



May 11, 2023

NOTICE OF PROPOSED EDUCATION PROCESS CHANGES AND WEBINAR

The purpose of this notification is to provide advance notice of proposed changes to fees and processes in 2023 for provider, course and instructor initial filing and renewal. The Georgia Office of Insurance and Fire Safety Commissioner (OCI) wants to ensure that education providers are given as much notice as possible of the changes. A rules hearing is being scheduled for June and after confirmation of these changes another update will be provided.

Proposed New Process Governing Instructor Application and Renewal

Instructors will file applications independent of the provider or course and will be approved to teach course categories. Once approved, instructors can teach courses with any provider and for any course that has been approved for the same category(ies) as the instructor. Active instructors will be required to renew their instructor status by December 31 every two years beginning December 31, 2023. Upon renewal, the instructor will be approved to instruct classes for another two years, 2025.

The existing paper application process for instructor applications will be discontinued once the electronic process takes effect. New instructor applications and renewals will be submitted electronically via www.sircon.com. Note: Providers can continue to apply for and renew their instructors using www.sircon.com, but the instructors will also be eligible to instruct courses offered by other providers.

To make this transformation as seamless as possible, we need your assistance in connection with instructors who are currently approved to teach courses. All instructors will be required to submit a new electronic instructor application because it will be necessary for them to identify the course category(ies) in which they want to be approved. This application will request information about the individual as well as an attached instructor biography or resume. Please note, there will be **NO FEE** to submit a Georgia instructor application for the first two weeks that instructor applications are available online.

Proposed New Process Governing Course Application and Renewal

Courses will now be required to renew at two-year intervals based on the last day of the month of their initial approval date. Courses will be allowed to renew a maximum of two times, for a total of six years of course activity. Providers will be required to apply for a course again in the seventh year if they wish to continue offering the course. The renewal will become available online a minimum of 60 days prior to the renewal date. The first course renewals will have a renewal due date of January 31, 2024.

Based on the earliest active date of a course, the following information explains what will happen for existing active courses:

- Any courses that were approved prior to January 1, 2018 are not eligible for renewal and will be inactivated on December 31, 2023.

- Courses that were approved in 2018 will remain active until the last day of their approval month in 2024. These courses will not be eligible for renewal.
- Courses that were approved in 2019 will remain active until the last day of their approval month in 2025. These courses will not be eligible for renewal.
- Courses that were approved in 2020 or 2022 will have a renewal date of the last day of the approval month in 2024. These courses will be eligible to renew 1 or 2 times, respectively.
- Courses that were approved in 2021 or 2023 will have a renewal date of the last day of the approval month in 2025. These courses will be eligible to renew 1 or 2 times, respectively.

Proposed New Process Governing Provider Application and Renewal

Providers will no longer be required to submit or pay for instructors as part of their application or renewal process. There is no other change to provider application or renewal fees or timing.

Fee and Timing Summary

Education Service	State Fee*	Timing Notes
Provider Application	\$105.00	
Provider Renewal	\$55.00	October 1 annually
Course Application	\$15.00	
Course Renewal	\$25.00	Last day of approval month, biennially from date of approval; begins January 31, 2024
Instructor Application	No fee \$15.00 \$25.00	July 28, 2023 – August 11, 2023 August 12, 2023 – December 31, 2023 January 1, 2024 or later
Instructor Renewal	\$25.00	December 31 of odd years; begins December 31, 2023

*All fees include a \$5 OCI electronic processing fee.

Education Provider Webinar

OCI will be conducting a webinar, hosted by their partners Vertafore and Pearson VUE, on July 20, 2023 at 1:00 pm Eastern where we will review these changes. The invitation and registration information for the webinar will be emailed on June 19, 2023. Topics for discussion will include:

- New processes and online services relating to instructor applications and renewals
- New processes and online services relating to course renewals
- Frequently asked questions
- Walk-through of Vertafore’s Sircon.com education services

If you are not already a Sircon.com education subscriber, please go to [Products for Education Providers | Sircon powered by Vertafore](#) to register for a subscription. When you register to use Vertafore services, you will be asked to provide your Federal Employer Identification Number (EIN). If you do not have an EIN, you may obtain one from the Internal Revenue Service.

If you have any questions, please contact the Education Team at Pearson Vue by email ce_providers@pearson.com or 800-475-8304 or Melanie Frechette with OCI at 404-657-1168.