

# Arkansas Insurance Department

Mike Beebe  
Governor



Jay Bradford  
Commissioner

**BULLETIN NO. 8-2010**

**TO: ALL CONTINUING EDUCATION PROVIDERS AND OTHER INTERESTED PARTIES**

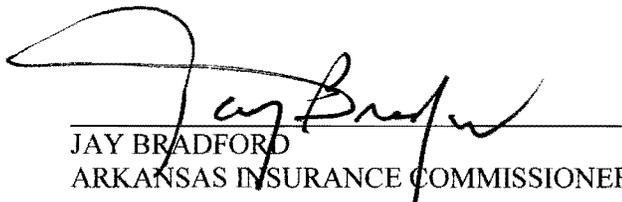
**FROM: ARKANSAS INSURANCE DEPARTMENT**

**SUBJECT: ELECTRONIC FILING OF THE COMPLETION OF CONTINUING EDUCATION HOURS**

The Arkansas Insurance Department ("Department") is instituting a change in the filing of continuing education hours. Currently providers are required to e-mail or send paper Appendix H Rosters to the Department for staff to manually key the hours into the licensee's record. While the current system works, the volume of manual keying can cause a delay in the completion showing up in the Department records. As a result, we have asked the developers of our computer licensing system ("Lion") to provide the Department with an electronic method for providers to input completed continuing education hours.

This new program (LEO) allows Providers to electronically file the completions with this Department by download of a batch file or individual input of a completion record. The program will allow for "real time" validation of the record against the Department's files for the name and license number of the licensee. The cost for the filing is \$1.00 for the course and \$1.00 for each individual who is listed on the roster. The cost will be paid directly to LEO by the provider for use of the electronic continuing education filing system. The continuing education provider can pass along this cost of electronic filing to the licensee. Providers are directed to contact LEO Customer Service at 877-376-1175 for information regarding registration with LEO. Providers can also find LEO information on the Arkansas Insurance Department website at [www.insurance.arkansas.gov/license/divpage.htm](http://www.insurance.arkansas.gov/license/divpage.htm) to start filing continuing education rosters electronically via the LEO system starting November 15, 2010.

The Department will manually key all records received prior to November 15, 2010, but will no longer key continuing education completion on or after November 15, 2010. While the filing of the rosters must be done electronically, the providers must continue to send a copy of the roster to the Department for our review and audit records. The Department copy of the records should be sent by e-mail to [Barbara.gordon@arkansas.gov](mailto:Barbara.gordon@arkansas.gov) or by mail to the attention of Barbara Gordon. If providers have any questions regarding this matter, please contact the License Division at 501-371-2750.

  
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JAY BRADFORD  
ARKANSAS INSURANCE COMMISSIONER

October 22, 2010  
DATE