



OKLAHOMA INSURANCE DEPARTMENT

3625 NW 56th, STE 100

Oklahoma City, OK 73112-4511

Fax: 405.522.3642 or www.oid.ok.gov

Professional Association Members Request for CE Credit

Title 36 O.S. 1435.29(5) allows one hour of Legislative Update CE credit to be awarded to active members in a professional association. Beginning January 1, 2019 requests for the credit will need to be emailed to education@oid.ok.gov in the following required data file format. Credit will be awarded one time per year, per license type. The credit will be uploaded electronically; therefore, erroneous data may prevent the licensee from receiving credit.

Email a copy of the proof of membership and an Excel Spreadsheet data file with the Last Name, First Name and NPN listed exactly as they appear on the printed license. Each licensee will appear on a separate row. Additional columns may be included in the file; however, the following three are mandatory.

Sample data file:

	A	B	C
1	LAST NAME	FIRST NAME	NPN
2	Smith	John	111122
3	Smith	Robert	1122111
4	Jones	Jan	1122333
5			
6			

Title 36 O.S. 1435.29(5) Subject to approval by the Commissioner, the active membership of the licensed producer or broker in local, regional, state, or national professional insurance organizations or associations may be approved for up to one (1) annual hour of instruction. The hour shall be credited upon timely filing with the Commissioner, or designee of the Commissioner, and appropriate written evidence acceptable to the Commissioner of such active membership in the organization or association.