

Application for title insurance course certification

This form is for registered course providers only. Please type or print clearly in ink. Allow enough time for mailing to and from TDI, and ample time for review. You may not offer the course without TDI approval. Course certification criteria is set out in [Rule P-28 of the Title Insurance Basic Manual](#).

- If you are changing only the instructional method you will use for a course, do not fill out this form. You only need to send TDI a letter describing the changes.
- TDI will not process your application until you provide all required information, including attachments and course certification fees.
- Do not fax or email this form. Mail completed form and non-refundable fee of \$10 per hour to:
 - Texas Department of Insurance
 - PO Box 12030, MC: CO-AAL
 - Austin TX 78711-2069
- Make your check payable to: Texas Department of Insurance

► Course and provider information

What is the title of the course submitted with this application (maximum 50 characters)?

Provider name (must match name listed in the [Application for Provider Registration](#), form FINT07):

Provider number: _____

If this course has been certified by TDI before, provide the course number. You can find the number on the approval letter sent by TDI, in the Sircon database, or on a renewal notice.

Provider course number: _____

1. Is the submitted course a:

(a) new course

(b) course modification

change in content of greater than 25%

change in credit hours

change in course type

change in course name

(c) recertification (no change or less than 25% change in content)

2. Indicate whether the course will be for continuing education or a professional training course for title agent management personnel.

a) Continuing education (CE):

i. Provide the number of CE credit hours requested per category:

Ethics/Consumer Protection _____ General CE _____

ii. Instruction method: Choose one instruction method per course. Give the number of hours offered next to the instruction method choice.

Classroom _____ Classroom equivalent _____ Self-study _____

b) Professional training program for title agent management personnel:

Instruction method: Choose one instruction method per course filing. Provide the number of hours (minimum of 8) offered next to the instruction method.

Classroom _____ Classroom equivalent _____ Self-study _____

3. Course fee (number of CE hours x \$10):

You can use 1/2 hour increments after the first full hour. TDI will not refund fees if you offer fewer hours than you request.

Total number of CE hours requested for this course is _____, times \$10 per hour requested = \$ _____ course fee.

4. Indicate the method used to determine course hours.

- **If you use the average approval time in other states:** You must have the course registered in at least three other states and attach a list of the approval time for all states. Indicate any course hours approved in that state for sales and marketing topics.
- **If you use the average completion time of at least five licensees:** You must attach a list of the licensees and course completion times.

Choose only one of these options for the method to determine course hours:

Classroom courses only

Actual instruction time

Classroom equivalent

Average completion time of at least five licensees

Self-study courses only

Average completion time of at least five licensees

Average approval time in all other states; must be at least three states

5. Indicate the instructional method you will use. If this is the only change you are making, do not fill out this form; instead, send TDI a letter describing the changes.

- Lecture / seminar
 Teleconference
 Audio
 Video
 Internet
 DVD / CD
 Textbook
 Other _____

6. Will the course be open to the public? Yes No

7. The date of first presentation of the course (for classroom equivalent and self-study, this will be the first date the course is available for distribution): _____

► Attachment check list

Your application must include the following attachments:

- A statement identifying the knowledge, skills, or abilities the licensee is expected to get by completing the course.
- A detailed, timed outline with major topics and sub-topics. It must include the amount of time spent on each major topic.
- If the course time is based on the average of times approved in other states, you must include a list of approved times in all other states. Or, if you used the average of at least five licensees, you must include a list of the licensees and the time it took each to complete the course.
- If you use an instructional method other than lectures and seminars, you must submit a narrative of how the course complies with the specific requirements stated in Title Basic Manual Rule P-28, II.G.1.
- If this is a classroom equivalent course, you must submit a narrative description of how the course complies with the specific requirements stated in Rule P-28, II.G.2 of the Title Insurance Basic Manual, and screen prints of two interactive inquiries (10 questions in all). Do not send the course itself unless you were asked to do so.
- If the course is self-study, you must submit a copy of one exam.

► Sign here

I have been authorized by the provider or the APR to act on behalf of the provider with respect to this course submission. I read and I understand the rules. The information I have provided on this form is true and accurate and consistent with the standards for courses. This course meets all the minimum requirements for course certification under Rule P-28 of the Title Insurance Basic Manual. All instructors and any speakers used in conjunction with one-time event courses are qualified per the requirements of the cited rules.

Signature: _____ Date: _____