

# Integrity

## REQUIRED CARRIER SPECIFIC TRAINING (CST) INSTRUCTIONS

**Annuity Carrier Specific Product Training** and state mandated **NAIC Annuity Training** (see STATE ANNUITY SUITABILITY TRAINING REQUIREMENT for regulation) must be completed prior to soliciting business. Failure to do so will result in rejected business.

Please carefully review the information below and provide a copy of the training certificate to ECA Marketing ([licensing@ecamarketing.com](mailto:licensing@ecamarketing.com)) once complete.

If you will not be participating in solicitation of annuity products with this carrier, you can bypass the CST requirements. **Life** producers are required to abide by the rules set in place by the carrier for any additional training requirements. Review **ADDITIONAL REQUIRED TRAINING** before proceeding.

### **Annuity Carrier Specific Product Training**

#### **Who should complete the product training?**

Only agents in NAIC regulated states must complete product training (see attached Annuity Suitability Training Requirement). States that do not require a 4-hour state training but still require carrier product training include: FL, MT, NY and UT.

#### **When can the product training be taken?**

Product training can be completed anytime; an agent number is not required. Training can be taken the same day new business is written.

**Product Training Directions:** See “Kaplan Portal Instructions” on the next page for detailed directions.

### **Additional Required Training**

#### **Anti-Money Laundering Training (AML):**

Accepted providers for AML training are listed below. Renewal for AML training is required every two years. New business will not issue until AML is updated.

Accepted AML providers:

360 training.com  
Bank/B/D Proprietary  
Bankers Edge  
CEU.com  
FINRA  
Fire Solutions  
Insurance Company  
Kaplan

LIMRA  
National Underwriter  
Quest CE  
RegEd  
Smart Pro  
STC Interactive  
Success CE  
WebCE

# Kaplan Portal Instructions

Go to [www.kfeducation.com/portal](http://www.kfeducation.com/portal) and log in using Auto-Registration or Self-Registration. Portal code is WSFG.

## Auto-Registration

If our licensing department has your valid email address on file, you will receive an email from Kaplan about 30 days prior to the state effective date. The email will provide you with login information, as well as the specific courses that apply to the companies with whom you are appointed. Log in to the "Current Portal Users" section. Click "Log in." Go to the "Complete Product Training" section below to proceed.

## Self-Registration

1. If you do not receive an email from Kaplan, you will need to self-register and enroll in a course. Go to [www.kfeducation.com/portal](http://www.kfeducation.com/portal). Enter Portal Code "WSFG" in the "New Users" box, select "Create Account."
2. A screen will come up with several paragraphs of text followed by blanks in which to key your contact information. You will need your National Producer Number (NPN) to do this. In the second paragraph of text you will see a "Click Here" that will link you to a site where you can search for your NPN if you do not know it.
3. After you have your NPN, complete all fields with a red asterisk (\*), including creating a username and password. Click on "Create Account." This will immediately log you into the site.
4. The home page will come up. In the middle of the screen you will see a Product Training box.
5. In the box, click on the link that says "ENROLL in Your Product Training Course."
6. Under the "Product Training" tab, click "Select," then select all courses from the list that describe the business you write with us.
7. Click on "Proceed to Check Out." Proceed through the Order Confirmation screen that provides a billing and order summary (this is an online course, so there is no charge and no shipping is required). Select submit order.
8. Once the order is submitted, you will receive two emails – a notification that you have been assigned to the product training, and an order confirmation.
9. Proceed through the Confirmation Number screen by selecting Portal Home.

