

## **Important Notice to Provider Organization Applicants**

Below are the five (5) types of organizations that may apply to the Continuing Education Program of the New York State Department of Financial Services to be approved to offer Continuing Education courses to the Agents, Brokers, Consultants and Public Adjusters in need of these credits:

- a) Degree conferring college, university or proprietary school licensed by a the NYS Education Department or another state's licensing authority,
- b) New York authorized insurance company,
- c) Licensees' Association,
- d) Trade Association or
- e) Institution satisfactory to the Superintendent

An Organization applying as a: c) **Licensees' Association**, d) **Trade Association** or e) **Institution satisfactory to the Superintendent** must submit documentation of **prior instructional experience for each year for five years** in addition to **evidence of existence for a minimum of five (5) years**. Acceptable documentation of prior instructional experience (standards of instruction) includes:

- 1) Copies of provider, instructor or course approval documents granted from another state's continuing education or pre-licensing program;
- 2) Copies of attendance records for courses previously taught;
- 3) Copies of rosters of candidates who have successfully completed a course given by the organization;
- 4) Copies of contracts or agreements with insurance companies, designation societies or organizations permitting the applicant to teach pre-licensing, continuing education or designation courses for them;
- 5) Copies of certificates of completion given to successful candidates who have taken the applicant's courses;
- 6) Any other documents the applicant believes will show standards of instruction have been established **for each year for five years** (e.g., a specific class roster from a class provided during each of the five years).

Acceptable documentation evidencing **existence for five years** is defined under item # 3 on Page 1 of the Provider Organization Approval Application.

For questions or additional information regarding the Continuing Education program, please call (518) 473-6051.

**Special Note:** Please submit **individual checks** for each application submitted: One \$200.00 check for each Provider Organization Approval application and one \$50.00 check for each Instructor and/or Course Approval application.