

# **DFS-H2-464 Provider Application**



## How to Apply to become a Provider

DFS-H2-464  
 Revision: 03/2014

Florida Statutes and Department Rules require that individuals or entities offering Continuing Education and/or Pre-Licensing courses for insurance credit be approved by the Department. All such individuals or entities are advised that their conduct must conform to all applicable provisions in Rule 69B-228.180 (Continuing Education) or Rule 69B-227.290 (Pre-Licensing). These rules can be found online at <https://www.flrules.org>.

The Department uses the information submitted in this application, including any supplemental material, to determine if your organization meets the stipulated rules of the State of Florida governing approval of Pre-Licensing or Continuing Education Provider. You must be approved as a Provider in order to apply for Course approval. You will be notified electronically when you have been approved or disapproved as a provider. If approved, you will receive a Provider ID number that will be used in all aspects of your communications with the Department.

Only one provider category/ course authority may be applied for in the initial Provider Application. After the initial application is approved, you may then request to provide instruction for additional course authorities.

*Note: You are required by state and federal law to disclose your social security number on this application. Section 666(a)(13) of Title 42, Unites States Code, requires each state to obtain the social security number of each applicant for a professional or occupational license on the application for the license. Section 626.171(6), Florida Statutes, implements this federal law. The purpose of collecting social security numbers is for administration of the child support enforcement provisions of Title IV-D of the Social Security Act. The Department of Financial Services also uses social security numbers for identity verification purposes in conjunction with background checks of applicants and for identity verification purposes in the Department's electronic database for licensees and applicants.*

Choose the Course Authority for which you want to be a training provider:

- Continuing Education     Pre-Licensing

Course Authority

**Next**

**Provider Information**

**Selected Course Authority**  
CE 2-15 - Life, Health and Variable Annuity

Provider Name

DBA

Provider FEIN

OR

Social Security Number

Web Site

Course Registration URL

Provider Business Address

City

State

County

Zip

Mailing Address  Same

City

State

County

Zip

E-mail

Alternate E-mail

Phone

Fax

Toll Free

Extension

Comments

## BACKGROUND QUESTIONS

Has an administrative action ever been taken against the entity or any of its principals for violation of statutes or rules in Florida or any other state?

- Yes
- No

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### INSTRUCTIONS

The Provider must establish a School Official that is responsible for all the functions of the Provider. These functions include Course, Course Offering and Instructor applications and Roster submissions.

Administrative Action is an action taken by the Department against someone for violation of the Florida Statutes.

Administrative Action will not necessarily eliminate someone as a potential School Official if an action has been taken and you would still like to apply as a School Official please provide all documentation concerning the action to the Department for review.

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Course Authority Selection | Demographics | **Background Questions** | Qualification Information | Contacts | Confirmation

**education**

**INSTRUCTIONS**

Per Department Rule Chapter 69B-227, individuals convicted of a felony can not qualify to be a school official.

**BACKGROUND QUESTIONS**

Has the School Official ever been convicted of a felony?

- Yes
- No

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## QUALIFICATION INFORMATION

Will you be offering Self-Study correspondence courses and/or Self-Study online courses? If yes, please refer to instruction box on right.

- 
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Yes

No

### INSTRUCTIONS

Providers who offer Self-Study courses must have either:

1. Three(3) years of experience as a provider of educational or training programs.

OR

2. At least one person who is on staff or under contract to provide course development services who has:

- A college degree in instructional design and program development or a comparable field. AND
- Documented experience and ability in writing Self-Study exams. AND
- At least 5 years experience in development of Self-Study programs, which do not include authorship of textbooks or other writings alone.