



**Texas Department of Insurance**  
**Licensing Division/Continuing Education**, Mail Code 107-1A  
 333 Guadalupe • P. O. Box 12200, Austin, Texas 78711-2200  
 512-322-3503 telephone • 512-322-4360 fax • www.tdi.state.tx.us

## COURSE ASSIGNMENT FORM

FEE: \$50

Must be typewritten or legibly printed in ink. May also be completed here on the web!

**Please read the instructions on the back of this form before continuing.**

**A. General Information:**

- (1) Assignee's current provider registration number: \_\_\_\_\_  
 Assignee's registered name: \_\_\_\_\_
- (2) Indicate a yes or no response to the following questions by checking the applicable box:  
 Yes\* No
- (a)   Will assignee change more than 25% of the certified course content?
- (b)   Will assignee change the number of certified course credit hours?
- (c)   Will assignee change the type of certified course credit hours?
- (d)   Will assignee write and use examinations different from those developed by assignor?
- \* Refer to A.(2) of the instructions for any yes answers for (a)-(d)
- (e)   Will course be open to the public?

(3) Assignor's current provider registration number:  
 \_\_\_\_\_

Assignor's registered name: \_\_\_\_\_

(4) The actual calendar date the assignment is proposed to be effective:  
 \_\_\_\_/\_\_\_\_/\_\_\_\_

(5) The actual calendar date the assignment terminates: \_\_\_\_/\_\_\_\_/\_\_\_\_ \*\*  
 \*\*May not be more than two years from (4). Assignment terminates automatically and must be redone if assignor's course is not recertified by its expiration date. Please see instructions for more.

- (6) The course being assigned has been certified by the department as:
- (a) Name of the course as certified: \_\_\_\_\_
- (b) The original course certification number: \_\_\_\_\_
- (c) The original course expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**B. Certification:**

We certify that we will conform to the provisions of 28 TAC §§19.1008(f) and 19.1012(b)(3).

\_\_\_\_\_  
 Assignor Authorized Provider Representative Signature

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Assignee Authorized Provider Representative Signature

\_\_\_\_\_  
 Date Signed

## Instructions

In order for a provider to assign a course to another, that provider must have ownership rights to the course being assigned. This assignment form must be completed by the assignee and signed by the provider representatives for both the assignee and the assignor. The form must either be typewritten or completed in ink. The completed form must be sent to the Texas Department of Insurance, Licensing Division (MC 107-1A), P. O. Box 12200 Austin, TX 78711-2200, along with a check or money order for the non-refundable course assignment fee of \$50 per course assigned.

Before completing this form, you need to be familiar with 28 TAC §§19.1008(f) and 19.1012(b)(3). You may access a copy of the Texas Administrative Code, Continuing Education Rule online through the Department's web site.

### Part A: General Questions:

- (1) Complete the blanks by inserting the assignee's current provider registration number and registered name. The assignee is a registered provider to whom the right to present this course is assigned.
- (2) The assignee must indicate a yes or no response to each question by checking only one box per question. If a "Yes" response has been checked, the course must be submitted as a new course.
- (3) Complete the blanks by inserting the assignor's current provider registration number and registered name. The assignor is the registered provider who obtained certification from the department for the original course and is responsible for the re-certification of the course.
- (4) Using a format of MM/DD/YYYY, insert the actual calendar date that the assignment is to take effect. Use a date at least 10 days after form is mailed to this department.
- (5) Using a format of MM/DD/YYYY, insert the actual calendar date that the assignment period terminates. There must be a termination date stated, and it may be no more than two years from the assignment date. It may be less. Assignment termination occurs if assignor allows course to expire. Assignee may be penalized if assigned course is offered after original course has expired and before assignor recertifies it. Nothing on this form precludes the parties from submitting a new assignment before this one terminates or mutually agreeing in writing to an early termination. The department will not be party to any disputes between the assignee and assignor. The department will not terminate an assignment prior to the termination date on this form except as provided for under 28 TAC §19.1008(f)(8).
- (6) Provide information on the course being assigned.
  - (a) Complete the blank by inserting the name of the course as originally filed by the assignor and certified by the department.
  - (b) Insert the original course certification number as provided by the department on the approval letter sent to the assignor.
  - (c) Using a format of MM/DD/YYYY, insert the expiration date of the original course certification.  
Note: Assignment of this course does not work to extend the course expiration date.

### Part B. Certification:

Both parties certify the correctness of the information they placed on the form.