

NEW HAMPSHIRE CONTINUING EDUCATION COURSE APPLICATION

Please clearly print or type information on this form. Thank you for helping us promptly process your application.

Provider Information

Revised 6/15/2015

Provider Name		FEIN	
Contact Person	E-mail Address of Contact Person		Is Provider an Insurer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone Number () - ext.	Website Address	Previously submitted course ? <input type="checkbox"/> Yes COURSE ID _____ <input type="checkbox"/> No	Accredited to another Provider? <input type="checkbox"/> Y <input type="checkbox"/> N
Mailing Address		City	State Zip Code

Course Information

Course Title		
Course Objective/Major course topics		
Method of Instruction		*National Course*
Self-study <input type="checkbox"/> Correspondence <input type="checkbox"/> On-line Training (self study) <input type="checkbox"/> Video/Audio/CD/DVD <input type="checkbox"/> Word Count _____ <input type="checkbox"/> Difficulty (Circle) Basic Intermediate Advanced	Classroom <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> On-line Training (facilitated) <input type="checkbox"/> Teleconference <input type="checkbox"/> Other _____	National Insurance Designation? <input type="checkbox"/> Yes <input type="checkbox"/> No Designation Type: Course offered by Higher Education Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No
Examination Required? <input type="checkbox"/> Yes <input type="checkbox"/> No How will student be evaluated _____ _____ _____		How will attendance & successful completion be evaluated? _____ _____ _____

Credit Hours Requested and Course/Hours Decision

Course Concentration	Hrs. Requested by Provider	Hrs Approved by Reciprocal states		Hrs. Approved by NH
		State	Hours	
A. Producer Topics:				
General Insurance Principles (All Lines)				
Ethics				
Other (Long Term Care Partnership, National Flood Ins. Program, Life Settlement Producer, Annuities, _____) Please circle				
Total Hours				
B. Multiline Adjuster : Total Hours				
C. Workers' Comp adjuster: Total Hrs				
D. Public Adjuster : Total Hours				

<i>State of NH Use Only</i>	Approval/Disapproval date
Course number assigned (if course is approved)	
Reason for Disapproval:	
:	
CHECK #	
Amount Paid	

Fee is \$25.00 per license type. Please make check payable to the NH Insurance Dept

Mail to: NH Insurance Dept, Continuing Education , 21 South Fruit St Ste 14, Concord NH 03301

603-271-0203

Instruction Sheet

NOTE: This course may **NOT** be advertised or offered in the state to which application has been made until approval has been received from the NH Insurance Department.
Credits will only be awarded for courses whose subject matter will increase technical knowledge of insurance principles, coverages, laws or regulations and will not be awarded for topics such as personal improvement, motivation, time management, supportive office skills or other matters not related to technical insurance knowledge. No credit is awarded for sales and/or marketing courses.

New Providers must also attach the Continuing Education Provider Contact Form to their course application.

Complete the Course application.

NH will accept the NAIC reciprocity application form for PRODUCER courses approved in the Provider's home state in lieu of the NH Course application. Reciprocity form is on the NAIC Website.

NAIC reciprocity form will not be accepted for adjuster courses unless the approval from home state specifically spells out the approval for adjuster credits and content is specific to the type of adjuster course is noted. Example, workers comp must state it is approved for workers comp adjusters in the home state. NAIC reciprocity form is on the NAIC website.

Submit the application form along with course materials, a detailed timed course outline, and the required course application fee.

Course content must be relevant and beneficial to the license type you are requesting. i.e., Public adjuster courses must provide content that would benefit the public adjuster who only handles claims for Fire and Homeowners policies. Workers compensation course content must specifically pertain to workers comp adjusters.

***Annuity Suitability Training:** "The minimum length of the training required under this subsection shall be sufficient to qualify for at least four (4) CE credits, but may be longer. The training required under this subsection shall include information on the following topics:

(a)The types of annuities and various classifications of annuities;(b)Identification of the parties to an annuity;
(c)How fixed, variable and indexed annuity contract provisions affect consumers;(d)The application of income taxation of qualified and non-qualified annuities;(e)The primary uses of annuities; and(f)Appropriate sales practices, replacement and disclosure requirements. Providers of courses intended to comply with this subsection shall cover all topics listed in the prescribed outline and shall not present any marketing information or provide training on sales techniques or provide specific information about a particular insurer's products."

Course Submission shall be made at least 45 days prior to commencement of the program.

Programs which include **multiple days** require a separate application and fee for each day. Otherwise a student that does not attend all sessions is not entitled to any credit.

Non-refundable course application fee is \$25.00 per license type, Checks are payable to the NH Insurance Dept

Requests that are incomplete or contain inaccurate information will delay review.

The decision on approval of course application will be issued within 30 days of receipt of a complete application

Courses are approved for approximately 2 years and the expiration will be noted on the approval notice.

Providers are responsible for submitting course rosters for their students and should be completed within 15 days.

Providers will submit roster using the State Based System internet banking procedure. The processing fee is \$1.00 per credit.

For technical support, contact SBSHelp@naic.org 816-783-8450

Providers may contact Joan LaCourse at 603-271-0203 ext 209 or at joan.lacourse@ins.nh.gov or Cheryl Gagnon at 603-271-0203 ext 260 or Cheryl Gagnon@ins.nh.gov

NH Continuing Education is regulated by RSA 402B, 402D and 402J, 281-a:63 and Administrative Rule 1300.

National Course is defined as an approved program of instruction in insurance related topics including a course leading to a national professional designation or an insurance course at an institution offered as part of a degree-conferring curriculum, presented by an approved CE Provider Organization.

*Annuity Training Requirement effective 1/01/2015

***Mail course to: NH Insurance Dept.
Continuing Education
21 So.Fruit St Ste 14
Concord NH 03301***