making temporary changes to WI requirements for delivering online courses and online course proctoring.

OCI will allow providers to deliver currently approved classroom courses via webinar without having to re-file those courses with OCI. Providers will not be required to submit separate course applications for these webinar courses prior to delivering these courses to students.

However, providers are required to provide OCI with a list of classroom courses that will be conducted via webinar and submit a written statement as to your process in determining participation of students. OCI encourages providers to submit these lists as soon as possible. Providers must submit the list and statement to ociagentlicensing@wisconsin.gov.

Also, for online courses where a proctor is required OCI has created the **Continuing Education Attestation of Personal Responsibility Form** (See attached). This form will require individuals to attest that they have not received outside assistance while completing the online course exam. Providers must collect this form from the student in a method determined by the provider prior to electronically banking/submitting credits to OCI. We ask that providers make this form available to students immediately in order to prevent any delays.

A separate notice will also be sent to resident agents regarding the **Continuing Education Attestation of Personal Responsibility Form**.

Finally, OCI is waiving continuing education requirements for resident licensees that expire on March 31, 2020 for licensees that are unable to complete courses online.

OCI will allow for these temporary changes until the current health emergency has been lifted.

Any questions may be directed to the Melody Esquivel, Licensing Supervisor, at melody.esquivel@wisconsin.gov.