

February 21, 1995

TAIPA Bulletin No. 13

This bulletin serves as a follow-up to TAIPA Bulletin No. 7, mailed January 17, 1995, a copy of which is attached. The bulletin was titled An Introduction of the Texas Automobile Insurance Plan Association's Producer Certification Program (PCP) and Electronic Submission Procedure (ESP). Also included is the schedule and registration form for the Producer Procedures Course referenced in that bulletin.

If you have mailed your Application for Certification to TAIPA, you may disregard this duplicate copy of Bulletin No. 7. If not, we strongly urge you to complete the attached application and return it to TAIPA as soon as possible to assure that it will be processed prior to May 1, 1995. All Group 2.2 producers should submit the application prior to attending the Producer Procedures Course.

Attached is a schedule and registration form for the Producer Procedures Course to be held on March 31st. **All Group 2.2 producers ARE REQUIRED** to attend this course in order to obtain their producer certification. Local Recording Agents, while not required to attend, are certainly welcome and urged to do so. As a bonus, LRAs will earn 3 hours of Continuing Education Credit for completing the course. Group 2.2 producers should plan to attend the March 31 course to guarantee their certification on or before May 1. Please **don't** wait until after attending the course to submit those applications; mail them to TAIPA immediately, so they can be reviewed and the processing procedure can commence.

The registration form and remittance in the amount of \$20 payable to TAIPA, should be immediately submitted.

Remember, May 1, 1995 is the date by which all producers must be certified in order to submit applications to TAIPA and receive compensation.

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In response to numerous inquiries from producers, we would like to take this opportunity to answer two questions. First, certified producers **DO NOT** have to utilize ESP to submit applications to TAIPA. This is intended as a privilege for certified producers to be accessed only as needed. You may mail applications to this office just as you have in the past. Coverage on those applications will become effective in accordance with Section 6 of the TAIPA Plan of Operation. Second, when you utilize the ESP system, you must issue a Binder Form to the applicant and comply with all ESP procedures.

For your information, we are also enclosing a copy of TAIPA Bulletin No. 10 regarding new procedures for Railroad Commission filings, specifically form E-1.

Very truly yours,

(Mrs.) Marilyn Kinsey
Administrative-Plans Services Manager