



STATE OF MISSOURI
DEPARTMENT OF INSURANCE
LICENSING SECTION

P.O. BOX 690 OR
P.O. BOX 4001 FOR CORRESPONDENCE WITH FEES
JEFFERSON CITY, MO 65102
TELEPHONE (573) 751-3518

**CONTINUING EDUCATION PROVIDER APPLICATION FOR
TITLE INSURANCE COURSE APPROVAL
(EXHIBIT A)**

SEE INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING FORM

COURSE PROVIDER		TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE)		PROVIDER NUMBER
CONTACT PERSON	TELEPHONE NUMBER	COURSE NUMBER
COURSE TITLE		

COURSE OUTLINE: ATTACH OUTLINE; INCLUDE TIME ALLOTTED TO EACH SEGMENT		
METHOD OF INSTRUCTION		PROFESSIONAL DESIGNATION COURSE
<input type="checkbox"/> LECTURE/SEMINAR	<input type="checkbox"/> COLLEGE/UNIVERSITY	<input type="checkbox"/> YES
<input type="checkbox"/> SELF-STUDY	<input type="checkbox"/> OTHER (BE SPECIFIC)	<input type="checkbox"/> NO

NUMBER OF C.E.C. HOURS REQUESTED (INDICATE HOURS IN APPROPRIATE BOX)			
LIFE/HEALTH	PROPERTY/CASUALTY	GENERAL CREDIT	TITLE

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

NAME (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
▶	

DEPARTMENT OF INSURANCE USE ONLY

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	MISSOURI COURSE NUMBER	NUMBER OF C.E.C. HOURS
	TI	
SIGNATURE (DEPARTMENT OF INSURANCE)	PC	DATE
	GC	
▶		

COMMENTS:

SEE REVERSE SIDE

PROVIDER APPLICATION

CONTENT: COURSES SHOULD 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 TITLE INSURANCE FIELD WILL BE APPROVED FOR CREDIT. THE FOLLOWING SUBJECTS WILL NOT BE APPROVED FOR CREDIT:

1. PROSPECTING;
2. MOTIVATION;
3. SALES TECHNIQUES;
4. PSYCHOLOGY;
5. RECRUITING; AND,
6. SUBJECTS NOT RELATED TO THE TITLE INSURANCE LICENSE.

SUBMITTED DATA: PROVIDERS SHOULD SUBMIT THEIR COURSE FOR APPROVAL TO THE MISSOURI DEPARTMENT OF INSURANCE AT LEAST 45 DAYS PRIOR TO THE DATE THE COURSE BEGINS.

THE PROVIDERS SHOULD SUBMIT THE FOLLOWING FOR APPROVAL:

1. A COMPLETED AND SIGNED APPLICATION;
2. A COURSE FEE;
3. A COURSE OUTLINE THAT LISTS AND SUMMARIZES EACH TOPIC COVERED. (A LIST OF TOPICS WITH NO OTHER DETAILS WILL NOT PROVIDE SUFFICIENT INFORMATION FOR APPROVAL. THE OUTLINE SHOULD CONTAIN TIME FRAMES FOR ALL INSURANCE RELATED MATERIAL. CREDIT MAY NOT BE GIVEN FOR NON-INSURANCE RELATED SUBJECTS. IF THERE IS SUBSTANTIAL CHANGE IN CONTENT OR ANY CHANGE IN INSTRUCTIONAL HOURS, THE COURSE SHOULD BE REFILED. ONCE THE COURSE IS APPROVED, IT WILL REMAIN IN FORCE UNTIL RESCINDED IN WRITING BY THE MISSOURI DEPARTMENT OF INSURANCE, CANCELED BY THE PROVIDER OR NONRENEWED. DO NOT SEND BOOKS, VIDEO OR CASSETTE TAPES AS A SUBSTITUTE FOR A COURSE OUTLINE); AND,
4. INSTRUCTOR RESUME AND DOCUMENTATION OF QUALIFICATIONS.

NOTE: CREDIT MAY NOT BE GIVEN FOR COURSES HELD PRIOR TO THE APPROVAL DATE. THIS MAY APPLY EVEN IF YOU SUBMIT THE COURSE AND THE APPLICATION NEEDS TO BE RETURNED FOR ADDITIONAL INFORMATION. THE APPLICATION AND OTHER FORMS AND FEES SHOULD BE RESUBMITTED PRIOR TO THE COURSE START DATE.

CREDIT HOURS: 50 MINUTES OF UNINTERRUPTED INSTRUCTION PERTAINING TO AN APPROVED COURSE.

FILING FEE: \$50 PER COURSE UP TO A YEARLY MAXIMUM OF \$250 (PERSONAL CHECKS NOT ACCEPTED). FEES MAY BE WAIVED FOR LOCAL AGENT GROUPS (ASSOCIATIONS) IF THE INSTRUCTOR RECEIVES NO COMPENSATION.

ADVERTISING: COURSES SHOULD NOT BE ADVERTISED AS APPROVED IN MISSOURI UNTIL WRITTEN NOTIFICATION HAS BEEN GIVEN BY THE DEPARTMENT. THE COURSE NUMBER SHOULD NOT BE ADVERTISED. THE NUMBER OF HOURS WHICH A COURSE HAS BEEN APPROVED FOR SHOULD BE PROMINENTLY DISPLAYED ON ALL ADVERTISEMENTS.

SELF STUDY: COMPLETE ALL APPLICABLE INFORMATION. A COPY OF THE STUDY MATERIAL AND TEST SHOULD BE ATTACHED ALONG WITH AN EXPLANATION OF HOW THE TEST WILL BE PROCTORED. PLEASE INCLUDE THE TIME ALLOTTED FOR COMPLETION OF THE COURSE.

CERTIFICATION OF COURSE COMPLETION: THE PROVIDER SHOULD COMPLETE THE CERTIFICATE OF COURSE COMPLETION. **THE STUDENT SHOULD NOT COMPLETE ANY PART OF THE CERTIFICATE OF COURSE COMPLETION.**

PROVIDER RESPONSIBILITY: FOR REPORTING PURPOSES, THE PROVIDER SHOULD RETAIN A LIST FOR EACH COURSE CONTAINING THE FOLLOWING INFORMATION:

1. PROVIDER 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

THE PROVIDER SHOULD RETAIN THIS INFORMATION FOR AT LEAST FOUR (4) YEARS FOLLOWING COMPLETION OF THE COURSE.

COURSE APPROVAL EXPIRATION: COURSES WILL NOT BE APPROVED FOR A PERIOD OF MORE THAN ONE YEAR. APPLICANTS HOLDING COURSES INTENDED TO BE OFFERED FOR A LONGER PERIOD SHOULD RENEW ANNUALLY. THE DEPARTMENT WILL SEND OUT THE NOTICES ANNUALLY TO RENEW THE COURSES.