

**Kentucky Department of Insurance
Continuing Education/Pre-Licensing Program
Course Application**

- Continuing Education
- Pre-Licensing

Provider Information

Provider Name		Provider Number	FEIN #	
Mailing Address Line 1	Mailing Address Line 2	City	State	Zip Code
Email Address		Phone Number ()	Ext.	

Course Information

Course Title (maximum 40 characters)		
Course Type (Please check method of instruction. See checklist for required documents.) <input type="checkbox"/> Classroom (Workshop, Seminar) <input type="checkbox"/> Self-Study (Correspondence, Recorded Media, On-Line Training, Video/Audio) <input type="checkbox"/> Webinar (Teleconference, Virtual Class, Video Conference)	How will course attendance be verified? <input type="checkbox"/> Sign-in/out Sheet <input type="checkbox"/> Webinar Affidavit <input type="checkbox"/> Final Exam <input type="checkbox"/> Other: _____ _____	
Note: Each method requires a separate application		
Course Concentration (category): Please check the requested course concentration.		
<input type="checkbox"/> Annuity Suitability (Requires 4hrs. min.) <input type="checkbox"/> Annuities and Securities <input type="checkbox"/> Accident/Health <input type="checkbox"/> Casualty <input type="checkbox"/> Claims	<input type="checkbox"/> Ethics <input type="checkbox"/> Flood (Requires 3hrs. min.) <input type="checkbox"/> General (All lines L,A&H,P&C) <input type="checkbox"/> LTC-Partnership (Requires 3hrs. min.) <input type="checkbox"/> Life	<input type="checkbox"/> Life Settlement <input type="checkbox"/> Personal Lines <input type="checkbox"/> Property <input type="checkbox"/> Professional Assoc. <input type="checkbox"/> Variable Life/ Annuity
Note: Courses requesting credit for Ethics, Flood, Long Term Care Partnership, Annuities Suitability/Securities cannot be combined and must be filed separately.		
How was this course prepared? <input type="checkbox"/> Instructor-prepared outlines <input type="checkbox"/> Published materials (requires bibliography)		
Is this course open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this course towards a national designation? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Designation type: _____	Number of credits requested (No partial credit allowed) _____

Provider Acknowledgement

I certify that the information on this form and all other supporting documentation accurately represents the course of instruction that will be offered. I agree to conduct this course in accordance with all applicable policies and program requirements established by the Kentucky Department of Insurance.

Print/Type Name of Provider Representative	Signature	Date
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Office use only

Date Received: _____ Completed Date: _____ Approved Category: _____

Approved Credits: _____ Approved Course Number: _____ Date Paid: _____

Notification Date: _____ Denial Reason: _____

Application Checklist for CE Course Application

****ALL APPLICATIONS MUST BE CURRENT, COMPLETELY FILLED OUT, AND LEGIBLE****
INCOMPLETE APPLICATION PACKETS WILL NOT BE PROCESSED. YOU WILL BE ASKED TO RESUBMIT A COMPLETE PACKET.

First step for New Providers

Courses being provided to Kentucky residents by any provider charging a fee, whether directly or by reimbursement methods, must be approved by the Kentucky Commission on Proprietary Education to offer educational type courses in the state. Contact the Commission on Proprietary Education at **502.564.4185** or go to the Website at <https://kcpe.ky.gov> for assistance. If you are required to register your entity with this Commission, you will be required to renew and maintain those requirements separately from DOI course and instructor renewal requirements.

Each Method of Presentation must be submitted separately.

KY Application - Self-Study

- KY Application
- Sample of Certificate of Completion
- Course purpose/objective
- Detailed outline with time allocations - include a copy of all materials that a student must study in order to pass the exam
- Sample promotional materials
- Sample test with answer key
- Bibliography – If using resources to create content
- Refund policy/Course Tuition
- Attestation/Affidavit

KY Application -Classroom

- KY Application
- Sample of Certificate of Completion
- Course purpose/objective
- Detailed outline with time allocations
- Sample promotional materials
- Bibliography – If using resources to create content
- Refund policy/Course Tuition
- Sign-in/out Sheet

KY Application – (Webinar)

- KY Application
- Sample of Certificate of Completion
- Summary of course purpose/objective
- Detailed content outline with time allocations
- Sample promotional materials
- Bibliography – If using resources to create content
- Refund policy/Course Tuition
- Webinar Affidavit
- ***Webinar Guidelines** – if you do not have a guideline created, please answer question in webinar guidelines.

