



Affidavit for Exemption from Continuing Education Requirements (Form CE/AFF-304)

Pursuant to KRS 304.9-295(3)(d) and 806 KAR 9:025 Section 5, the licensee may file an affidavit swearing under penalty of perjury that his or her license is being maintained for the sole purpose of receiving renewals or deferred commissions. The affidavit exempts the licensee from continuing education requirements for the Commonwealth of Kentucky, but it does not exempt the licensee from license renewal, or other requirements for maintaining a license as set forth in KRS 304 Subtitle 9. The individual is prohibited from any insurance activity that constitutes conducting the business of insurance, including soliciting, advertising, explaining coverage, quoting rates, taking applications, writing business, or accepting premiums until the affidavit is withdrawn in accordance with 806 KAR 9:025, Section 5.

Withdrawal of Affidavit

In order to withdraw an affidavit in accordance with 806 KAR 9:025 Section 5, the licensee must:

- Complete continuing education requirements for the immediately preceding continuing education biennium,
- Submit proof of completion of continuing education requirements, and
- Withdraw the affidavit by written request, which must include the licensee's DOI number, name and signature.

The continuing education required above will take care of all past continuing education periods from which the licensee was exempt. But once the affidavit is withdrawn, the licensee will need to meet the continuing education requirements of the current continuing education biennium before the biennium ends.

To view specific Kentucky continuing education requirements, please login to your secure eServices account from our website <http://insurance.ky.gov>. Or you may review licensee public information from the Licensee Search on our website.