



MISSOURI DEPARTMENT OF INSURANCE,  
FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION  
LICENSING SECTION

**CONTINUING EDUCATION PROVIDER APPLICATION  
FOR COURSE APPROVAL**

**SUBMIT COURSE APPLICATION MATERIALS TO:**  
PEARSON VUE  
ATTN: MOCE  
PO BOX 8588  
PHILADELPHIA, PA 19101-8588

**SEE INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING FORM**

COURSE PROVIDER		FAX NUMBER	WEB ADDRESS
ADDRESS (STREET, CITY, STATE, ZIP CODE)		PROVIDER NUMBER (IF KNOWN)	
CONTACT PERSON		TELEPHONE NUMBER	COURSE DATE

COURSE TITLE

COURSE OUTLINE: ATTACH OUTLINE; INCLUDE TIME ALLOTTED TO EACH SEGMENT.

METHOD OF INSTRUCTION: <input type="checkbox"/> LECTURE/SEMINAR <input type="checkbox"/> COLLEGE/UNIVERSITY <input type="checkbox"/> SELF STUDY <input type="checkbox"/> OTHER (BE SPECIFIC)		PROFESSIONAL DESIGNATION COURSE: <input type="checkbox"/> YES <input type="checkbox"/> NO List Designation eg. CPCU, CLU, etc. _____	
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NUMBER OF C.E.C. HOURS REQUESTED (INDICATE HOURS IN APPROPRIATE BOX)

LIFE/HEALTH	PROPERTY/CASUALTY	TITLE INSURANCE
LONG-TERM CARE PARTNERSHIP	ETHICS/SUITABILITY/MISSOURI LAW/DUTIES & OBLIGATIONS TO DEPT.	GENERAL CREDIT

LIST STATES THAT HAVE APPROVED THIS COURSE AND NUMBER OF C.E.C. HOURS ASSIGNED:


NAMES (IF KNOWN) AND QUALIFICATIONS OF INSTRUCTORS SUCH AS PRIOR EXPERIENCE, PROFESSIONAL DESIGNATIONS, EXPERTISE ON SPECIFIC TOPIC:

INSTRUCTOR NAME	QUALIFICATIONS

THE UNDERSIGNED CERTIFIES THAT THE COURSE IDENTIFIED IN THIS APPLICATION HAS BEEN INDEPENDENTLY DEVELOPED USING ORIGINAL MATERIAL AND/OR MATERIAL PREPARED BY OTHERS WHO HAVE GIVEN THEIR PERMISSION TO USE THE MATERIAL IN THIS COURSE.

SIGNATURE OF AUTHORIZED REPRESENTATIVE ▶	DATE
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**PEARSON VUE USE ONLY**

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	MISSOURI COURSE NUMBER LH	NUMBER OF C.E.C. HOURS
	SIGNATURE ▶	
	PC	
	TI	
	LT	
	EL	
	GC	

**COMMENTS**

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## PROVIDER APPLICATION

**Content:** Courses must be independently developed using original material or material developed by others for which permission to use has been obtained. Only courses which impart substantive and procedural knowledge relating to the insurance field will be approved for credit. The following subjects will not be approved for credit:

- |   |   |
|---|---|
| 1. Prospecting;                                   | 2. Motivation;                                |
| 3. Sales techniques/marketing;                    | 4. Psychology;                                |
| 5. Recruiting;                                    | 6. Office skills or management training; and, |
| 7. Subjects not related to the insurance license. |   |

**Required Data:** Providers must **submit courses for approval directly to Pearson VUE at least 45 days prior** to the date the course begins. The provider shall submit the following for approval:

1. A completed and signed application;
2. A course fee payable to Pearson VUE;
3. A course outline that shall list and summarize each topic covered. (A list of topics with no other details is not an acceptable course outline. The outline shall contain time frames for all insurance related material. Credit will not be given for non-insurance related subjects. If there is a substantial change in content or any change in instructional hours, the course shall be refiled. Once the course is approved, it shall remain in force until rescinded in writing by the Missouri Department of Insurance, Financial Institutions and Professional Registration, canceled by the provider or non-renewed. Do not send books or videotapes as a substitute for a course outline.); and,
4. Instructor's resume and documentation of qualifications.

**NOTE:** No credit shall be given for courses held prior to the approval date. This would apply even if you submit the course and the application needs to be returned for additional information. The application and other forms and fees must be resubmitted prior to the course start date.

**Credit hours:**

1. Lecture - 50 minutes of uninterrupted instruction pertaining to an approved course;
2. **Self study - 15 pages = 1 credit hour**
3. **Computer based training or Internet - 3 screens = 1 page (750 words) - 45 screens = 1 credit hour**

**Filing fee:** \$50 per course (Personal check not accepted). Fees should be made **payable to Pearson VUE** in the form of a company check or money order. Fees shall be waived upon prior approval by the Missouri Department of Insurance, Financial Institution and Professional Registration for local agent groups (Associations).

**Advertising:** Courses may not be advertised as approved in Missouri until Pearson VUE has given written notification that the course has been approved. The course number may not be advertised. The number of hours for which a course has been approved shall be prominently displayed on all advertisements.

**Self-Study:** Complete all applicable information. Attach a copy of the study material and test along with an explanation of how the test will be proctored. Please include the time allotted for completion of the course (see credit hours above).

**Certification of Course Completion:** The provider must complete the Certificate of Course Completion. **The student must not complete any part of the Certificate of Course Completion.**

**Provider Responsibility:** The provider must retain a list for each course containing the following:

- |   |                           |
|---|---------------------------|
| 1. Provider/Course location;  | 2. Course title;          |
| 3. Missouri course number;  | 4. Date course completed; |
| 5. Number of CEC hours earned; and,   |                           |
| 6. Roster for licensees to sign-in/sign-out which includes name, address, and license or social security number.              |                           |
| 7. Provider must electronically report the class roster to the DIFP within 30 days of the date the producer takes the course. |                           |

**The provider shall retain this information for four (4) years following the completion of the course.**

**The Approval Expiration:** Courses shall be approved for a period of no more than one year. Applicants holding courses intended to be offered for a longer period must renew annually. Pearson VUE will send out notices annually to renew the courses.

**There is a new address to which you MUST mail course approval/renewal forms and materials:**

By standard mail send material and this form to:  
Pearson VUE  
Attn: MOCE  
PO Box 8588  
Philadelphia, PA 19101-8588

For overnight service mail to:  
Pearson VUE  
MOCE  
Suite 300, Three Bala Plaza West  
Bala Cynwyd, PA 19004-3481

**Toll-Free Provider Support**

Providers should call: 888-204-6258