Date: 11/13/15

**NAIC - CE Classroom Course Recommendations**

1. Unless otherwise specified in state law, use of electronic devices for synchronous contact courses should be determined by the education provider.
2. States should require that an education provider submit a notification of a course offering 10 calendar days, or shorter if specified by state law, in advance of the course offering date.
3. States should require that an education provider give the state notification of a course offering cancellation 5 calendar days in advance of the course offering date. This requirement does not apply to emergency cancellations due to adverse weather, instructor illness, or other unforeseen event.
4. States should require that an education provider report course completion rosters within 15 calendar days, or longer if specified by state law, of the course completion date. An education provider should be considered in compliance if the state specified course completion roster reporting timeframes are met as a regular business practice. The state should consider reporting exceptions on a case by case basis and grant allowances to course completion roster reporting timeframes if the delay was due to factors outside of the education providers control or an unusual processing issue.
5. States should establish procedures to audit classroom courses either directly or through a third party vendor. The course should be monitored for appropriate course time, adherence to course content outline, student attention and attendance.
6. Unless required by state law, it should be left to the discretion of the education provider whether to request that attendees show photo identification to verify identity.