



APPLICATION FOR CONTINUING EDUCATION PROVIDER COORDINATOR
NORTH DAKOTA INSURANCE DEPARTMENT
 SFN 10921 (Rev. 6-2007)

Print Full Name		Social Security Number	Telephone Number	
Mailing Address		City	State	Zip Code
A Coordinator must meet one of the following requirements within the immediately preceding five years: <ul style="list-style-type: none"> ● Minimum of five years as an active licensed insurance agent; or ● At least three years full time experience in the administration of an education program; or ● A degree in education plus at least two years insurance experience. 			E-mail Address	

RELATED EDUCATION BACKGROUND

SCHOOL	DATES ATTENDED	DEGREE (INCLUDE MAJOR)

RELATED EMPLOYMENT BACKGROUND

NAME OF EMPLOYER	ADDRESS	DATES EMPLOYED	POSITION

IDENTIFY PROVIDER

Provider Name		Provider Number		
Address	City	State	Zip Code	Telephone Number
Web Address				

I certify that the information contained in this application is correct and that I will notify the Commissioner within ten days of any changes in the information.

X _____
 Applicant Signature Date

INSURANCE DEPARTMENT USE ONLY

Approval Decision	Comment
_____ Signature of State Insurance Department Representative Date	

See next page for coordinator requirements and responsibilities.

COORDINATOR REQUIREMENTS AND RESPONSIBILITIES

Each continuing education provider and course of study shall have an approved coordinator, who is the liaison for students, instructors, and the Commissioner.

The coordinator shall be responsible for, but not limited to the following:

1. Assuring compliance with all laws and rules pertaining to insurance education;
2. Notifying the Commissioner of any material change in course content;
3. Assuring that students are provided with current, accurate information, and classroom facilities conducive to a sound learning environment;
4. Evaluation of courses and instructors. The Commissioner may request written evaluations of courses and/or instructors either by students or coordinators;
5. Investigate complaints relating to course offerings and/or instructors, and forward all written complaints to the Insurance Department;
6. Maintain accurate records relating to course offerings, instructors, and student attendance for a period of five years from the date the course was completed (under no circumstances will the Commissioner act as custodian of the records);
7. Provide students with course completion certificates, on a form prescribed by the Commissioner, within 30 days of course completion;
8. Being available to instructors and students by providing the name of the coordinator and a telephone number at which he/she can be reached;
9. Notifying the Commissioner, fifteen days in advance, of any changes in course offering date and subsequent offering dates of an approved course;
10. Assuring the instructors have met the qualifications and carried out their responsibilities as listed below.
 - A. An instructor shall have one of the following qualifications:
 - Three years of recent experience in the subject area being taught; or
 - A degree related to the subject area being taught; or
 - Two years of recent experience in the subject area being taught and 60 hours of course work in the subject area being taught.
 - B. Each approved Insurance Education course must have an approved instructor, speaker or seminar leader. Instructors shall be responsible for, but not limited to the following:
 - Compliance with all laws and rules pertaining to insurance education;
 - Providing students with current and accurate information;
 - Providing a classroom atmosphere conducive to learning;
 - Assisting students and responding to questions relating to course material.
 - C. Instructors are prohibited from misrepresenting any material submitted to the Commissioner.
 - D. An instructor of an approved continuing education course is entitled to the same credit as an agent completing the course; but may receive such credit only once during a reporting period, regardless of the number of times the course is taught.

Application for coordinator approval shall be submitted on forms prescribed by the Commissioner.

Providers of Insurance education courses are responsible for the actions of the coordinators and instructors.

Send the completed form to: North Dakota Insurance Department
Continuing Education
600 E. Boulevard Avenue-Department 401
Bismarck, ND 58505-0320
(701) 328-3548 Ext. 1