

Curriculum and Officer Review Bureau - Education Unit  
 320 CAPITOL MALL  
 SACRAMENTO, CA 95814-4344  
 Information (916) 492-3064  
 www.insurance.ca.gov

<p><b>Instructions:</b></p> <ul style="list-style-type: none"> <li>▪ This form must be completed for each course submitted for approval.</li> <li>▪ A completed application with the proper attachments and filing fee must be received by the Commissioner at least 30 days prior to the first course presentation.</li> <li>▪ The following course category types must include the specific checklist items noted on pages 2 through 4 of this application: Ethics Training, Annuity Training (e.g., eight-hour and four-hour courses), Independent and Public Adjuster, Life Settlement Broker, California Eight-Hour Long-Term Care, Homeowners' Insurance Valuation, General, or Business Management. Please note that the course application will not be processed unless the checklist item is attached.</li> </ul>		<p style="text-align: center;"><b>Commissioner Use Only:</b></p> <p>Course #: _____</p> <p>Approval period: _____</p> <p>Credit Hours: _____ Category code: _____</p>	
First course presentation date: _____		Provider Number: _____	
Provider Name: _____		Phone Number: (    ) _____	
Address: _____			
Street		City	
State		Zip	
Course Title*: _____			
Check one course type: <input type="checkbox"/> Prelicensing Education <input type="checkbox"/> Continuing Education		<p><b>Statutory Requirement:</b> If this application is for continuing education, is this course intended to meet any statutory requirements?  <input type="checkbox"/> No    <input type="checkbox"/> Yes (if yes, indicate requirement below)</p> <input type="checkbox"/> California Long-Term Care** <input type="checkbox"/> 24-Hour Care Coverage <input type="checkbox"/> California Partnership for Long-Term Care <input type="checkbox"/> Annuity** <input type="checkbox"/> Homeowners' Insurance Valuation** <input type="checkbox"/> Ethics** <input type="checkbox"/> Life Settlement**	
Number of Prelicensing Education hours requested:  12-hour    20-hour    32-hour    40-hour    52-hour Code and Ethics			
Instruction Method:**			
Prelicensing Education Contact (Interactive): <input type="checkbox"/> Classroom  Non-Contact (Internet Delivery) <input type="checkbox"/> Online Prelicensing	Continuing Education Contact (Interactive) <input type="checkbox"/> Seminar <input type="checkbox"/> Workshop/Conference <input type="checkbox"/> Classroom/Lecture <input type="checkbox"/> Teleconference (monitored) <input type="checkbox"/> Webinar (monitored)** <input type="checkbox"/> Other _____	Continuing Education Self-Directed (Non-Interactive) <input type="checkbox"/> Correspondence/Hardcopy Text Book <input type="checkbox"/> Portable Document Format (PDF) Text <input type="checkbox"/> EBook <input type="checkbox"/> Compact Disk (CD) <input type="checkbox"/> Digital Versatile Disc (DVD) <input type="checkbox"/> Audio File <input type="checkbox"/> Video File <input type="checkbox"/> Other: _____  Online Continuing Education (Internet Delivery) <input type="checkbox"/> Internet <input type="checkbox"/> Other: _____	
Category type for course credit (check one): <input type="checkbox"/> Property <input type="checkbox"/> Casualty <input type="checkbox"/> Property and Casualty <input type="checkbox"/> Personal Lines <input type="checkbox"/> Limited Lines Automobile <input type="checkbox"/> Life-Only <input type="checkbox"/> Accident and Health <input type="checkbox"/> Life-Only and Accident and Health <input type="checkbox"/> Life Settlement** <input type="checkbox"/> Independent Insurance Adjuster** <input type="checkbox"/> Public Insurance Adjuster** <input type="checkbox"/> Independent and Public Insurance Adjuster** <input type="checkbox"/> General** <input type="checkbox"/> Business Management**			

Is this course part of a designation program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which program?	
Number of continuing education course credit hours requested (Note: courses must be at least one hour and partial hours will not be accepted):	Include on Commissioner's list of courses open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No
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. <input type="checkbox"/> I Agree	
Print Name of Provider Director	Date
Email Address	
For Commissioner use only: _____ COURSE APPROVED _____ COURSE NOT APPROVED	
Comments/Calculations:	
By: _____ Education Unit Staff	

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

\*\* See Required Attachment Checklist on pages 2 through 4 of this application.

