



May 29, 2020

Dear Providers,

In response to COVID-19, the Office of the Commissioner of Insurance (OCI) made temporary changes to Wisconsin requirements for delivering online courses and online course proctoring.

OCI will allow providers to deliver currently approved classroom courses via webinar without having to re-file those courses with OCI. Providers will not be required to submit separate course applications for these webinar courses prior to delivering these courses to students.

However, providers are required to provide OCI with a list of classroom courses that will be conducted via webinar and submit a written statement as to your process in determining participation of students. OCI encourages providers to submit these lists as soon as possible. Providers must submit the list and statement to [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov).

For online courses where a proctor is required OCI has created the **Continuing Education Attestation of Personal Responsibility Form**. The attestation form can be found here:

<https://oci.wi.gov/Documents/AgentsAgencies/ALPersonalCEAttestationForm.pdf>. This form will require individuals to attest that they have not received outside assistance while completing the online course exam. Providers must collect this form from the student in a method determined by the provider prior to electronically banking/submitting credits to OCI. We ask that providers make this form available to students immediately in order to prevent any delays.

A separate notice was also sent to resident agents regarding the **Continuing Education Attestation of Personal Responsibility Form**.

Finally, OCI has waived continuing education requirements for resident licenses that expire on March 31, 2020, April 30, 2020 and May 31, 2020 for those who have been unable to complete courses online. Please note that the continuing education requirements will be effective again beginning for licenses that expire June 30, 2020.

The changes outlined above will remain in effect until this bulletin is rescinded by OCI.

Any questions may be directed to the Melody Esquivel, Agent Licensing Supervisor, at [melody.esquivel@wisconsin.gov](mailto:melody.esquivel@wisconsin.gov).

**OCI Agent Licensing**

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