



APPLICATION FOR COURSE CERTIFICATION

(Only Registered Course Providers May Apply)

Mail completed application, attachments, and fees to:

Pearson VUE

Attn: TX CE

62398 Collections Center Drive

Chicago, IL 60693-0623

PLEASE TYPE OR PRINT LEGIBLY IN INK

Nonrefundable Fee: \$10 per hour

Make checks payable to: PEARSON VUE/TDI

Please carefully read the attached instructions before completing this application. Your application will not be processed unless all required information has been provided, including any attachments and course certification fees. The application must be typed or printed legibly in ink and submitted with the appropriate application fee. To review features and services available from Pearson VUE and [Sircon's Compliance Express](https://www.sircon.com/products/education/index.jsp), including how to enter courses online, please refer to <https://www.sircon.com/products/education/index.jsp>. Online submissions do not apply to any adjuster prelicensing or navigator preregistration course.

Part A – Questions

1. What is the title of the course being submitted with this application (maximum 50 characters)?

2. Provide the registered provider name and the registered provider's Texas provider number:

PROVIDER NAME

PROVIDER NUMBER

3. If this course has been previously certified by this department provide the course number:

PROVIDER COURSE NUMBER

4. Indicate whether the submitted course is a:

(a) New Course

(b) Modification

change in content of greater than 25%

change in credit hours

change in course type

change in course name

(c) Recertification - no change or less than 25% change in content

5. Indicate whether the course will be for adjuster prelicensing or navigator preregistration education; or for continuing education (CE), or course certification, by checking the appropriate box and answering the applicable questions.

a) Adjuster Prelicensing Education:

I certify that I have read **AND WILL COMPLY** with the instructions at the back of the course application. Specify the type by checking the appropriate box below [See 28 Texas Administrative Code (TAC) §19.1017], for general requirements and TAC §19.1018 for required exam topics.)

All Lines Property and Casualty Only Workers Compensation Only

Instruction Method: Choose instruction methods. Provide the number of hours to be offered next to the instruction methods chosen.

Classroom _____ Classroom Equivalent _____ Self-Study _____

b) Navigator Preregistration Education:

I certify that I have read **AND WILL COMPLY** with the instructions at the back of the course application.

Instruction Method: Only one instruction method per course filing may be used. Provide the number of hours to be offered next to the instruction method choice. (choose only one)

Classroom _____ Classroom Equivalent _____ Self-Study _____

c) Continuing Education (CE):

i. Provide the number of CE credit hours requested per category:

Ethics/Consumer Protection _____ General CE _____

Navigators Only:

Texas Privacy _____ Texas Medicaid/Children Health _____ Ethics _____

ii. Instruction Method: Only one instruction method per course filing may be used. Provide the number of hours to be offered next to the instruction method choice. (choose only one)

Classroom _____ Classroom Equivalent _____ Self-Study _____

d) Certification Course:

- Long Term Care Partnership Certification Course
 Annuity Certification Course
 Small Employer Health Benefit Plan Specialty Certification Course
 Medicare-Related Products Certification Course

Instruction Method: Only one instruction method per course filing may be used. Provide the number of hours to be offered next to the instruction method choice. (choose only one)

Classroom _____ Classroom Equivalent _____ Self-Study _____

e) CE for Certification Course:

- Long Term Care Partnership
 Annuity
 Small Employer Health Benefit Plan
 Specialty Medicare-Related Products Certification

Instruction Method: Only one instruction method per course filing may be used. Provide the number of hours to be offered next to the instruction method choice. (choose only one)

Classroom _____ Classroom Equivalent _____ Self-Study _____

6. Course Fee:

Total number of CE hours requested for this course is _____, times **\$10** per hour requested = \$ _____ course fee. Above applies to CE courses or Certification courses.

(1/2 hour increments ok after first full hour)

(Adjuster Prelicensing Course: No fee; Navigator Preregistration Course: No fee)

Fees will not be refunded, if fewer hours are approved than what were requested.