## Complete Product Training

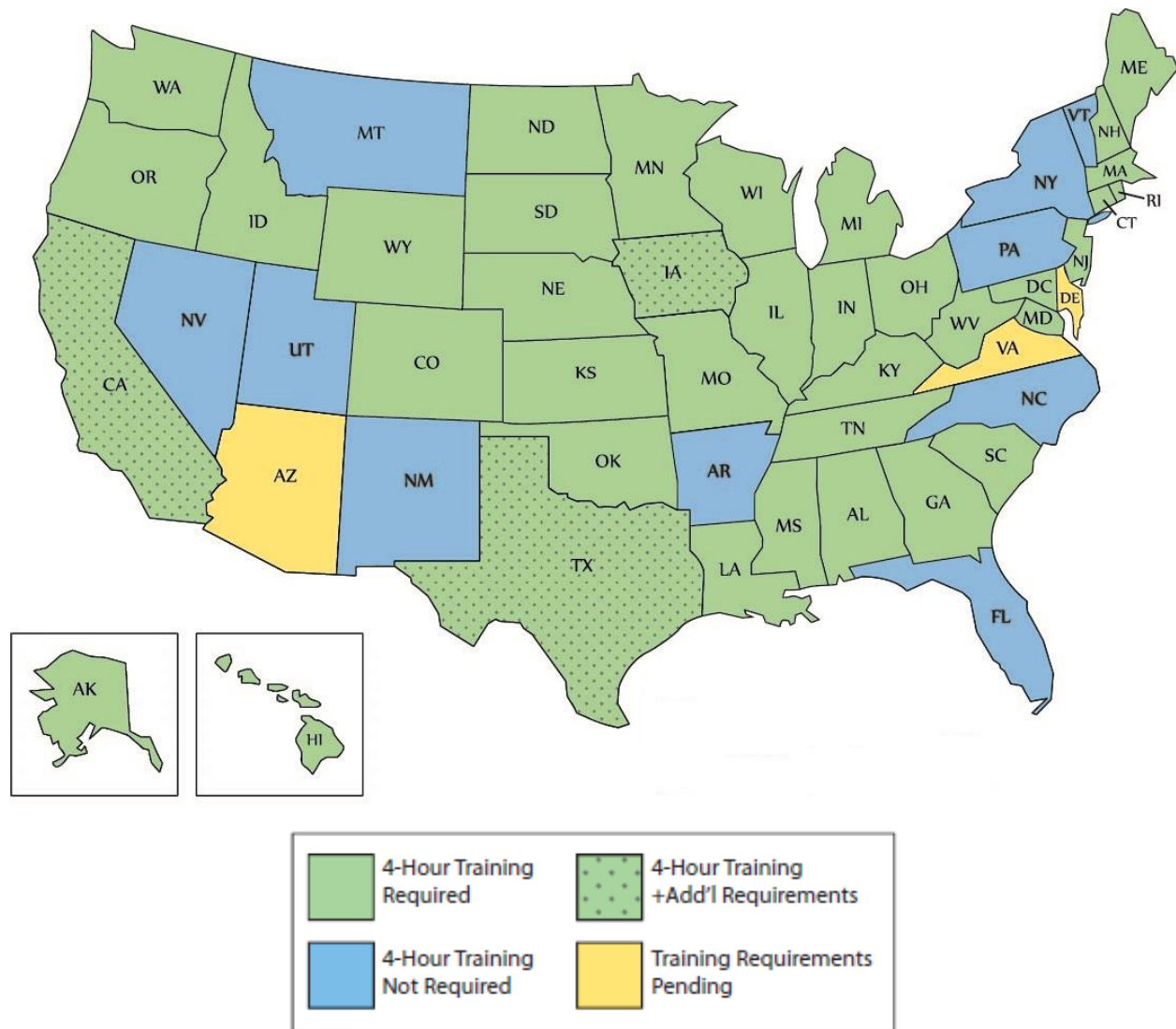
1. Around the middle of the screen on the home page, you will see a Product Training box. Click on the green tab "Already Enrolled? LAUNCH Course."
2. You will see the list of courses that pertain to the lines of business we have set up for you or that you ordered through the Self Registration. Click "Annuity Product Information."
3. Click "Course Name." The training materials will come up. Review them carefully then close the window.
4. Click "Course Home."
5. In the "Review Test" section, click "Take." Next click "Agree," then "Continue," then "I Agree."
6. Print a certificate if you like, and then click "Course Home." A screen will come up with your results. There is no need to send us the certificate, it will feed electronically.
7. To complete additional courses, click "Portal Home" in the left margin. On the home page, in the "Product Training" section, click on "Already Enrolled? LAUNCH Course."

