



Texas Department of Insurance
 Licensing Division/Continuing Education, **Mail Code 107-1A**
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 512-322-3503 telephone • 512-322-4360 fax • www.tdi.state.tx.us

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| Dept. Use Only | T.# | Tech |
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APPLICATION FOR COURSE CERTIFICATION

Certification Fee for Continuing Education (CE) course only: \$10 for each hour of course credit requested. Fee is not refundable.

Please carefully read the attached instructions before completing this application. Your application will not be processed unless all required information is provided, including any attachments and course certification fees. The application must be typed or printed legibly in ink and submitted with the appropriate application fee.

PART A. – QUESTIONS:

1. What is the title of the course being submitted with this application (maximum 50 characters)?

2. (a) Give registered provider name and (b) the provider's Texas provider number

3. If this course has been previously certified by the department provide the 10 digit course number

4. Indicate whether the submitted course is:
 - (a) New Course
 - (b) Modification: ___ change in content of greater than 25%
 ___ change in credit hours
 ___ change in course type
 - (c) Recertification – no change or less than 25% change in content

5. Indicate whether the course will be for adjuster prelicensing education or CE by checking the appropriate box and answering the applicable questions.
 - (a) Adjuster prelicensing education:
 - (1) If you checked the box for adjuster prelicensing education, please specify the type by checking the appropriate box (See §19.1017 for general requirements and §19.1018 for required outlines:
 All Lines Property and Casualty – only Workers' Compensation – only
 - (2) Indicate the number of hours that are:
 Classroom ____ Classroom equivalent ____ Self study ____
 - (b) CE:

The number of CE credit hours requested and course type:

 - (1) Ethics/Consumer Protection ____ General CE ____
 - (2) Indicate the number of hours that are:

Classroom ____ Classroom equivalent ____ Self study ____ One-time event ____

6. Calculate Continuing Education Course Fee:

Total number of CE hours requested for this course ____ times \$10 per hour requested = \$ ____ course fee. (Do not include any course hours for which continuing education credit will not be granted- none of the fee will be refunded if fewer hours are granted).

7. Indicate the method by which course hours were determined:

Classroom courses only:

(a) classroom contact

Classroom equivalent and self study courses only:

(b) average completion time of at least five (5) licensees

(c) average approval time in other states

Applicants using the average approval time in other states method must have the course registered in at least three other states and attach a list of the approval time for all such states, specifically indicating any course hours that were approved in that state for sales and marketing topics. Hours awarded for sales and marketing topics cannot be used in calculating the average time. In order to use average of states for classroom equivalent courses, states must have a minimum classroom hour requirement similar to Texas.

8. Is there a refund policy for this course? Yes No If yes, attach a copy

9. Indicate the instructional medium to be used by checking the applicable box .

Lecture/Seminar ____ Teleconference ____ Audio ____ Video ____ Internet ____ DVD/CD ____

Textbook ____ (Self Study only) Other _____

10. The enrollment of this course will be: Open to all licensees Restricted to certain licensees. A course open to all licensees may be listed in the department course list which is available to the public and updated twice a year. **Do you want this course listed?** Yes No

11. The first presentation of the course will be: ____/____/____

(Courses must be submitted for certification at least 20 days prior to the first presentation date)

PART B. – ATTACHMENTS

To be complete, your application must be accompanied by the following required attachments:

(If application is for adjuster prelicense and examination, do not submit item 4).

- ____ 1. A statement of the Knowledge, Skills, and Abilities the licensee is expected to obtain through completion of this course.
- ____ 2. A detailed outline of the CE or prelicense course showing approximate times for major topics .
- ____ 3. A description of the method of course evaluation used by the provider to measure how effectively the course meets its objectives and how it provides for student input (such a method is required and the forms or other input from students is subject to audit.
- ____ 4. A list of approved times in all other states if the course time is based on an the average of times approved in other states in A.7(c)
- ____ 5. A copy of the refund policy, if you answered yes to A.8.
- ____ 6. A sample certificate of completion meeting the requirements of 28 TAC §19.1007(a)(7)
- ____ 7. If for a classroom equivalent course, a narrative description of how the course complies with the specific requirements of the Rules, and screen prints of 2 interactive inquiries (ten questions in all). Please do not send the course itself unless requested to do so.
- ____ 8. A copy of one exam if course is for adjuster prelicensing or self study, with application level questions marked.
- ____ 9. A narrative description of how the course will be presented that speaks to the requirements of the rules.

