



## Ohio Continuing Education Fact Sheet

### A. Credit Requirements:

- Agents who hold a major lines license must complete 24 credit hours (3 of which must be approved as ethics specific) during each two-year renewal period.
- Agents who hold only a Title license must complete 12 credit hours (10 of which must be approved as Title specific and 2 of which must be approved as ethics specific) during each two-year renewal period.
- Agents who hold only a Surety Bail Bond license must complete 7 credit hours (6 of which must be approved as surety bail bond specific and 1 of which must be approved as ethics specific) annually.
- Agents (both resident and non-resident) who hold only a Viatical Settlement Broker license must complete 15 credit hours, all of which must be approved as viatical-specific every two years.
- Agents who hold a Surety Bail Bond license in addition to a major lines license must complete 12 of the required 24 credits from Surety Bail Bond-specific credit and 3 of the required 24 credits from ethics-specific credit.
- Agents who hold a Title license in addition to a major lines license must complete 10 of the required 24 credits from title-specific credit and 3 of the required 24 credits from ethics-specific credit.
- Resident Agents who hold a Viatical Settlement Broker license in addition to a major lines license must complete 15 of the required 24 credits from viatical-specific credit and 3 of the required 24 credits from ethics-specific credit.
- All credits **MUST** be completed before an agent can submit a renewal application.
- Ohio non-resident agents (excluding non-resident Viatical Settlement Brokers) who have met the CE requirements in their home state are exempt from Ohio's continuing education requirements.
- Agents who only hold a limited lines license or agents who have been *granted* inactive status by the Department are exempt from the continuing education requirements.

### B. Renewal Periods:

Insurance agents need to renew their license every 2 years by the last day of their birth month. Surety Bail Bond agents renew annually by the last day of February. Viatical Settlement Brokers renew biennially by the last day of March.

### C. Credit Restrictions

- Provider and course must be approved for Ohio insurance CE credit prior to taking course.
- The same course may not be taken more than once in a renewal period.
- Excess credits will carry over to the next renewal period, but only as "General" credits and only up to a maximum of 12 credits. Click [here](#) for more information on credit carryover.
- Partial credit may be granted, but only at the discretion of the provider.
- Agents can earn no more than 4 hours of association membership credit per renewal period.

**Rosters:** Providers must submit an attendance roster to the Department within 15 days after the completion of a course. The provider will identify each agent who completed the course and requested Ohio insurance CE credit.

**Inactive Status:** An agent who is not performing any activities that require an agent license and does not anticipate a change that they will require an agent's license for at least twenty-four months may request that their license be put into inactive status. A request for license inactivation by agent request must be received by the Department before the license expiration date. Contact the Department at 614-644-2665 for more information about license inactivation or click [here](#) for the inactivation form.

**Surrender License:** An agent may voluntarily surrender all or some of the agent's licenses. (Retention of any license may require continued CE compliance.) The request for surrender must be received by the Department before the license expiration date. Contact the Department at 614-644-2665 for more information about license surrender or click [here](#) for the surrender form.

**Address Change:** All agents must inform the Department of a change to contact information (Addresses, email and/or phone numbers) within 30 days of such change. Click [here](#) to update your contact information.