Texas Department of Insurance

PO Box 149104 | Austin, TX 78714 | 1-800-578-4677 | tdi.texas.gov

Request for Qualifying Continuing Education Credit

► **Type of Credit:** Check one box

☐ **Course from a State Bar or State Board of Public Accountancy**

Must be related to the business of Insurance. We will grant credit based on an hour for hour basis equal to the credit hours assigned to the course by the certifying state bar association or state board of public accountancy.

You must attach: A copy of the transcript, detailed course outline, course objectives, and certificate of completion.

☐ **Course from an accredited college, law school, or university**

Must be related to the business of Insurance. We will grant credit based on number of classroom instruction contact hours not including examinations.

You must attach: A copy of the transcript, detailed course outline/ detailed course syllabus, and course objectives.

☐ **Credit for an instructor who teaches a certified continuing education classroom course**

Must be related to the business of Insurance. We will grant classroom credit based on an hour for hour basis up to the maximum number of credit hours for the course. If the Instructor prepared the course, they may also be awarded an equal number of self-study hours.

You must attach: A certificate of completion or letter from the course sponsor. It must include the course and name of the instructor.

☐ **Credit for passing an Insurance-related qualifying national designation certification program examination** <u>**or**</u>

credit for passing a certified or qualifying classroom or classroom equivalent course in preparation for the national designation exam

The licensee must choose one, credit will not be granted for both. TDI will grant 12 hours of self-study to a licensee who passes the national designation examination or classroom credit based on an hour for hour basis in the preparation course.

You must attach: An official examination grade report, a certificate of completion, or letter from the course sponsor stating a classroom/classroom equivalent course was successfully completed.

► Licensee Information:

_____ _____
Licensee name TDI License Number

_____
Email

► Course Information:

_____
Name of course

_____
Name of Provider

_____
Course completion date

How many hours of credit are you requesting?
Note: Course credit must be related to the 'business of insurance' to be granted.

_____ _____
General Hours Ethics Hours

Please send completed form and all attachments to: CE@tdi.texas.gov.

SIGN HERE:

_____ _____
Licensee Signature Date