

Prelicensing/Continuing Education Program

Provider Certification/Renewal Application

LIC 446-2 (Rev 07/2010)

Producer Licensing Bureau – Education Section

320 Capitol Mall

Sacramento, CA 95814-4309

www.insurance.ca.gov

Information (916) 492- 3064

1.	Check one only: <input type="checkbox"/> Original filing	<input type="checkbox"/> Renewal	Provider Number: _____	DEPARTMENT USE ONLY: Provider Number _____ Effective date: _____
	<input type="checkbox"/> Change of Provider Director	<input type="checkbox"/> Prelicensing Education		
2.	Check one only: <input type="checkbox"/> Continuing Education	<input type="checkbox"/> Corporation SSN _____	<input type="checkbox"/> Corporation FEIN: _____	BY: _____ Date: _____
3.	Entity Type: <input type="checkbox"/> Partnership FEIN: _____	<input type="checkbox"/> Association FEIN: _____		
4.	Entity Name:			
5.	Does the organization intend to use a fictitious (DBA) name? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, list such name: _____ (Name must be approved by the Department prior to use)			
6.	Business Address*:	Number/Street (PO Box is not acceptable)		
		City	State	Zip
* If located outside of California, attach completed Form LIC 446-40, Out-of-State Provider Jurisdiction Agreement.				
7.	Mailing Address:	Number/Street/PO Box		
		City	State	Zip
8.	Phone Numbers:	Toll free ()	Business ()	Fax ()
9.	Record Storage Address**:	Number/Street (PO Box is not acceptable)		
		City	State	Zip
** If address is outside of California, attach completed Form LIC 446-32, Stipulation To Maintain Records Outside of California.				
10.	Record Storage Contact Person:	Last	First	Middle
		Business Phone ()		Fax number ()

PROVIDER DIRECTOR: Individual within a provider organization with responsibility for the administration of the programs approved by the Commissioner pursuant to Sections 1749 and 1749.3, 1749.31 and 1810.7 of the California Insurance Code.

11.	Director Name:	Last	First	Middle
12.	Residence Address:	Number/Street		
		City	State	Zip
13.	Phone Numbers:	Residence ()	Business ()	Fax ()

14.	E-mail Address:	
15.	Provider Director Qualifications (experience [i.e. insurance, teaching], professional designations, degrees, licenses held, etc.)	
16.	Is this organization now using or has it ever used any name other than listed in #4 or #5 above? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, list such names and dates used:	
17.	Has the organization submitted to the Department within the last year, a filing for which an approval has not been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, list name under which the filing was made and date filed:_____	

COMPLETE THE AREA BELOW FOR YOUR ORGANIZATION TYPE. (Attach additional sheets if more space is needed.)

18) CORPORATE or ASSOCIATION APPLICANT: Complete the following **and** attach a copy of the articles of incorporation. (If you are an admitted insurer and there have been no changes in officers, directors or stockholders since the last official filing with the Department, submit a letter stating such. If there have been changes, the following must be completed.)

	Name: Last	First	Middle	Residence Address	Social Security No. *
President					
Vice President					
Secretary					
Treasurer					
Director					
Director					
Director					
Stockholder					
Stockholder					

19) PARTNERSHIP APPLICANT: List name and address of all partners and attach copy of the partnership agreement. If no agreement, submit letter signed by all partners.

Partner Name: Last	First	Middle	Residence Address	Social Security No. *

20) SOLE PROPRIETOR APPLICANT: List name and address of proprietor.

Name: Last	First	Middle	Residence Address	Social Security No. *

*PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1997 (Civil Code Section 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.2 of the IPA of 1997. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular.

