



COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER INSURANCE

Circular Letter No. AC-09-1614-2001

September 18, 2001

TO ALL DOMESTIC INSURERS, GENERAL AGENTS, MANAGERS, AND ALL
BROKERS, CONSULTANTS, AGENTS WITH APPOINTED SOLICITORS AND
AUTHORIZED ADJUSTERS IN PUERTO RICO

RE: Documents or Form to be Filed by Licensees for the Recognition of Contact Hours

Dear Sirs and Madams:

On December 19, 1999 the new Rule 52 of the Regulations of the Puerto Rico Insurance Code went into effect, hereinafter "the Rule," and the previous Rule 52 was repealed. Both rules cover the requirements for continuing education that are applicable to licensees in Puerto Rico.

Section 4(a) of the Rule, provides in its relevant part that each licensee will submit evidence of having complied with the thirty (30) contact hours, in the manner that the Commissioner may provide in a circular letter. In view of the fact that the Rule provides several mechanisms for compliance, we are hereby adopting the following procedures for submitting the information to be provided by licensees to this Office. This will vary according to the activity of the licensee, as shown below:

- ◆ If these are course segments leading to professional titles, Section 5(a)(1) of the Rule, the licensee will use form OCS- EC-004 (Form for Recognizing Contact Hours Approved for Licensees through Course Segments Leading to Professional Titles), which is included with the circular letter.
- ◆ If these are courses that do not lead to an academic degree, Section 5(a)(3) of the Rule, the licensee will not need to file any documentation with this Office, since the educational institution is responsible for filing a report with this Office with a list of the participants that passed the courses, which exempts the participants from having to submit the information.
- ◆ As you are aware, the Rule establishes that this Office will recognize contact hours for courses offered by college-level institutions that earn credits leading to academic degrees, and that will allow for acquiring or updating knowledge and for developing skills in the professional insurance field. However, since an analysis I currently being done to determine which courses will be credited, the Office will be provisionally awarding the following contact hours

according to the academic degree that is earned:

<i>Academic Degree</i>	<i>Recognized Contact Hours¹</i>
Associate Degree	30
Bachelor's Degree	60
Master's Degree	75
Doctorate	90

- ◆ The licensee shall obtain from the educational institution that awarded the academic degree, an original certification showing the licensee's information as well as the academic degree obtained by the licensee. This certification shall be submitted to this Office along with a transmittal letter confirming the official submission of the information.

In order to facilitate a timely analysis that is needed in these cases, each licensee shall submit evidence of having complied with the continuing education requirements at least 15 days before the deadline, which was notified in our Ruling Letter N-CA-10-119-2000 dated October 20, 2000.

Once this Office, has received the information, it will be evaluated and a certificate of compliance will be issued to the licensees, showing compliance with the Rule.

Finally, we remind you that the Rule provides that the license of any licensee that does not comply with the continuing education requirements on or before the date of expiration of the license, will be automatically suspended and may only be reinstated once these requirements are complied with.

All authorized insurers, managers, and general agents, must notify their agents of the content of this Circular Letter, and likewise the agents and brokers with appointed solicitors with regard to such.

Strict compliance with the provisions of this Circular Letter is hereby required.

Very truly yours,

SIGNED

Fermín M. Contreras-Gómez
Commissioner of Insurance

ER/mlm

Enclosure

¹ Only one of the academic degrees will be considered, and this will be the highest degree obtained.