

DFS-H2-1268 Course Application

In-Box > **Course Application 1**
USER: CE ADMINISTRATOR, DFS EDUCATION TEST

Demographics Course Authority Selection Attachments Payment Confirmation

Course Application	
Course Name	<input type="text"/>
Description	<input type="text"/>
Course Type	<input checked="" type="radio"/> Continuing Education <input type="radio"/> Pre-licensing
Study Method	<input type="text" value="(select)"/>
Course Level	<input type="text" value="(select)"/>
Subject Area	<input type="text" value="(select)"/>
Comments	<input type="text"/>

Next

In-Box > Course Application 2
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Demographics Course Authority Selection Attachments Payment Confirmation

Now that you have completed the course definition:

- You will be required to enter requested hours for a specific course authority.
- In the past for Continuing Education courses, for example, you may have submitted a 10 hour Life, Health and Variable Annuity (2-15) course. In the new system, you will request 4 hours Life (2-16), 4 hours Health (2-40), and 2 hours Variable Annuity (2-19). These hours are provided for examples only. In the new system, you must specify the components at the lowest course authority level.

Courses are divided into components to allow more attendees to receive credit for the courses.

- You must submit payment via credit card for Continuing Education courses. The course application fee remains \$100; however, now there is an additional \$2.50 credit card convenience fee. There remains no course application fee for Pre-licensing courses.

Course Authority	Requested Hours
<input type="checkbox"/> PL 2-15 - Life, Health and Variable Annuity	<input type="text"/>
<input type="checkbox"/> PL 2-20 - General Lines (Property & Casualty)	<input type="text"/>
<input type="checkbox"/> PL 2-21 - Motor Vehicle Physical Damage	<input type="text"/>
<input type="checkbox"/> PL 2-33 - Industrial Fire	<input type="text"/>
<input type="checkbox"/> PL 4-40 - Customer Representative	<input type="text"/>
<input type="checkbox"/> PL 4-42 - Limited Customer Representative	<input type="text"/>
<input type="checkbox"/> PL 2044 - Personal Lines	<input type="text"/>

Exit Next

In-Box > **Course Application 3**
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Demographics Course Authority Selection: **Attachments** Payment Confirmation

Below you can either choose to attach the appropriate documents or to mail in the documents. By attaching your course outline, syllabus, etc., the Course application approval process is greatly reduced. Attachments less than 5mb MUST be upload via the process below. If your attachment is greater than 5mb, you must mail to the Department.

Course Application Attachments

Attached Documents

Click the "Attach" button to load a pop-up window where you will select the file you want to upload. When you submit your request, the attached files will automatically be enclosed.

Documents to be Mailed