

# PRODUCER CERTIFICATION PROGRAM- PLAN OF OPERATIONS

## New York Automobile Insurance Plan

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- c. Who is required to complete the Producer Procedures Course
- (1) Newly Certified Producers:
    - (a) All producers seeking certification (including recertification following a suspension or revocation) shall be required to complete the in-person Producer Procedures Course during their 60-day temporary certification. Producers seeking new certification will be allowed to take the online Producer Procedures Course providing there is no in-person course available within a 50 mile distance of the producer's office, within 60 days of the date of certification.
    - (b) When there are more than 5 sublicensees, at least five sublicensees seeking certification under one license must complete the Producer Procedures Course.
    - (c) Any producer becoming an additional sublicensee of a certified license must complete the Producer Procedures Course if such producer is not currently certified under another license, unless five sublicensees under that license have already completed the Producer Procedures Course.
    - (d) Any producer whose certification has been suspended or revoked must complete the in-person Producer Procedures Course as a prerequisite to recertification.
    - (e) The designated supervising producer of any satellite office seeking certification (in compliance with the requirements of New York State Insurance Regulation 125) must complete the Producer Procedures Course.
  - (2) Continued Certification:
    - (a) Any producer seeking to continue his/her certification as of November 1, 2000 and thereafter will be required to complete the Producer Procedures Course once within every four-year cycle.
    - (b) Effective January 1, 2009, only one sublicensee for any license for which there is more than one sublicensee is required to take the Producer Procedures Course. For individual licensees, the producer must complete the course.
    - (c) Upon completion of the Producer Procedures Course, the Plan copy of the certificate of completion, signed by the sponsor of the course, must be forwarded to the Plan for full certification, continued certification or recertification. All proper certificates of completion of the Producer Procedures Course shall be valid proof for certification purposes for a period of six months from the date indicated by the duly authorized sponsor.
  - (3) The NYAIP may require any producer and /or his staff/employees to take the Producer Procedures Course and may suspend that producer's ID card privileges until the course requirements are met.
- d. Who is Required to Submit all Applications through PASS (Producer Application Submission System)

As a condition of certification, producers must register for PASS, all applications must be submitted through PASS and all NYAIP ID cards must be obtained through the Plan ID card facilities.