

CHANGES TO PRELICENSING AND CONTINUING EDUCATION

Louisiana [Rule 9](#) and [Rule 10](#) governing prelicensing and continuing education programs have recently been amended, effective May 20, 2021. Updated rules, provider and course application forms and general information for education providers have been posted to our website:

<https://www.lds.la.gov/industry/producer-adjuster/education/education-providers>

Begin using new forms immediately. Prior versions will no longer be accepted.

KEY CHANGES

Prelicense Provider Approval and Renewal

Prelicense education providers will be approved separately from their education programs. Provider approvals will expire every three years from the date of initial approvals. Current prelicense education providers with active courses prior to May 20, 2021, will have their first provider renewal due on May 20, 2024, then every three years thereafter. If a provider approval expires, approvals for all prelicense education programs will be rescinded.

Prelicense Education Course Renewal

Prelicense education courses approved on or after May 20, 2021, will expire three years from date of approval. All courses active as of May 20, 2021, will have an expiration date of May 20, 2024, and will expire every three years thereafter.

Continuing Education Provider Approval and Renewal

Continuing education providers will now be approved separately from their education programs. Provider approvals will expire every three years from the date of initial approvals. Continuing education providers with active courses prior as of May 20, 2021, will have their first provider renewal due on May 20, 2024, then every three years thereafter. If a provider approval expires, approvals of all continuing education programs will be rescinded.

Instructor Approval (Prelicensing and Continuing Education)

A provider shall designate an individual as a supervisory instructor as part of the provider approval. The supervisory instructor is responsible for the conduct of all other instructors or guest instructors and shall be responsible for assuring the quality of the instructional programs offered by the provider. No other instructor approvals will need to be submitted. The supervising instructor is identified with the provider upon approval or renewal. A change in supervisory instructor must be filed within 30 days.

Course Repetition

A continuing education course may be repeated for credit if 24 months have passed between the course completions. Previous language provided that a licensee may only receive credit for the same course once per renewal period but did not provide any specific timeframe for course repetition.

No Credit for Expired Courses

A licensee shall not receive credit for a course if it is completed after a course approval expires. It is the responsibility of the provider to notify a licensee who purchased a program of the expiration of the program if it is not completed prior to the course expiration.

Calculation of Credit Hours

Credit hours for self-study programs shall be determined upon consideration of the complexity of the material, word count of the program, statistical data on length of time spent by participants in the program and the run time of any videos, animation or other interactive exercises mandatory for course completion.

Statistical Data Required for Continuing Education Course Renewals

A request for renewal of an internet-based self-study continuing education course must include statistical information on the length of time spent by all licensees who participated in the program over the previous three years. This information may be used to determine the appropriate number of credit hours to be awarded to the program upon renewal.

Advertisement of Pending Course

A continuing education provider may not advertise that a course has been approved for credit prior to the issuance of such approval. No assertion of pending approval may be made unless the course has actually been submitted to LDI.

Questions regarding education provider or course approvals may be directed to cefilings@ldi.la.gov