PART C – PROVIDER SPECIFIC INFORMATION:

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| <p>This block will hold registered provider's specific information. A copy of this form set up for your exclusive use will be sent with first course certification letter. Please use only copies of the provider specific form to request subsequent certifications.</p> <p>ONLY AUTHORIZED PROVIDER REPRESENTATIVES (APR) AND THEIR DESIGNATED COORDINATORS CAN REGISTER COURSES.</p> <p>If you are not the Authorized Provider Representative of a registered provider or been designated as a coordinator by your organization's Authorized Provider Representative then you MUST not use this form unless it is accompanied by an initial provider registration application (Form LHL212)</p> | <p><u>For Change of APR Information:</u> Name: _____ Address _____ _____ _____ Phone: (____) _____ FAX: (____) _____ Email: _____</p> <p>ALL COURSE REGISTRATIONS WILL BE CONFIRMED BY NOTICE TO THE AUTHORIZED PROVIDER REPRESENTATIVE</p> |
| <p>Coordinator Information Name: _____ Mailing address if different from the above _____ _____ _____ Phone: (____) ____ - _____ ext. _____</p> | |

PART D - CERTIFICATION:

This certification must be signed by the provider's APR or the coordinator:

I certify that:

I have been authorized by the provider or the APR to act on behalf of the provider organization with respect to this course submission; I have read and understand the rules and the information I have provided on this form is true and accurate and consistent with the standards for courses; this course meets all of the minimum requirements for course certification under 28 TAC §§19.1001 - 19.1019; all instructors and any speakers used in conjunction with one-time-event courses are qualified pursuant to the requirements of the cited Rules.

Original Signature of APR or Coordinator

Date Signed

INSTRUCTIONS

Complete one application for each course being submitted.

This application is to be used to submit courses for certification. When there is no label contained in Part B, the application should be filed in conjunction with the initial provider registration (Form # LHL212). On registration of a provider, the department will issue a label and insert it in Part B to make the application provider specific. Established providers use photocopies of the provider specific form when submitting courses for certification. File the original in a safe place.

This application must be typed or printed legibly in black ink. The completed application along with any required attachments or course certification fees must be submitted to the Texas Department of Insurance, Licensing Division MC 107-1A, P. O. Box 12200, Austin, TX 78711-2200. Allow sufficient time for mailing to and from the department, plus at least 20 days for review.

A continuing education course being submitted to the department must be accompanied by a course certification fee in the amount of \$10 for each hour of course credit requested on the application. Adjuster prelicensing education courses do not have a course certification fee. All fees are nonrefundable. The application fee must be in the form of a check or money order made payable to the Texas Department of Insurance.

Your application will not be processed unless all required information is provided, including any attachments and course certification fees.

Course certification criteria are set out in 28 TAC §§19.1001 - 19.1019. It is very important that anyone directly concerned with designing or submitting courses, read and understand these rules. For your convenience there is a link to them on the department's web site:
<http://www.tdi.state.tx.us/commish/rules/1217-059.html>

Part A – Questions:

1. On the line provided, insert the title of the course being submitted for certification. The course title should reflect the course content. This field is limited to 50 characters or less. If the course title is greater than 50 characters, make certain that the first 50 characters are descriptive.
2. On the line provided, insert (a) the name under which the provider will conduct education programs in Texas and (b) its Texas provider number: This name must match one of the names listed in Part A.2. of the provider application (Form # LHL212) and, for provider specific applications, the names shown on the label in Part B. Do not list instructors or course preparers names in this space.
3. If your response to A.3 indicates that the course is a recertification, insert the 10 digit course number previously assigned by the department. The course number may be found on the approval letter sent by the department.
4. Check only one box to indicate whether the course being submitted is a new course, a modification, or a recertification. A new course is a unique course that has not been previously certified. A modification is a currently certified course being modified by the provider to change more than 25% of the course' content, the number of credit hours, or course type. A recertification is a currently certified course whose course content has changed by less than 25%.
5. Refer to 28 TAC §19.1006 for specific requirements for continuing education and adjuster prelicensing education course requirements. More important adjuster prelicense information, including examination requirements and the required outlines, are in §§19.1017-19.1018.
 - (a) Mark this box if the submitted course is an adjuster prelicensing education course and answer the applicable questions. Check the appropriate box to indicate the type of adjuster prelicensing course that the submitted course will address. Insert the number of hours requested for classroom, classroom equivalent, and self study credit.
 - (b) Mark this box if the submitted course is a continuing education course and answer the applicable questions. Insert the number of credit hours that are being requested for Ethic/Consumer Protection and General

continuing education topics. Insert the number of credit hours that are classroom, classroom equivalent, self study, one time event (used mostly for conventions and meetings).

