



Dipåtamenton Kontribusion yan Adu'ána

DEPARTMENT OF

# REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guáhan

EDDIE BAZA CALVO, Governor *Maga'láhi*  
RAY TENORIO, Lt. Governor *Tiñente Gubetnadot*

JOHN P. CAMACHO, Director  
*Direktot*  
MARIE M. BENITO, Deputy Director  
*Sigundo Direktot*

Date : March 1, 2018

From : REGULATORY EXAMINER SUPERVISOR *[Signature]*

Via : BANKING and INSURANCE COMMISSIONER, Acting *[Signature]*

To : All Insurance General Agents for P&C and L&H, Brokers,  
Surplus Lines Brokers, Adjusters, Title Insurance

Subject: : **Continuing Education ("CE") Requirements for Insurance  
License Renewals and Adjusters**

**The following are some of important information/instruction to know and follow for the upcoming license renewal for period 2018 through 2019:**

Effective Date : July 1, 2018 through June 30, 2019 and every year, thereafter

Number of CE hours : Twelve (12) credit hrs plus Two (2) hrs Ethics = Fourteen (14) hrs every year

Sub-Agents : P&C License- 6 hrs P&C specifics, 6 hrs general, 2 hrs ethics  
Life & Health- 6 hrs Life & Health specifics, 6 hrs general, 2 hrs ethics

Brokers/SL Brokers : 6 hrs P&C License, 6 hrs Life & Health, 2 hrs Ethics = Fourteen (14) hrs

Adjusters : The same number of CE credit hours requirements every two (2) renewal years  
(12 discipline/general + 2 Ethics = 14 total credit hours)

CE Proration : New license within three (3) months before renewal period is required to submit two (2) hours Ethics only. (These are applicants that passed licensing test anytime during April, May and June)

New license within nine (9) months before renewal period is required to submit the total 14 hours. (These are applicants that passed licensing test anytime after July 1 and during months of August through March).

CE Retention Period : Excess of required 14 CE hours of each renewal year can be applied to the succeeding years but can only be kept and applied for four (4) years.

Exemption from CE : CE Exemption Affidavit approved by the Commissioner's Office.  
Any Insurance Producer who is and over sixty-five (65) years of age **AND** has Twenty- five (25) years insurance experience is eligible for CE Exemption subject to the conditions set up by the Insurance Commissioner's Office.

- Blank Affidavit can be downloaded from [www.guamdocs.com](http://www.guamdocs.com). A completed form with required documents must be presented to Commissioner's Office for approval or disapproval by April 30<sup>th</sup> to be valid for May-June renewal period of each year.
- Approved CE Exemption with proper back-up must be submitted during renewal period along with all other documents required to renew the license such as Form I-9, Form I-12, Surety Bond, if applicable.

**THE FOLLOWING ARE FOR STRICT COMPLIANCE:**

- **No partial license renewal** for insurance producers with multiple licenses. (Example: if you have four (4) insurance producer licenses from four (4) insurance carriers, renewal applications **MUST** be simultaneously submitted).

There is no renewal after July 1<sup>st</sup> as stated in the Attorney General's Opinion dated April 28, 2016. If you fail to renew 1 out of 4 licenses and decided after the fact to do so, you must take licensing exam and apply for new license.

- When submitting CE hours with excess, make certain that you bring a copy to where the computation of hours will be reflected as credit for future use. Make sure that your copy is stamped and dated by the attending Regulator for validation.

(Example:      Required CE hours              14 hours  
                          Submitted CE hours              20 hours  
                          Credit hours                              4 hours

We require original CE certificates but will accept copies of the ones with computation reflecting your credit hours to apply for next renewal period along with other original certificates to complete the required 14 hours for any given renewal year.

**FYI: No CE is required for new applicants from date of this letter up to June 30, 2018, After which, all license renewal conditions stated above takes effect.**