



Licensing/Continuing Education,
 Texas Department of Insurance
 Mail Code 107-1A
 P. O. Box 149104 Austin, Texas 78714-9104
 512-322-3503 telephone • 512-322-4360 fax • www.tdi.state.tx.us

LICENSEE REQUEST

TEXAS Qualifying Continuing Education Credit

Texas Qualifying C.E. credit requested by:
 (Licensee Name) _____

PRINT CLEARLY PLEASE

Requestor's Texas Department of Insurance License Number: _____

Course completion date: _____

Requestor's E-mail: _____

 (Course Name) (Program or National Designation Name)

The number of Contact Credits (50 minute hours) of **Insurance-related** instruction:

General _____ Ethics _____ (No quarter-hours)

Type of instruction: Self-Study credit available **only** for credit for passing a Designation Exam or teaching.

Classroom _____ (Maximum total credits is 30.) Self-Study _____ (Maximum total credits is 15.)

This credit was provided by:

 (Course Sponsor)

 (Mailing Address of Sponsor)

 (City)

 (State)

 (Zip Code)

 (Name of Sponsor Contact)

 (Telephone Number of Contact)

Course Site **if different from the above:**

ATTACHMENTS: PROOF OF COMPLETION (CERTIFICATE OR PASSING GRADE REPORT).

IF TOPICS OTHER THAN INSURANCE ARE INCLUDED IN THE COURSE CONTENT, PLEASE ATTACH A PROGRAM, BROCHURE, SYLLABUS, OUTLINE OR THE LIKE SO THAT THE AMOUNT OF INSURANCE CONTENT CAN BE CALCULATED. THANK YOU.

TYPES OF QUALIFYING CREDIT INSURANCE COURSES ACCEPTED BY TDI

See 28 Texas Administrative Code § 19.1002 (b)(21) and § 19.1010(a)(3)-(7)

Before requesting Designation credit, check to be see if the course was certified with TDI. If it is, the provider **must** bank credits through Sircon/Compliance Express, w/in 30 days, a much faster process.

- A. College, law school and university classroom insurance courses: contact hours not including exams, up to 30 Classroom credits per course. (No self-study is accepted.)
- B. National Designation Credit (CLU, CPCU, AIC, and many more).
See 28 Texas Administrative Code (TAC) § 19.1002 (b)(17).

TESTS OF NATIONAL DESIGNATION CREDIT (all answers must be yes):

- 1) Is it insurance or is subject matter strongly insurance-related? (see also #3.)
- 2) Is it a professional designation?
- 3) Is it nationally recognized in the insurance industry?
- 4) Is it issued by an entity that maintains a not-for-profit status?
- 5) Is it issued by an entity that has been in existence for at least five years?

(Pick one)

Passing a national designation certification program examination: 15 Self-Study hours

OR

Completing a classroom preparation course for the same national designation exam: up to 30 Classroom hours.

- C. Instructor credit for teaching any portion of a certified CE classroom course:

Hour for hour taught Classroom credit up to the maximum credits certified for the course PLUS an equal number of Self-Study credits for preparation. (Documented by a letter from the Provider.) Attendance credit may not be granted for the same course for which instructor credit is claimed. Instructor credit may be claimed for teaching a specific course once only in the same reporting period.

- D. CLE/CPE credit:

Hour for hour Classroom credit up to the maximum credits certified for the course for insurance courses certified or approved for classroom or participatory credit by a bar association or a board of public accountancy. (You do not have to be a lawyer or CPA to use CLE/CPE credit.)

- E. Federal Farm Credit Insurance Corporation

Hour for hour basis for certified or approved courses.

For ASSOCIATION CREDIT see the instructions in TAC § 19.1019 (f)(g).