7. Indicate the method by which course hours were determined:

Classroom Courses Only:

Actual instruction time

Classroom Equivalent:

Average completion time of at least five (5) licensees

Self-Study Courses Only:

Average completion time of at least five (5) licensees

Average approval time in all other states; must be at least three (3) states

Applicants using the average approval time in other states method must have the course registered in at least three (3) other states and must attach a list of the approval time for all such states, specifically indicating any course hours that were approved in that state for sales and marketing topics. Hours awarded for sales and marketing topics cannot be used in calculating the average time (Does not apply to Navigators). Applicants using the average completion time of at least five (5) licensees must attach a list of the licensees with their course completion times.

8. Indicate the instructional medium to be used by checking the applicable boxes:

Lecture/Seminar Teleconference Audio Video Internet

DVD/CD Textbook Other _____

9. The enrollment of this course will be: Open to the public Restricted/Not open to the public

10. The first presentation of the course will be: _____

Under 28 TAC §19.1016(b)(3), there is a fine of \$200 per student for providing a course for credit prior to the agency certifying the course.

Part B – Attachments Check List

To be complete, your application must be accompanied by the following required attachments:

1. A detailed timed outline with major topics and sub-topics. The amount of time spent on each major topic needs to be reflected on the outline.
2. A list of approved times in all other states if the course time is based on the average of times approved in other states in A, 7, OR, if using the average of at least five (5) licensees, a list of the licensees and the time it took each licensee to complete the course.
3. If for a classroom course other than lectures and seminars, submit a narrative of how the course complies with the specific requirements stated in 28 TAC §19.1009(g)
4. If for a classroom equivalent course, a narrative description of how the course complies with the specific requirements stated in 28 TAC §19.1009(h), and screen prints of (two) 2 interactive inquiries (ten questions in all). Please do not send the course itself unless requested to do so.
5. A copy of one exam if course is self-study, adjuster preclicensing or navigator preregistration, or small employer health benefit plan specialty certification, with application level questions marked.
6. An exam guide (construct) is required indicating which questions fall into the required categories, respectively below, within the Texas Administrative Code:
 - Adjuster preclicensing courses, see TAC §19.1018
 - Navigator preregistration courses, see 28 TAC §19.4008
7. A course guide (construct) is required indicating the required topics, respectively below, within the Texas Administrative Code:
 - Long Term Care Partnership Certification courses, see 28 TAC §19.1022
 - Medicare-Related Product Certification courses, see 28 TAC §19.1024
 - Small Employer Health Benefit Plan Specialty Certification courses, see 28 TAC §19.1026
 - Annuity Certification courses, see 28 TAC §19.1028

IF YOU NEED TO MAKE CHANGES REGARDING THE APPROVED PROVIDER REPRESENTATIVE, PROVIDER NAME OR ADDRESS, please download the [Provider Renewal and Information Change Form](http://www.tdi.texas.gov/forms/finagentlicense/fin520.pdf) (TDI Form FIN520) at: <http://www.tdi.texas.gov/forms/finagentlicense/fin520.pdf>

Part C – ATTESTATION

I attest that:

I have been authorized by the provider or the APR to act on behalf of the provider organization with respect to this course submission; I have read and I understand the rules and the information I have provided on this form is true and accurate and consistent with the standards for courses; this course meets all of the minimum requirements for course certification under 28 TAC §§19.1001-19.1030; all instructors and any speakers used in conjunction with one-time event courses are qualified pursuant to the requirements of the cited rules.

NO SIGNATURE REQUIRED

General Information

Complete one application for each course being submitted.

This application is to be used to submit courses for certification, as a convenience to providers who may lack access to Sircon's Compliance Express.

