

### Application for Insurance Pre-Licensing Education Provider/Course Approval

Complete a separate application for each course. Attach two copies of the required documentation and submit to PSI as indicated on Page 2.

#### Part 1 – Provider Information

This is an application for (choose one):

**New provider approval** Provider number will be assigned upon course approval.

**An approved MI provider submitting an additional course for approval**

Please enter your 4-digit Michigan Provider Number: \_\_\_\_\_

Provider Name & Complete Address			Indicate provider organization type (select only one)	
Name			<input type="checkbox"/> Authorized insurer <input type="checkbox"/> Insurance trade association <input type="checkbox"/> Educational institution listed in the State Board of Education directory of institutions of higher learning <input type="checkbox"/> Educational institution offering home study course that has been in existence for not less than 5 years	
Street Address		Suite/Unit #		
City	State	ZIP Code	Provider FEIN / SSN if individual	
Contact Person Name	Daytime Telephone	Ext.	Fax	Contact Person Email Address

#### Part 2 – Course Approval

Course Name (up to 72 characters including spaces)	Has another provider received MI approval for this course? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "Yes," what is the Michigan course number? _____</i>
Is this course offered to all persons in the industry (open to the public)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a revision or renewal of an approved or existing course? <input type="checkbox"/> Yes: Revision <input type="checkbox"/> Yes: Renewal <input type="checkbox"/> No <i>If "Yes," what is the Michigan course number? _____</i>

**Course concentration:** Check only one. File a separate application for each additional course.

Lines(s) of Insurance	Minimum Hours Required*	Enter Hours Requested	Lines(s) of Insurance	Minimum Hours Required*	Enter Hours Requested
<input type="checkbox"/> Life	20	_____	<input type="checkbox"/> Property	20	_____
<input type="checkbox"/> Accident & Health	20	_____	<input type="checkbox"/> Casualty	20	_____
			<input type="checkbox"/> Personal Lines	20	_____

\*The hours required include the mandatory 6 hours of instruction on Michigan Code for each line of insurance. If two courses will be offered together as a "combo" course, only 6 hours of Michigan Code instruction are required for the combined class, not 12 hours.

*Please complete Page 2 of this form*

For Office Use Only					
Date assigned	Assigned to evaluator	Life	Health	Pers. Lines	Course number assigned
- - -					
Application Status	Date returned	Property	Casualty	Total Hours	Date notified
- - -	- - -				- - -

**Part 3 – Insurance Education Instructor Approval**

An FIS 2327 Application for Insurance Education Instructor Approval must be submitted by the instructor and approved by DIFS Insurance Licensing staff prior to offering the course requested on this application. This is required for ALL program types listed below.

**Part 4 – Method of Instruction:** Check box to indicate Self-Study Program or Classroom/Seminar Program, then complete the section below the checked box.

**Self-Study Program:** Check to indicate applicable program media and enter program specifications.

**All programs:** From purchase date, how many days do students have to complete the materials? \_\_\_\_\_

**Program media:** Check all that apply

- |   |                                |   |  |                            |
|---|--------------------------------|---|--|----------------------------|
| <input type="checkbox"/> Audio                              | <input type="checkbox"/> Video | ▶ | Total minutes of instructional material:             | _____                      |
| <input type="checkbox"/> Teleconference                     |                                | ▶ | Total minutes on average to complete entire program: | _____                      |
| <input type="checkbox"/> Internet or computer-based program |                                | ▶ | Excluding appendices, glossary, index and exams:     | Total pages of text: _____ |
| <input type="checkbox"/> Textbook                           |                                |   |  | Total word count: _____    |

Describe or attach test security procedures
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**Classroom or Seminar Program:** Check to indicate applicable program media and enter program specifications.

**Class time in minutes**

Total overall class time: \_\_\_\_\_ Total net class time (*EXCLUDES introduction, breaks, meals and subjects not directly related to the course*): \_\_\_\_\_

Describe (or attach) test security procedures
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**Certification**

I certify that information on and attached to this application is true, complete and correct. I understand that submitting false information or omitting pertinent information may subject me to civil or criminal penalties including but not limited to denial or withdrawal of approval for this and any courses I have filed in Michigan.

Signature	Date signed
Signer's Name & Title typed or printed	

When the application is complete, make a copy for your files. Submit two copies of the application and required documentation:

1. Content outline with time allocations or page numbers
2. Two copies of the course materials, or access to view an Internet course

Application and documentation may be submitted by:

Mail to **PSI, Attn: MI Application Processing Center, 3210 E. Tropicana, Las Vegas NV 89121**

OR Email to **MIINSURANCE@PSIEXAMS.COM**

Authority: 1986 PA 173 as amended. Completion is required to be considered for approval to provide insurance pre-licensing courses to meet Michigan licensing requirements. Failure to properly complete this form, or providing false, inaccurate or incomplete information may result in denial or withdrawal of approval to offer this or other programs in Michigan, and any other applicable civil or criminal penalties.