

**REQUEST FOR COURSE AND CREDIT APPROVAL  
FOR INSURANCE CONTINUING EDUCATION**

(WA CE Course App 1-2017)

<b>Course Title:</b> (Max 50 characters)		
<b>Total</b> Credit Hours Requested:	Ethics Hours Requested	(If applicable)

Provider Number: Provider Name: Submitter Name: Telephone No.: Email: Date Submitted:	<p><b>Email or fax the application and documents to:</b></p> Email Address: <a href="mailto:InsEdu@oic.wa.gov">InsEdu@oic.wa.gov</a> or Fax: (360) 586-2019 <i>Do not advertise this course until approved nor offer this course for credit until the effective date.          If approved, the course effective date is <b>20 days</b> after the application is received by the OIC. WAC 284-17-278</i>
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<p align="center"><b>LIVE CLASSROOM or LIVE WEBINAR</b></p> <input type="checkbox"/> <b>Classroom</b> - Attendance is monitored. OR <input type="checkbox"/> <b>Webinar</b> - Attendance is monitored. Course is open to all Washington producers? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If the course is available in Washington, submit a  <u>10 Day Notice</u> by email each time the course is presented.</i>	<p align="center"><b>SELF STUDY (On-line or Correspondence)</b></p> <input type="checkbox"/> <b>Self Study</b> - Examination is required. <input type="checkbox"/> Course includes video content. Course is open to all Washington producers? Yes <input type="checkbox"/> No <input type="checkbox"/> <p><b><u>Total Word Count?</u></b></p> Ethics Word Count? (If applicable) <input type="checkbox"/> Basic/ <input type="checkbox"/> Intermediate/ <input type="checkbox"/> Advanced level. Definition: WAC 284-17-286 Web Site Address for course, if an on-line course:
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Washington insurance continuing education procedures can be reviewed on the commissioner's website at: <http://www.insurance.wa.gov> Go to the **"For Producers"** tab and select **"Provide Education"**.

**INCLUDE ALL NECESSARY DOCUMENTS FOR COURSE APPROVAL.** WAC 284-17-278  
 Maintain course records for at least three years.