NAIC Application

https://content.naic.org/cmte_d_pltf_uewg.htm

- CER (NAIC) application
- Home State Approval,
 - **CLASSROOM/WEBINAR/SELF-STUDY** - detailed course outline with time allocations

*KY WEBINAR GUIDELINES

Providers are required to indicate how a webinar course is administered. Below are the requirements the KY DOI requires for a webinar course. See handbook for more information.

REMINDER: No partial credit shall be granted for courses approved as a distance-learning course.

1. The course design must not permit the students to sit passively and observe instruction or read instructional material. **Describe how inactive participants are identified.**
2. Students should be able to submit questions or comments at any point during the course. A student cannot be capable of independently completing the course. **Provide procedure to allow participants the ability to ask/answer questions during the course.**
3. The provider must have a process to determine when a student is inactive or not fully participating, such as when the screen is minimized, or the participant does not answer the polling questions and/or verification codes. No less than three methods of interactive activities must be asked at unannounced intervals during each one-hour course session to determine student attentiveness. **Provide policy for use of polling questions and/or attendance verification codes.**
4. The provider must have a representative who monitors attendance throughout the course and that the student receiving the continuing education credit actually performed all of the work required to satisfactorily complete the course. When a student is deemed inactive or not fully participating, credit must be denied. The provider must inform each student in advance of course participation requirements and the consequences for failing to actively participate in the course. **Provide participant affidavits verifying identity and participation (include a sample affidavit).**
5. Have appropriate instructor and technical support to enable students to satisfactorily complete the course. The provider must maintain an electronic roster to include records for each student's log-in/log-out times. Chat history and interactive responses should be captured as part of the electronic records. **Provide method for record keeping for distance learning course attendance.**
6. Provider must provide students with an orientation or information package that contains all necessary information about the course subject matter and learning objective; procedures and requirements for satisfactory course completion, special requirements regarding computer hardware and software or other equipment; and the availability of instructor or technical support. **Provide procedures on how to distribute System requirements and webinar protocol/procedures.**
7. Students should be able to submit questions or comments at any point during the course. A student cannot be capable of independently completing the course. Students must be able to interact in real time with qualified instructor(s). **Provide procedures on how students interact with Instructors in real time.**

PROCESSING FEES
FEES ARE NON-REFUNDABLE, NON-TRANSFERABLE

CONTINUING EDUCATION

CE COURSE FILING FEE.....	\$10
CE COURSE ACCREDITATION/RENEWAL FEE PER CREDIT HOUR.....	\$5
CE INSTRUCTOR REGISTRATION FEE.....	\$5
CE INSTRUCTOR RENEWAL FEE.....	\$5

NOTE

CE Course filing fee is \$10 per course plus \$5 per credit hour approved.

PRE-LICENSING EDUCATION

PRE-LICENSING COURSE FILING FEE.....	\$50
PRE-LICENSING COURSE RENEWAL FEE.....	\$50
PRE-LICENSING INSTRUCTOR FEE.....	\$5
PRE-LICENSING INSTRUCTOR RENEWAL FEE.....	\$5

Example

\$10 (1 CE App) + 25 (5 credits) = \$35

- ❖ All payments are made through eServices.
- ❖ For information on eServices please contact the KY DOI to DOI.AgentLicensingMail@ky.gov .
- ❖ Accepted payment methods by the KY DOI, Electronic Check, Visa, MasterCard, Discover and American Express

Methods of submission

By Email – all application packets are sent to the KY Insurance Inbox managed by PSI CE Staff KY-CEprocessing@psionline.com

By Mail: All applications must be sent by traceable courier to:

PSI Services
 Attn: Continuing Ed. Dept.
 450 North Stephanie Street
 2nd Floor Suite#200
 Henderson NV 89014