6. Calculate the continuing education course certification fee by inserting the total number of credit hours that have been requested and multiplying that total by \$10 per credit hour. The department will not certify hours of credit for sales and marketing topics or other topics described at 28 TAC §19.1006 (c). Providers must not include these topics in calculating the number of hours to be certified or pay a fee for these hours covered by these topics. Fees paid for such hours are not refundable.
7. Indicate the method by which course credit hours were calculated. Providers may not include time for breaks, lunch, dinner, explanatory instructions, examinations or topics which cannot be certified under 28 TAC §19.1006(c) in calculating course credit hours under any method. Courses must be at least one-hour in length and credit for additional partial hours will be awarded in half-hour increments with periods of less than 25 minutes being awarded no additional credit and periods of less than 50 minutes being awarded one half-hour of credit.

Classroom courses only:

- (a) Classroom hours must be calculated on the basis of actual classroom instruction contact hours.

Classroom equivalent and self study hours may be calculated using either of the following methods:

- (b) Average time of at least 5 licensees. Provider must calculate the average of the individual times of at least 5 licensees that completed the entire course. Providers must maintain names and license numbers of all licensees used in testing. If the course is approved, retroactive credit may be given.
 - (c) Average of time awarded in other states. Providers must calculate the average of the times awarded in all other states in which the course is approved. The course must be approved in at least three other states before the provider can use this method. Providers may not use any time awarded in other states for sales and marketing courses in calculating the average. Providers must attach a list identifying the each state and the hours that the course was approved in that state. The list must disclose by state any time awarded for sales or marketing topics.
8. Check yes or no to indicate whether there is a refund policy for this course. If “Yes” is checked, a copy of the refund policy must be attached to this application. If a provider has a refund policy, it must be disclosed. Failure by a provider to disclose a refund policy and failure by a provider to comply with its refund policy are both grounds for disciplinary action.
 9. Check the applicable box or boxes to indicate the instructional medium or media that will be used in presenting the course. If this is the only change you are making, do not complete this form, but write a letter to the department describing the changes.
 10. Indicate whether the enrollment of the submitted course will be open to all licensees or restricted to certain licensees by checking the applicable box. If the enrollment will be open to all licensees, the course may be added to the department’s course list which is available to the public. Check yes or no to indicate whether or not the course is to be added to the department’s course list.
 11. Indicate the first intended presentation date of the course. For classroom equivalent and self study courses, this will be the first date the course is available for distribution. Providers must submit fully completed course certification applications at least 20 days in advance of this date. Providers must follow the guidelines of 28 TAC §19.1008(b)(1) when advertising courses prior to department approval. There are penalties for presenting a course before it is certified by the department.

Part B – Attachments:

Please make certain that all required attachments are submitted with this application. If application is for adjuster prelicense and examination, do not submit item 4; Item 8 is not required for classroom courses.

1. A list each of the Knowledge, Skills, and Abilities the licensee ought to obtain through this course.

2. A detailed timed course outline. The following is an example of a typical timed outline:

| | |
|---------------------|---------------|
| I. Major item (1) | .75 hr |
| A. Sub item | |
| B. Sub item | |
| II Major item (2) | 1.50 hr |
| A. Sub item | |
| 1. point | |
| 2. another point | |
| B. Sub item | |
| III. Major item (3) | .75 hr |
| and so forth... | |
| Total Time: | <u>3.0 hr</u> |

3. A statement or description of how the provider will measure the effectiveness of the course and collect student input, or a copy of your course evaluation form. Example forms are on the web, at <http://www.tdi.state.tx.us/general/forms/agentforms.html>, in the CE section of that page.
4. A complete list of states where your course is approved. Deduct non-approvable hours and average the times.
5. A statement of any refund policy that applies to this course.
6. A sample certificate of completion. The requirements of a certificate of completion are detailed in 28 TAC §19.1007(a)(6), and must contain all the items listed in that rule.
7. If the course is classroom equivalent, a narrative description of how the course is constructed so as to meet the requirements for that type of course, including screen prints that illustrate one query session. The narrative must speak to each item in the rules.
8. A copy of one final examination, if course is for adjuster pre-license or self study, with the application level questions marked as such. It is VERY important that all exams and interactive inquiries maintain 70% application level questions to 30% knowledge based (see §19.1002(a)(2) and (15)). All questions must follow the standards set in §19.1011(d).
9. A description of how the course will be conducted.

Part C – Provider Specific Information:

If there is not a provider specific label on the box provided in this part of the application, you must fill out the APR/coordinator information. Else, it must be used in conjunction with Provider Registration form LHL212.

Part D – Certification:

The Authorized Provider Representative or a continuing education coordinator must sign the certification.