

PROVIDER APPLICATION

Content: An educational presentation offered in a class, seminar, self study or other form of instruction regarding navigator roles and responsibilities and the health insurance exchange operating in this state.

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/MO CE;
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 the course material. Do not send books or videotapes as a substitute for a course outline.

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. Printed material - page count of fifteen (15) pages will equal one (1) credit hour.
3. Computer-based or Internet - courses will be calculated as: three (3) screens (750 words) will equal one (1) printed page and forty-five (45) screens will equal one (1) credit hour.

Filing fee: \$50 per course. Fees should be made **payable to Pearson VUE/MO CE**.

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).

Navigator Continuing Education Certificate of Course Completion: A continuing education provider must furnish the "Navigator Continuing Education Certificate of Course Completion" to any licensee who earns continuing education credit hours after completing an approved course.

Provider Responsibility: Provider must electronically report the class roster through <https://sbs-mo.naic.org/Lion-Web/jsp/ext/login/launch.jsp> within 30 days of the date the navigator takes the course. The provider may 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 continuing education credit hours earned; and,
6. Roster for licensees to sign-in/sign-out which includes name, address, and license or social security number.

Course Expiration: Courses shall be approved for a period of no more than one year.

Mail course application and materials:

Pearson VUE/MO CE
62398 Collections Center Dr
Chicago IL 60693-0623

Toll-Free Provider Support

Providers should call: 888-204-6258 or email ce_providers@pearson.com