**REQUIRED ATTACHMENT CHECKLIST:**

**Instruction Methods:**

- A. Contact (Interactive) Course as defined in Section 2186.1(e)(1) of Title 10 of the California Code of Regulations (CCR):**
1. \_\_\_ A detailed statement on how the course is relevant to insurance topics and insurance 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 examinations, 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. \_\_\_ For a webinar, teleconference, or other similar technological medium, demonstrate how the instructor knows when a student has signed in and out of the course, how students are monitored and their active participation time tracked, and how communication between instructor and student is achieved.
  8. \_\_\_ For a prelicensing course only, California prelicensing educational objectives are to include the page and paragraph-references to the provider course material for every line topic.
- B. Non-Contact (Non-Interactive) – Self-Directed Continuing Education Course as defined in Section 2186.1(e)(2)(B) of Title 10 of the CCR::**
1. \_\_\_ A detailed statement on how the course is relevant to insurance topics and insurance products.
  2. \_\_\_ A copy of the audio file, video file, computer diskette, DVD, CD, EBook or hardcopy or pdf text book for the course or a copy of the text book cover, copyright page and table of contents if using another vendor's pre-approved material/book.
  3. \_\_\_ A final examination with at least three questions (not in chapter/section order) for each hour of credit. A detailed statement on how provider will ensure the student enrolled in the course is the same individual who is completing the final course examination as defined in Section 2188.2(j) of Title 10 of the CCR.
  4. \_\_\_ Answers to all examination questions with page and paragraph referencing to the source material.
  5. \_\_\_ A current authorization letter from the author or publisher if using another vendor's source material.
  6. \_\_\_ A copy of the course and examination instruction sheet sent to students detailing the length of time the student is allowed to complete the course, how the course completion date is determined, what constitutes a passing grade, and procedures in event student fails an examination.
  7. \_\_\_ A detailed statement on who maintains control of the answer key and how the integrity of the examination is maintained (see Section 2188.2(a)(7)).
  8. \_\_\_ A document listing the total word count (4,600 words for each hour of credit) for courses intended to be read or the run time for courses not intended to be read in audio and/or video format (see Section 2188.2(j)(1)).

9. \_\_\_ Demonstrate that reasonable measures have been taken to prevent student from access to course examination before review of the course material as defined in Section 2186.1(e)(2)(B)1. and 2. of Title 10 of the CCR. Provide Internet address, log-on and password for course review.

**C. Non-Contact (Internet Delivery) – Online Continuing Education Course as defined in Section 2186.1(e)(2)(C) of Title 10 of the CCR:**

1. \_\_\_ A detailed statement on how the course is relevant to insurance topics and insurance products.
2. \_\_\_ A final examination with at least three questions (not in chapter/section order) for each hour of credit. A detailed statement on how provider will ensure student enrolled in the course is the same individual who is completing the final examination as defined in Section 2188.2(j) of Title 10 of the CCR.
3. \_\_\_ Answers to all examination and review questions with section/chapter and screen referencing to the provider course material.
4. \_\_\_ Internet address, log-on and password for course review.
5. \_\_\_ Demonstrated compliance with Section 2188.2(k) of Title 10 of the California Code of Regulations.
6. \_\_\_ A document listing either the total word count (4,600 words for each hour of credit) or that the credit hour is based on the run time of the course as stated in (Section 2188.2(j)(2)).
7. \_\_\_ A current authorization letter from the author or publisher if using another vendor's source material.
8. \_\_\_ A copy of the course and examination instructions to students detailing the length of time the student is allowed to complete the course, how the course completion date is determined, what constitutes a passing grade, and procedures in the event a student fails an examination.
9. \_\_\_ A detailed statement on who maintains control of the answer key and how the integrity of the examination is maintained.
10. \_\_\_ Demonstrate that reasonable measures have been taken to prevent student access to the course examination before enrollment in and completion of the course materials as defined in Section 2186.1(e)(2)(C) of Title 10 of the CCR.
11. \_\_\_ Internet courses must include the provider's Internet address, security measures, log-on and password to allow for Commissioner to review the course(s). Answers to examination questions must reference Section/chapter and screen for answer source.

**D. Non-Contact (Internet Delivery) – Online Prelicensing Course as defined in Section 2186.1(e)(2)(A) of Title 10 of the CCR:**

1. \_\_\_ A detailed statement on how the course is relevant to insurance topics and insurance products.
2. \_\_\_ A copy of the applicable California prelicensing educational objectives with section/chapter and screen references to the provider course material for every line topic.
3. \_\_\_ Internet address, log-on and password for course review.
4. \_\_\_ Demonstrated compliance with Sections 2188.2.5 and 2188.5.5 of Title 10 of the California Code of Regulations.