21.	Is there any person within the organization, other than listed in question (18), (19), or (20), who acts in the capacity of a Controlling Person as defined in Section 1668.5 of the California Insurance Code, who possesses decision making authority in matters pertaining to preclicensing and/or continuing education? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, list name, residence address, and social security number of such person(s): attach a separate sheet if more space is needed. _____
22.	Has the organization or have any of its partners, members, controlling persons, officers, directors, or any shareholders owning a 10% or more interest in the organization, been the subject of any administrative agency disciplinary action? For the purpose of this question, administrative agency disciplinary action includes but is not limited to: having any professional, vocational or business license denied, suspended, placed on probation, restricted or revoked, or any fine imposed; withdrawing any application or surrendering any license to avoid disciplinary action; being issued a cease and desist order or its equivalent; being the subject of a conservation, liquidation, rehabilitation or receivership order. <input type="checkbox"/> YES <input type="checkbox"/> NO
23.	Has the organization or have any of its partners, members, controlling persons, officers, any shareholders owning a 10% or more interest in the organization, ever been convicted of a crime? <input type="checkbox"/> YES <input type="checkbox"/> NO "Crime" includes a felony or misdemeanor and military offenses. "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, having had any charge dismissed, expunged or plea withdrawn pursuant to Penal Code Section 1203.4, or having been given probation, a suspended sentence or a fine. You may exclude traffic citations and juvenile offenses.

IMPORTANT NOTE: If the answer is "YES" to question (22) or (23) above, attach a detailed statement, signed by an authorized person for the organization, listing the events which led to the charges (dates and places). If the matter was heard in court, attach copies CERTIFIED BY THE COURT of the Criminal Complaint and the Sentencing Minute Order showing the final plea, judgment and sentence. If any disciplinary action was taken by an administrative agency, attach a certified copy of the action.

24.	Is the organization registered with the Bureau for Private Postsecondary & Vocational Education? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, list approval number: _____
25.	Describe the organization's experience in offering educational programs to insurance licensees: Attach separate sheet if more space is needed.
26.	Provide a complete statement of your refund policy and describe how this policy will be transmitted to students before registration (submit sample):
27.	Indicate instruction method of courses to be offered: <input type="checkbox"/> Contact (attendance required) <input type="checkbox"/> Non-Contact (self-directed) <input type="checkbox"/> Both Contact and Non-Contact
28.	For Contact courses, the following information is required: 1) Sample of attendance record forms proposed for use meeting the requirements sections 2105.7 and 2188.5 (b) of California Code of Regulations. 2) Sample of Certificate of Completion (see sections 2105.10 (a) and 2188.8 (a) & (d) of Title 10 California Code of Regulations).
29.	For Non-Contact courses, a statement providing the following information is required: 1) How long do students have to complete the course and how is that information transmitted to them? 2) What is your method for determining what date to use for course completion date and how is that information communicated to students? 3) Please supply information about protecting the integrity of the exam: who has control of the answer key(s); what is a passing grade; if someone fails the exam may they retake the exam and, if so, how many times and would it be the same exam; and do you return exams to students or discuss the answers with them? 4) Please enclose copy of your instruction sheet that goes to the student upon registration. 5) Sample of Certificate of Completion (see sections 2105.10 (a) and 2188.8 (a) & (d) of Title 10 California Code of Regulations)

CERTIFICATION

I agree to (a) maintain records of enrollments, attendance, exam grades and other pertinent information as requested by the commissioner for a period of five years (b) provide certificates of completion to those students who successfully complete courses (c) use only qualified instructors to conduct courses (d) timely provide the commissioner with completed course approval applications for programs submitted for credit approval, and (e) comply with the precicensing and continuing education regulations and all applicable California Insurance Code sections. Further, I certify under penalty of perjury that I am the person who has responsibility for the administration of the operations contained in this application; that the information contained in this application is true and correct; and that no approved course will be offered for credit unless the organization holds an active provider approval status. Lastly, I understand that I must promptly report to the commissioner any changes in the information contained in this form.

Original Signature of Provider Director

Date

Print name

FILING INSTRUCTIONS:

This form must be completed by each entity desiring to be certified or to renew certification as a precicensing or continuing education provider.

Type or print clearly in ink. All sections of this form must be completed and submitted with proper attachments and filing fees to the Department.

Attach additional sheets if more space is needed to answer questions.

Please send this completed application, other required attachments and a **non-refundable** \$56.00 filing fee to:

Make checks
payable to: California Department of Insurance
Producer Licensing Bureau – Education Section
PO Box 957
Sacramento CA 95812-0957

Education Section Inquiries: (916) 492-3064