

## Continuing Education: Insurance News You Can Use

April 30, 2018

### I am a continuing education provider. Should I be collecting Social Security Numbers from my continuing education students?

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#### Commerce Answer

No, the Department of Commerce does not need a continuing education provider to collect a social security number from a student for any reason, and you should not do so. Continuing education course completions should be uploaded using the student's license number or, for insurance licensees, the student's license number or National Producer Number (NPN).

#### Announcements

Prelicense and continuing education course approvals expire every two years at the end of the month they were originally approved in. It is the course provider's and coordinator's responsibility to know when course renewals are due. You can check this by logging on to Sircon at [www.sircon.com](http://www.sircon.com) (for insurance courses) or PULSE at [www.pulseportal.com](http://www.pulseportal.com) (for real estate and appraiser courses). Commerce recommends double checking your courses at the beginning of every month, especially if your company has a large number of approved courses.

#### Did you know?

- The real estate license renewal deadline is June 30. To assist real estate students, please upload their course completions as soon as possible after the course has been completed.
- Course completions must be uploaded within 10 days of the course completion. An education provider is subject to a civil penalty of \$500 for every individual student's course completion that is uploaded late (see Minn. Stat. §45.43).

#### ***Is there a question you would like you have answered in this newsletter?***

Send us an email at: [licensing.news.commerce@state.mn.us](mailto:licensing.news.commerce@state.mn.us)