**Course Category Type(s):**

**E. Ethics Training Course as defined in Section 1749.1(a) of the California Insurance Code (CIC):**

Attach separate sheet with responses to each of the eight statements listed below:

1. \_\_\_ Describe how this course contributes to an agent's understanding of his/her ethical responsibilities.
2. \_\_\_ Point out where in the course examples of "good" licensee conduct are given, as well as examples of "bad" licensee conduct.
3. \_\_\_ Explain how this course contributes to an agent's understanding of the complexities of ethical decision-making within the context of insurance transactions.
4. \_\_\_ Describe where in the coursework an agent may find tools to help the agent identify, prevent, and resolve ethical dilemmas that arise in the course of conducting insurance business.
5. \_\_\_ Explain how the content of this course contributes to the producers understanding of proper vs. improper, honest vs. dishonest behavior.
6. \_\_\_ Provide two samples of licensee conduct you will use in this course to contrast ethical with unethical behavior and details supporting the judgment of ethical or unethical behavior.
7. \_\_\_ Explain how this course demonstrates to whom the licensee "owes" an ethical responsibility in this course and how this course will help the licensee understand his or her ethical responsibilities to such an entity.
8. \_\_\_ Explain how this course helps the licensee distinguish between legal and ethical behavior and legal but unethical behavior.

**F. Annuity Training Course as defined in Section 1749.8 of the CIC:**

**Eight-Hour Annuity Training Course:**

1. \_\_\_ A copy of the Eight-Hour Annuity Training Outline, approved by the Commissioner, with page and paragraph-references to the provider course material for every line topic.

**Four-Hour Annuity Training Course:**

1. \_\_\_ A copy of the selected Four-Hour Annuity Training Course Specific Topic Outline, approved by the Commissioner, with page and paragraph-references to the provider's course material for every line topic.

**G. Independent Adjuster and/or Public Adjuster Course (attach separate sheet with responses to each of the four statements listed below) as defined in Section 14090.1 and/or 15059.1, of the CIC:**

1. \_\_\_ Describe how this course contributes to an independent/public insurance adjuster's understanding of insurance coverage and claims, how the course relates to the adjusting of insurance claims, and how adjuster competence may be improved by completion of the course.
  2. \_\_\_ Describe how this course contributes to an independent/public insurance adjuster's understanding of insurance statutes and rules, how the course relates to the adjusting of insurance claims, and how adjuster competence may be improved by completion of the course.
  3. \_\_\_ Describe how this course contributes to an independent/public insurance adjuster's understanding of specific topics (i.e., construction, commercial, residential), how the course relates to the adjusting of insurance claims, and how adjuster competence may be improved by the completion of the course.
  4. \_\_\_ Describe how this course contributes to an independent/public insurance adjuster's understanding of valuation, how the course relates to the adjusting of insurance claims, and how adjuster competence may be improved by completion of this course.
- H. **Life Settlement Broker Course** as defined in Section 10113.2 of the CIC:
1. \_\_\_ A copy of the 15-Hour Life Settlement Broker Outline, approved by the Commissioner, with page and paragraph-references to the provider course material for every line topic.
- I. **California Eight-Hour Long-Term Care Course** as defined in Section 10234.93(a)(4) of the CIC:
1. \_\_\_ A copy of the Eight-Hour Mandatory Long-Term Care Course Outline, approved by the Commissioner, with page and paragraph-references to the provider course material for every line topic.
- J. **Homeowners' Insurance Valuation Course** as defined in Section 1749.85 of the CIC and Section 2188.65 of Title 10 of the CCR:
1. \_\_\_ A copy of the Homeowners' Insurance Valuation course curriculum, approved by the Commissioner, with page and paragraph-references to the provider course material for every line topic.
- K. **General Category Course:**
1. \_\_\_ A detailed statement on how the course is equally relevant to a combination of the following license types: property broker-agent (PR), casualty broker-agent (CA), personal lines broker-agent (PL), limited lines automobile agent (AU), life only agent (LO) and accident and health agent (AH). Specifically, the provider is to describe in the course outline or material how the licensee that holds the specific license types (e.g. a licensee that holds PR, CA and AH or a PR, CA, LO and AH or PL, LO and AH license types) is enriched and is provided a more thorough education by completing a general category type course. Please note that if the course topics are specific to one license type, the Commissioner will give the course the appropriate course category code.

PLEASE SEND THIS COMPLETED APPLICATION ALONG WITH THE PROPER ATTACHMENTS AND FILING FEE TO:

California Department of Insurance  
 Curriculum and Officer Review Bureau - Education Unit  
 P.O. Box 311  
 Sacramento, CA 95812-0311

Filing fees:  
 \$41 per Continuing Education Course  
 \$83 per Prelicensing Education Course

Make check payable to: California Department of Insurance

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.