State of California

Department of Insurance

Bail Course Approval/Renewal Application

LIC 001B (Rev 3/1/2015)

Curriculum and Officer Review Bureau – Education Unit
300 Capitol Mall
Sacramento, CA 95814-4344
Information (916) 492-3064
www.insurance.ca.gov

Instructions:	**Department Use Only:**
▪ This form must be completed for each course to be approved. ▪ A completed application with the proper attachments and filing fee must be received in the Department at least 30 days prior to the first course presentation. ▪ Courses must be a minimum of one hour; no fractional hours are granted.	Course #: _____ Approval period: _____ Credit Hours:_____ Category code:_____

First Course presentation dates:	Provider Number:	Phone Number: ( )

Provider Name:	
Address:	_____ Street City State Zip
Course Title:* [Provide Course # if renewing course.]	

Check one course type:

☐ 20-hour Prelicensing ☐ Continuing Education: Number of Hours Requested: ____

Instruction Method: ☐ Contact ☐ Correspondence ☐ Internet

Number of times course to be given during approval period: ____ (for Internet courses, please mark approval period as N/A)	Include on Department's list of courses open to public? ☐ Yes ☐ No

Is the written proof of consultation attached pursuant to Section 1810.7 (c) of the California Insurance Code? ☐ Yes ☐ No
If no, when will it be received by the Department? _____

For Department use only:

☐ Course approved ☐ Course **not** approved.

_____

_____

_____

By:_____ _____
Education Unit Staff Signature Date

*Advertising and course materials must use this exact title. Courses based on another provider's material must be approved by that provider and must use same name.

Required attachments:

A. For Contact Courses:

1. ☐ A detailed statement on how the course is relevant to bail topics and products.
2. ☐ A detailed outline of approximately one page per hour of instruction including the time each topic is being presented.
3. ☐ A copy of all materials presented to each student if a detailed outline is not submitted with application.
4. ☐ An agenda showing the beginning and ending times, breaks, and time allotted for exams, if applicable.
5. ☐ A completed Class Presentation Schedule form for each presentation.
6. ☐ A current authorization letter from the author or publisher if using another vendor's source material as the basis for the course.
7. ☐ California prelicensing curriculum and educational objectives with every line page-referenced to the source book(s) used. **(For Prelicensing Courses Only)**

B. For Correspondence or Internet Courses:

1. ☐ A detailed statement on how the course is relevant to bail topics and products.
2. ☐ Audio cassette, video tape, computer diskette, text book for the course or copy of the text cover, copyright page and table of contents if using another vendor's pre-approved material/book.
3. ☐ Internet courses must include your Internet address, security measures, log-on and password for our review of course(s). Answers to exam questions must reference section and screen for answer source.
4. ☐ A final examination with a minimum of three questions for each hour of credit and with questions scrambled (questions not in chapter order).
5. ☐ Answers to all exam questions with page and paragraph referencing to the providers course material.
6. ☐ A current authorization letter from the author or publisher if using another vendor's source material.
7. ☐ Copy of instruction sheet sent to students.
8. ☐ For an Internet course, a description of the measures the provider will employ to ensure that students are actively engaged in course material for the entirety of the prescribed time.
9. ☐ For a correspondence course, a provider must maintain a declaration signed by each student under penalty of perjury, under the laws of the State of California, declaring that the student was engaged with the course material for the entirety of the prescribed time. (Section 2105.7 (g) of the California Code of Regulations)

Certification:

I certify under penalty of perjury that I have read and understand the information and requirements contained in this application, that all statements are true and nothing has been withheld which would influence a complete evaluation of this course.

_____ _____

Original Signature of Provider Director Date

_____

Printed Name of Provider Director

Filing Instructions:

This form must be completed by each entity desiring a bail course to be approved or renewed for prelicensing or continuing education.

Please send the completed application, other required attachments and the following **Non-Refundable** filing fee as stated Section 1751.1 of the California Insurance Code on the Schedule of Fees to:

California Department of Insurance
Curriculm and Officer Review Bureau – Education Unit
P.O. Box 957
Sacramento, CA 95812-0957

Filing Fees:
$37 per Continuing Education Course Approval
$75 per Prelicensing Education Course Approval
$14 per Continuing Education Course Renewal
$37 per Prelicensing Education Course Renewal

Make checks payable to:
California Department of Insurance

Attach additional sheets if more space is needed to answer questions.

Course applications must be received in this office at least 30 days prior to the first course presentation date. Course advertisements for pending courses must clearly state that the course has been submitted and is pending approval, if the course application is complete and submitted within the appropriate time frame.

Education Unit Inquiries: (916) 492-3064