

# Continuing Education Requirements for Adjusters

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## Continuing Education Requirements

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All agents/producers, CSRs and adjusters are required to complete continuing education in order to renew their licenses. The requirements are as follows:

**Agents/Producers** are required to have 24 hours of continuing education, including three hours ethics and two hours of legislative updates.

**CSRs** are required to have 13 hours of continuing education, including three hours of ethics and two hours of legislative updates.

**Adjusters** are required to have 24 hours of continuing education including three hours of ethics and two hours of legislative update.

### **Title 365. Insurance Department**

#### **Chapter 25. Licensure of Agents, Bail Bondsmen, Companies, Prepaid Funeral Benefits, and Viatical Settlements Providers and Brokers**

#### **Subchapter 3. Producers, Brokers, Limited Lines Producers and Vehicle Protection Product Warrantors**

#### **365:25-3-14. Insurance adjusters continuing education**

(a) **Purpose.** The purpose of this section is to set forth the requirements for continuing education which an insurance adjuster must meet, and to set forth the requirements for approval by the Insurance Commissioner of a proposed continuing education course.

(b) **Definitions.** The following words or terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise:

- (1) "**CEC**" means continuing education credit.
- (2) "**Certificate of course completion**" means a document acceptable to the Commissioner which signifies satisfactory completion of the course and reflects hours of credit earned.
- (3) "**Continuing Education Advisory Committee**" means the committee established by the Commissioner for the purpose of reviewing and recommending approval or disapproval of continuing education courses.
- (4) "**Credit hour**" means at least fifty (50) minutes of classroom instruction, unless a correspondence or self-study course.
- (5) "**Instructor**" means a person who presents course materials approved for continuing education credit hours, and who has experience, training, and/or education in the course subject matter and has been approved by the Commissioner.
- (6) "**Instructor Qualification Form**" means a form acceptable to the Commissioner and completed by the instructor which documents qualifications of the instructor.
- (7) "**Licensee**" means a natural person who is licensed by the Commissioner as an insurance adjuster.
- (8) "**Provider**" means a person, corporation, professional association or its local affiliates, an insurance company or any other entity which is approved by the

Commissioner and provides approved continuing education to insurance adjusters.

(9) "**Provider Course Completion Form**" means a form acceptable to the Commissioner and completed by the provider which documents completion of an approved course by an adjuster or adjusters.

(c) **Exceptions.** Continuing education requirements shall not apply to non-resident adjusters licensed in a state that has a continuing education requirement for adjusters.

(d) **Continuing education requirements.**

(1) **CEC during twenty-four month period.** All licensees shall complete the required hours of continuing education as set forth in Section 6217(B) of Title 36 of the laws of this state during each twenty-four month period. The twenty-four month period begins the first day of the month following the month in which the license is granted. The credit hours completed must be in those lines in which the adjuster is licensed. Six (6) credit hours in excess of the minimum twenty-four month period requirement shall carry forward to the next twenty-four month period. Excess hours may be applied to bring a lapsed license into compliance.

(2) **Certificates of course completion required for license renewal.** If course completion is not reflected on the license renewal form issued by the Insurance Department, each adjuster shall attach, if requested by the Commissioner, an approved course completion certificate to the license renewal form returned to the Department for verification of course completion. The Commissioner shall maintain a cumulative total of continuing education credit hours to insure compliance within the twenty-four (24) month period.

(3) **Legislative Updates.** At least two (2) of the continuing education credit hours of instruction completed by licensees each twenty-four month period shall be taken in the following topics:

(A) State legislative updates, or

(B) Federal legislative updates.

(4) **Credits for instructors.** An instructor who is a licensee shall receive the same continuing education credit for presenting approved course materials as a licensee who attends an approved classroom instructional session by including his/her name and license number on roster.

(5) **Prerequisite for renewal or reinstatement.** As a prerequisite for license renewal or prior to reinstatement following a lapse of license, an adjuster must submit the appropriate forms as specified in this section that establish the educational requirements have been met if not currently recorded by the Oklahoma Insurance Department.