## Annuity Continuing Education (4-Hour Course) Training Instructions

1. After logging in via Auto-Registration or Self-Registration, you will see a "State CE Training" box on the main page. Click on "Enroll in Your State Training Course."
2. Under State CE Training, select the state in which you wish to take the CE Course.
3. Select the "Annuities Courses" tab to "order" the required Regulation 275 Annuity Course for the state chosen. Click "Enroll Now" to order. Click "Proceed to Checkout."
4. Next, click "Continue" to select shipping address (note: online courses will not ship anything; however, you cannot bypass this screen).
5. Proceed through the order verification screen that verifies "Shipping Address" and the course ordered. Click "Submit Order."
6. Once the order is submitted, you will receive two emails – a notification that you have been assigned the CE course, and an order confirmation.
7. Click "Portal Home." In the "State CE Training" section, click "Already Enrolled? Launch Courses."
8. Follow the on-screen instructions to complete course and exam.
9. If you complete the CE course on the Kaplan portal, you do not need to fax the certificate to us, it will feed electronically. You may print it for your records. State filing fees are automatically sent upon completion.

# ANNUITY SUITABILITY TRAINING REQUIREMENT

The following states have adopted some version of the NAIC Suitability Model Regulation. CE must be completed through a state-approved vendor prior to soliciting annuity business. Please provide a copy of your completed training certificate to ECA Marketing ([licensing@ecamarketing.com](mailto:licensing@ecamarketing.com)). For further details, please refer to the tables on the following page or contact your licensing representative with questions.



## Mandatory Annuity CE:

ALABAMA	KENTUCKY	OHIO
ALASKA	LOUISIANA	OKLAHOMA
CALIFORNIA*	MAINE	OREGON
COLORADO	MARYLAND	RHODE ISLAND
CONNECTICUT	MASSACHUSETTS	SOUTH CAROLINA
DISTRICT OF COLUMBIA	MICHIGAN	SOUTH DAKOTA
GEORGIA	MINNESOTA	TENNESSEE
HAWAII	MISSISSIPPI	TEXAS***
IDAHO	MISSOURI	WASHINGTON
ILLINOIS	NEBRASKA	WEST VIRGINIA
INDIANA	NEW HAMPSHIRE	WISCONSIN
IOWA**	NEW JERSEY	WYOMING
KANSAS	NORTH DAKOTA	

## Additional requirements for select states:

<b>*CALIFORNIA</b>	An initial 8-hour state specific course is required, with a 4-hour refresher course on annuity suitability every 2 years prior to license renewal. California training is not reciprocal with any other state and does not accept training from any other state.
<b>**IOWA</b>	Agents selling indexed annuities must take a 4-hour course specific to indexed annuity products.
<b>***TEXAS</b>	Resident agents must complete 8 hours of CE biennially – specifically relating to annuities. An initial Texas specific 4-hour course is required for resident agents.

## NAIC Regulated states offering a grace period for training completion:

STATE	EXISTING PRODUCERS	NEW PRODUCERS
ARIZONA	01/01/2018	01/01/2018
DELAWARE	11/30/2017	Currently required prior to annuity sale
VIRGINIA	01/01/2018	01/01/2018

## States exempt from training requirement:

ARKANSAS	NEW MEXICO	UTAH
FLORIDA	NEW YORK	VERMONT
MONTANA	NORTH CAROLINA	
NEVADA	PENNSYLVANIA	