This application must be typed or printed legibly in black or blue ink. The completed application along with any required attachments or course certification fees must be submitted to the Texas Department of Insurance, Licensing Division to the address on the first page. Allow sufficient time for mailing to and from the department, and ample time for review. A course provider may NOT begin offering the course without department approval. **Under 28 TAC §19.1016(b)(3), there is a fine of \$200 per student for providing a course for credit prior to the agency certifying the course.**

A continuing education or certification course being submitted to the department must be accompanied by a course certification fee in the amount of **\$10** for each hour of course credit requested on the application. **All fees are nonrefundable.** Adjuster prelicensing or navigator preregistration education courses do NOT have a course certification fee. If the application is mailed, the application fee must be in the form of a check or money order payable to Pearson VUE/TDI.

Your application will not be approved unless all required information is provided, including any attachments and course certification fees.

Course certification criteria is set out in **28 TAC §§19.1001-19.1030**. It is very important that anyone concerned with designing or submitting courses read and understand these rules. For your convenience, there is a link to them on the department's website: <http://www.tdi.texas.gov>.

Guide for Page 1-3 Questions:

1. The course title should accurately reflect the course content. This field is limited to 50 characters or less. If the course title is greater than 50 characters, make certain that the first 50 characters are descriptive.
2. On the line provided, insert the name under which the provider will conduct education programs in Texas and the Texas provider number: This name must match one of the names listed in the [Application for Provider Registration](#) (TDI Form FIN515).
3. If your response to question Part A, 3 indicates that the course is a recertification, insert the Sircon course number previously assigned. The course number may be found on the approval letter sent by the department, in the online Sircon database (currently active courses only) or on a renewal notice.
4. Check **only one box** to indicate whether the course being submitted is a new course, a modification, or a recertification. A new course is a unique course that has not been previously certified. A modification is a currently certified course being modified by the provider to change more than 25% of the course' content, the number of credit hours, course type, or course hours. A course modification will result in a new course ID and effective date. A recertification is a currently certified course whose course content has changed by less than 25%.

5. Mark the box in a) or b) if the submitted course is an adjuster preclicensing or navigator preregistration education course and answer the applicable questions. Check the appropriate box to indicate the type of adjuster preclicensing course or navigator preregistration course that the submitted course will address. Insert the number of hours requested for classroom, classroom equivalent, and self-study credit. **Adjuster preclicensing courses must consist of at least 30 hours of classroom or classroom equivalent instruction. Navigator preregistration courses may be any instruction type (classroom, classroom equivalent, or self-study), but you may only choose one per course filing.**

PLEASE MAIL ADJUSTER PRELICENSING OR NAVIGATOR PREREGISTRATION COURSES DIRECTLY TO TDI AT:

Texas Department of Insurance

P.O Box 12069 MC 107-1A

Austin TX 78711-2069

- c) Mark this box if the submitted course is a continuing education course and answer the applicable questions.
- i. Insert the number of credit hours that are being requested for Ethic/Consumer Protection and General continuing education topics. For Navigator CE courses only, indicate the number of hours your course is Texas Privacy, Texas Medicaid/Children Health and Ethics.
 - ii. Insert the number of credit hours that are classroom, classroom equivalent, or self-study. (You may only select one instruction method per course submission)
- d) Mark this box if the submitted course is a certification course, mark the box to indicate which type of certification course is being submitted. Insert the number of credit hours that are classroom, classroom equivalent, or self-study. (You may only select one instruction method for each course submitted.)
- e) Mark this box if the submitted course is certification course continuing education, mark the box to indicate which CE for certification is being submitted. Insert the number of credit hours that are classroom, classroom equivalent, or self-study. (You may only select one instruction method per course submission.)
Certification courses and certification CE apply as general CE credit.
6. Calculate the continuing education and course certification fee by inserting the total number of credit hours that have been requested and multiplying that total by **\$10** per credit hour (half hour increments ok after first full hour). The department will not certify hours of credit for sales and marketing topics or other topics described under 28 TAC §19.1006 (g). Providers must not include these topics in calculating the number of hours to be certified or pay a fee for these hours covered by these topics. Fees paid for such hours are not refundable.
7. Indicate the method by which course credit hours were calculated. Providers may not include time for breaks, lunch, dinner, explanatory instructions, examinations, or topics which cannot be certified under 28 TAC §19.1006 (g), in calculating course credit hours under any method. Courses must be at least one hour in length and credit for additional partial hours will be awarded in half-hour increments with periods of less than 25 minutes being awarded no additional credit and periods of less than 50 minutes being awarded one half-hour of credit.

