

**Maryland Insurance Administration  
Continuing Education Program Course Application**

<b>Provider Name:</b>		<b>Provider Number:</b>
<b>Course Title (maximum 40 Characters)</b>		<b>Course Number (Leave Blank)</b>
<b>Course Type: (check one)</b>  <input type="checkbox"/> Self-study <input type="checkbox"/> Classroom	For Classroom only, how will this course be taught? (Check all that apply) <input type="checkbox"/> Correspondence <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> On-Line Training <input type="checkbox"/> Traditional Classroom <input type="checkbox"/> Teleconference <input type="checkbox"/> Video\Audio\CD\DVD <input type="checkbox"/> Other _____	Number of credit hours requested:  _____

**For All Courses:** Attach course coordinator, educational objective, timed agenda, advertisement, course policy regarding attendance monitoring and refunds.

**For Classroom courses:** Attach approved instructor information.

**For Self-Study courses:** Include course and exam safeguard procedures and sample exam.

**For Home State courses:** Attach all course materials used by the instructor, a comprehensive course outline and bibliography. Annotate the outline indicating, for each section, the number of minutes of instruction that will be offered and the method of presentation for each component.

**For Reciprocal courses:** Attach NAIC CE Reciprocal form and current/active Home State approval letter

**Course Concentration Requested:**

_____ Annuity (Variable Annuities)	_____ Health	_____ Long Term Care
_____ Ethics	_____ Property/Casualty	_____ Title
_____ Flood	_____ Life/Health	_____ Bail Bonds
_____ Public Adjuster		

\*Maximum number of Ethics credits allowed per course is 3. Maximum amount of 21 credits for any other course category. Courses are eligible for approval for multiple content codes. Providers must indicate **how many hours are being requested for each area of content.**

Has this course been previously approved by Prometric in another state?    Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, provide Prometric-issued course number.
---	--

The provider for whom this application is submitted acknowledges and agrees to comply with the following:

- Courses may only be offered if approved by the Commissioner and taught by an approved instructor.
- Notify the Commissioner of the replacement of a course coordinator.
- Courses may not be advertised, and promotional materials may not be distributed prior to course approval.
- Courses must be offered in facilities using equipment that meets minimum requirements established by the Americans with Disabilities Act and all applicable EEO statutes.

I understand that I must notify the Commissioner or the Commissioner's designee of all changes and modifications to all applications. I also certify that the information provided is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make a full disclosure constitutes grounds for disciplinary action.

_____	_____	_____
Printed/Typed Name of Authorized Course Coordinator	Signature	Date

**PLEASE PRINT OR TYPE. PHOTOCOPY AS NEEDED.**

**Maryland Insurance Administration  
Continuing Education Program  
Course Application Checklist**

Checklist of items that must accompany the application package:

**Incomplete applications will delay the course review process.**

- A course coordinator application found at <https://www.prometric.com/ce>.
- A statement of the educational objectives.
- Detailed timed agenda and number of credit hours requested.
- Course delivery type (Classroom, self-study, online, on-demand or pre-recorded webinar, etc.)
  - Attendance monitoring and credit awarding policy
  - Examination safeguards and sample exam must be provided for self-study, online, on-demand or pre-recorded webinar courses.
- Approved instructor information (if classroom).
- Promotional / Advertisement Materials
- Course Materials:
  - For Home State approval, include all course materials, including textbooks, written materials in place of textbooks, course syllabus, policy forms, and any other items used by the instructor.
  - For reciprocal approval, include NAIC Continuing Education Reciprocal (CER) form and current/active Home State approval form.
- Refund policy which shall include:
  - Full refund of course fees due to cancellation by the sponsor;
  - The refund policy when the licensed insurance producer:
    - Withdraws from the course before commencement, and
    - Fails to complete the course after it has commenced.

**Submission**

Submit the application and attachments online at Sircon's website, [www.sircon.com](http://www.sircon.com)