APPLICATION FOR CONTINUING EDUCATION INSURANCE COURSE

NORTH DAKOTA INSURANCE DEPARTMENT
SFN 10920 (Rev. 6-2007)

CHECK ONLY ONE

- ☐ Prelicensure Education
- ☐ Continuing Education

INSTRUCTIONS: 1. Attach a complete course outline. Include the time allotted to each segment of the outline.
2. $50 filing fee.

Provider Name		Provider Number
Address		Telephone Number
City	State	Zip Code
Website Address	Contact E-mail Address	

Course Title	Date of Course	Start Time ☐ A.M. ☐ P.M.	End Time ☐ A.M. ☐ P.M.
Course Location(s) - Attach list if necessary			Telephone Number
Address	City	State	Zip Code

Insurance Topics:	Credit Hours Requested
Accident/Health	
Casualty	
Ethics	
Life	
Personal Lines	
Property	
Variable Life and Annuity	
Other	
Total Hours Requested	

Instruction Method
- ☐ Classroom
- ☐ Self Study

Method To Determine Completion
- ☐ Supervised Exam
- ☐ Unsupervised Exam
- ☐ Attendance
- ☐ Other (Explain)

National Insurance Designation?
☐ No ☐ Yes-Designation Type:

Course time devoted to sales/marketing:(hours)

LIST OTHER STATES THAT HAVE APPROVED THIS INSURANCE EDUCATION COURSE

State	Hours Approved	State	Hours Approved	State	Hours Approved	State	Hours Approved	State	Hours Approved

As coordinator of the proposed offering, I certify that:
1) The information contained in this application is correct to the best of my knowledge,
2) I will notify the Department at least 15 days prior to a subsequent offering of this course, and
3) I will request a new course approval if the content of this course is substantially changed.

Coordinator's Signature **X**	Date
Coordinator's Name Typed or Printed	

INSURANCE DEPARTMENT USE ONLY

Course Approval Decision ☐ Approved ☐ Denied	Course Certification Number	Hours Approved
Comment		
Signature of State Insurance Department Representative		Date

See next page for Course Approval Requirements

INSURANCE EDUCATION COURSE APPROVAL REQUIREMENTS

Continuing Education courses shall promote educational activities that advance an agent's professional expertise and keep him/her abreast with the Insurance Industry. Routine meetings, luncheons and gatherings not advertised and developed as Insurance Education Events will not qualify for insurance education credit. Approved courses shall impart substantive and procedural knowledge related to the Insurance Industry.

Courses and course content not acceptable for Continuing Education Credit: prelicensure training, prospecting, recruiting, sales skills and promotions, motivation, psychology, communication skills, supportive office and machine skills, personnel management, and other subjects not related to the Insurance license.

The Commissioner of Insurance requires providers of Insurance Education Courses to provide the following:

1. To the Commissioner prior to course offerings:
   - A. An Application for Continuing Education Insurance Course (SFN 10920) in duplicate, fifteen (15) days prior to initial course offering.
   - B. A complete course outline designating individual topics and the amount of time devoted to each area being taught. (NOTE: prelicensure course outlines must include a copy of all textbooks, handouts and other study materials.)
   - C. An Application for Continuing Education Provider Coordinator approval (SFN 10921) in duplicate, if not already on file.
   - D. A fifty dollar ($50.00) per course filing fee.
2. A class roster (electronically) to the Commissioner 15 days subsequent to completion of all Insurance Education Courses. (This requirement may be waived for nationally designated correspondence courses.)
3. To course participants subsequent to course offerings:
   - A. A course completion certificate (SFN 10923) to all students successfully completing an approved CONTINUING EDUCATION COURSE.
   - B. A prelicensure report of compliance (SFN 10925) to all students successfully completing an approved PRELICENSURE COURSE.

Upon review by the Commissioner, providers will receive a copy of the course application indicating approval or denial, credit hours assigned, and a course certification number. Course certification numbers must be used on all Insurance Education certificates and correspondence.

Courses cannot be advertised in any manner as approved unless approval has been granted, in writing, by the Commissioner.

All advertising relating to approved course offerings must contain the following statement: "This course has been approved by the Commissioner of Insurance for (insert hours) of insurance education credit." This statement must be prominently displayed on the cover of any pamphlet, advertisement or circular. Advertising must be truthful, clear and not deceptive or misleading.

A classroom credit hour is defined as a minimum of fifty minutes of instruction and no more than one ten minute break.

For additional information contact:

North Dakota Insurance Department
Continuing Education
600 E. Boulevard Avenue-Department 401
Bismarck, ND 58505-0320
(701) 328-3548 ext. 1