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 651.539.1500 FAX: 651.539.1547  
 AN EQUAL OPPORTUNITY EMPLOYER

January 19, 2016

AT YOUR PACE ONLINE, LLC  
 ATTN: KEITH HALEY  
 531 NE F STREET  
 GRANTS PASS OR 97526

Dear **Standard** Insurance Education Provider:

The Licensing Education Division approved your **Standard** Education Provider/Coordinator application:

<b>Education Provider Approved for:</b> <input checked="" type="checkbox"/> Continuing Education <input type="checkbox"/> Pre-License	<b>Initial Provider Approval Date:</b> 12-18-2015	<b>Provider Renewal Date:</b>	<b>Provider Number:</b> 21025537
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<input checked="" type="checkbox"/> <b>Primary Coordinator Approval: KEITH HALEY</b> <input type="checkbox"/> <b>Replacement Coordinator Approval:</b> <b>Name of Coordinator being Replaced:</b> <input type="checkbox"/> <b>Additional Coordinator Approval:</b>	<b>This Coordinator Approval Date:</b>  January 19, 2016
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The Minnesota Department of Commerce has partnered with Sircon for States to service the electronic licensing system for insurance licensees. As part of this system, education providers are required to set-up an account with Sircon. To do this, please visit Sircon's Web-portal at [www.sircon.com](http://www.sircon.com) and create a username and password. You will be able to access your Minnesota Insurance education provider and course approval information only after you have set up your user account. If you have any questions about setting-up your account, please contact Sircon at 517-381-3860.

You will also be responsible to use the Web-portal to electronically enter subsequent offering dates and locations for your approved courses at least 30 days before the course is to be held. Furthermore, you must submit student attendance roster information through the Web-portal and renew courses when due.

For questions regarding education policies and procedures, please contact licensing education staff via e-mail at [education.commerce@state.mn.us](mailto:education.commerce@state.mn.us). We also encourage you to review Minn. Statutes Chapter 45 to learn more about your responsibilities as an education provider.

Sincerely,

Carolyn Little  
 Education Coordinator  
 Minnesota Department of Commerce