Classroom courses only:

- Classroom hours must be calculated on the basis of actual classroom instruction contact hours.

Classroom Equivalent:

- Average time of at least 5 licensees. Providers must calculate the average of the individual times of at least 5 licensees that completed the entire course. Providers must submit to the department and maintain names and license numbers of all licensees used in testing. If the course is approved, retroactive credit may be given.

Self-study hours:

- Average time of at least 5 licensees. Provider must calculate the average of the individual times of at least 5 licensees that completed the entire course. Providers must maintain names and license numbers of all licensees used in testing. If the course is approved, retroactive credit may be given.
 - Average of time awarded in other states. Providers must calculate the average of the times awarded in all other states in which the course is approved. The course must be approved in at least three other states before the provider can use this method. Providers may not use any time awarded in other states for sales and marketing courses in calculating the average. Providers must attach a list identifying the each state and the hours that the course was approved in that state. The list must disclose, by state, any time awarded for sales or marketing topics.
8. Check the applicable box or boxes to indicate the instructional medium or media that will be used in presenting the course. If this is the only change you are making, do not complete this form, but write a letter to the department describing the changes.
 9. Indicate whether the enrollment of the submitted course will be open to all licensees or restricted to certain licensees by checking the applicable box. If the enrollment will be open to all licensees, it will be listed as such in the online public Sircon database. “No” will be assumed if no selection is made.
 10. Indicate the first intended presentation date of the course. For classroom equivalent and self-study courses, this will be the first date the course is available for distribution. Providers must follow the guidelines of 28 TAC §19.1008(b)(1) when advertising courses prior to department approval. There are penalties for presenting a course before it is certified by the department.

Part B – Attachments:

Please make certain that all required attachments are submitted with this application.

- For classroom and classroom equivalent courses, submit a **detailed timed course outline**; self-study courses require an outline, but not a TIMED course outline (does not apply to navigator submissions). The following is an example of a typical detailed timed course outline:

Major item (1)	.75 hr
Sub item	
Sub item	
Major item (2)	1.50 hr
Sub item	
Sub item	
Major item (3)	.75 hr
Sub item	
Sub item	
and so forth...	
Total Time:	3.0 hr

- A complete list of states where your course is approved, if you are using the average approval time in all other states OR if using the average of licensees, a list of completion times for at least five (5) licensees. Deduct non-approvable hours and average the times.
- If the course is classroom equivalent, a narrative description of how the course is constructed so as to meet the requirements for that type of course, including screen prints that illustrate two query sessions. The narrative must speak to each item in the rules.
- A copy of one final examination, if course is for adjuster pre-license, navigator preregistration, self-study, or small employer health benefit plan specialty certification, with the application level questions marked. It is VERY important that all exams and interactive inquiries maintain 70% application level questions to 30% knowledge based (see §19.1002(a)(2) and (15)). All questions must follow the standards set in §19.1011(d).

- For adjuster prelicensing and navigator preregistration courses only, a guide indicating which questions fall into the required categories set forth in the Texas Administrative Code.
- For certification courses, a guide identifying the required topics set forth in the Texas Administrative Code.

MAILING INSTRUCTIONS

Mail completed document and fees to:

Pearson VUE

Attn: TX CE

62398 Collections Center Drive

Chicago, IL 60693-0623

Adjuster prelicensing and navigator preregistration courses, mail to:

Texas Department of Insurance

P.O Box 12069 MC 107-1A

Austin TX 78711-2069