

11 PROFESSIONAL DEVELOPMENT AND TRAINING - 4D + 5D

11-1 Professional Development and Training Policy Overview

It is a goal of the Department to develop and maintain a competent team fully capable of providing consumer protection to the people of North Dakota and regulating all aspects of the insurance industry.

The most important and informative affiliation maintained by the Department is with the National Association of Insurance Commissioners (NAIC). This group meets quarterly and is composed of insurance regulators from the 50 states and five territories. The NAIC assists the individual states and territories in effectuating better and more uniform regulation of the insurance industry. The Department actively participates in the NAIC.

Each division in the Department has distinct responsibilities. Within each division, each staff member is responsible for understanding the role of the employee's professional responsibilities. Each employee will have primary responsibility for preparing the employee's professional development program in accordance with the professional responsibilities assigned. There are various continuing education programs, professional certifications, and related development educational opportunities available.

11-2 Professional Development Planning and Requests

- Annually, or as needed, each staff member will hold discussions with his or her supervisor as to what particular professional development needs would benefit the division, the Department and the individual.
- The division directors will prioritize requests and present them along with projected expenditures to the Deputy Insurance Commissioner.
- The Deputy Insurance Commissioner and Commissioner will then evaluate the requests for final approval.

11-3 Work-related Conferences, Training Sessions, Seminars

All work-related conferences, training sessions or seminars and related travel expenses that have been requested by an employee and preapproved will be paid for by the Department as allowed by the Legislature.

11-4 Work-related College Courses

Staff members are encouraged to pursue secondary and graduate education that enhances their skills and responsibilities at the Department. Staff members seeking reimbursement for educational courses should discuss the courses with their supervisor and make a written request to the Deputy Insurance Commissioner explaining how the course(s) would benefit the Department.

Reimbursement for preapproved courses is at 50% of the cost of tuition, books and other related fees. These courses must be work-related.

The employee is required to complete the course with a final grade of C or higher to receive reimbursement. A copy of the original transcript must be provided to the Deputy Insurance Commissioner upon completion of the course and will be placed in the employee's personnel file.

If the employee leaves employment with the Department before one year (12 months) after the date of the course, the employee shall reimburse the Department for all tuition, books and other related fees.

11-5 Non Work-related Conferences, Training Sessions, Seminars and College Courses

The Department will not pay for non work-related conferences, training sessions, seminars or college courses, nor the fees related to them. If an employee would like to attend this type of activity, the employee must request annual leave.

11-6 Professional Membership Dues, Designations, Licenses

In general and with approval from the Deputy Insurance Commissioner or Commissioner, the Department may pay for membership dues in insurance-related organizations or to organizations or societies related to the employee's job duties.

The Department may pay for continuing education needed to maintain appropriate designations and licenses.