

**STATE OF NEW MEXICO OFFICE OF SUPERINTENDENT OF INSURANCE**  
**Producer Licensing Bureau**  
**Continuing Education Certificate of Completion**

Name of licensee: \_\_\_\_\_

NPN/License No: \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email Address \_\_\_\_\_

Provider Name: \_\_\_\_\_ Provider No: \_\_\_\_\_

Course Title: \_\_\_\_\_

This course has been approved by the Insurance Continuing Education Committee as New Mexico Insurance Continuing Education Course Number \_\_\_\_\_ for \_\_\_\_\_ hours of credit.

Self – Study (non-contact)	Classroom (contact)
( ) Correspondence	( ) Seminar/Workshop
( ) On-Line Training	( ) Webinar
( ) Video/Audio/CD/DVD	( ) Teleconference
	( ) Other

Date of Course Completion: \_\_\_\_\_

I certify that the person named herein has successfully completed the course listed on this form.

Authorized Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission of roster.** Within ten business days after the completion of the course of instruction by a licensee, the provider must electronically submit an attendance roster to the superintendent.

**Reporting by providers.** Continuing education providers are required to report completion of continuing education courses to the superintendent. However, it is the responsibility of the individual resident licensee to ensure that the superintendent's records reflect the completion of the required number of continuing education courses on or before the continuing education due date. The licensee must correct any discrepancies in the record through the continuing education provider:

**Fees.** A licensee shall submit all continuing education fees prescribed by Subsection E of Section 59A-12-26 NMSA 1978 to the provider. The provider will then submit the hourly course fee electronically to the superintendent on behalf of the licensee.

**No carryover.** No licensee may carry over credit hours earned in a compliance period to the next compliance period.

**No duplicate credit.** No additional credit will be granted to a licensee for completion of the same approved course more than once in any compliance period.

**Classroom or Classroom Equivalent**

A minimum of three hours of continuing education course hours for each compliance period must be earned through participation in a formal classroom or in another learning format that permits the student to interact with a live instructor. **Licensees are responsible for tracking this requirement and are subject to audit by the superintendent.**