

Course Submission Guidelines

These **Course Submission Guidelines** are to be used by CE Providers applying for Continuing Education (CE) credits for course offerings to Insurance Licensees. Your provision of the level of detail suggested will facilitate our prompt evaluation and approval of the course, and in our determination of the appropriate number of CE credits to be awarded.

Name of the Course (e.g.: Worker's Compensation)

Narrative Description:

- Describe the need and/or relevance of the course to the class of licensees expected to attend.
- Describe what skills, knowledge and abilities you expect the participants to acquire (see Question # 7, Course Approval application).
- Describe the method(s) of instruction to be used to achieve the course goals (e.g.: power point presentation, lecture, small group discussions, etc.)
- Describe the expected audience (i.e.: any licensee, only company licensees; and other professions (lawyers, CPA's) who may be expected to attend.

Time for Topic

(Scheduled Time, if Known):

60 minutes

(9:00-10:00)

Name of Topic (e.g.: Overview)

- Sub-topic (e.g.: Concept of Social Insurance)
- Sub-topic (e.g.: Common Defenses)
- Sub-topic (e.g.: No Fault Law and Workers' Comp.)
- Sub-topic (e.g.: Review of NYS Law)
- Sub-topic (e.g.: Methods of Funding Coverage)
- Sub-topic (e.g.: Summary and Conclusions)

Please list at least one topic or sub-topic for each 10 minutes

45 minutes

(10:00-10:45)

Name of Topic (e.g.: Concepts of Plans Available in NYS)

- Sub-topic (e.g.: Guaranteed Plans)
- Sub-topic (e.g.: Retrospective Rating Plans)
- Sub-topic (e.g.: Retention Plans)
- Sub-topic (e.g.: Review of NYS Law)

15 minutes

30 + minutes

**Break
Lunch**



Please indicate break times, including lunch

30 minutes

(11:00-11:30)

Name of Topic (e.g.: Benefits Afforded)

- Sub-topic (e.g.: Disability Income)
- Sub-topic (e.g.: Medical Expenses/Rehabilitation)
- Sub-topic (e.g.: Funeral Expenses)

15 minutes

(11:30-11:45)

Name and Description of Topic to be Discussed

- Sub-topic (e.g.: Comparison Between Prospective and Retrospective Rating)
- Sub-topic (e.g.: Summary and Conclusion)

10 minutes

(11:45-11:55)

Name and Description of Topic to be Discussed

- Sub-topic (e.g.: Summary and Conclusion)

Credits are approved on the basis of 50-minute hours of instruction.

Total minutes of teaching time	160
Number of 50-minute hours	3
Credits for approved course	3