Wisconsin Office of the
COMMISSIONER OF INSURANCE

MARKET REGULATION
AND ENFORCEMENT

Tony Evers, Governor of Wisconsin
Mark Afable, Commissioner of Insurance

Course Submission Checklist

Classroom/Seminar/Workshop

☐ Detailed Outline of Subject Matter & Time (include hours for each topic/method showing the minimum time allotted to each)
☐ Certificate of Completion
☐ Promotional Material – whether an internal course or offered to the public
☐ Refund policy (unless no course fee is charged to a student). A policy of no refunds is unacceptable.
☐ Sign-in/out sheet

Webinar (Internet)/Teleconference

☐ "Webinar" included in course title is required.
☐ Detailed Outline of Subject Matter & Time (include hours for each topic/method showing the minimum time allotted to each).
☐ Certificate of Completion
☐ Promotional Material – whether an internal course or offered to the public.
☐ Refund policy (unless no course fee is charged to a student). A policy of no refunds is unacceptable.
☐ Description of the procedures and guidelines that inform the students in advance of the course about participation requirements and consequences for failing to actively participate in the course.
☐ Description of procedure for conducting course in real time in all locations for all participants.
☐ Description of procedure for verifying identity and license number (if available) of all participants.
☐ Description of procedure for verifying attendance, sign-in/out, and maintenance of attendance records for all participants.
☐ Description of the participant affidavits verifying identity and participation (include a sample affidavit).
☐ Description of the procedure for submitting electronic and/or paper copies of all course material and student handouts.
☐ Description of the software or provider used for delivering Webinar (internet)/Teleconference course.
☐ Description of the procedure or policy for the use of polling questions and/or attendance verification codes.
☐ Description of the process and procedure to identify inactive participants (screen minimized, failure to answer polling questions or inaccurate attendance verification codes).
☐ Description of the procedure and policy for deeming a participant inactive and denying course credit.

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☐ Description of the procedure to allow participants the ability to ask/answer questions in real-time during the course.

Self-Study/Correspondence/Video/Audio/CD/DVD

☐ A copy of all materials a student must study for the exam
☐ A word count excluding glossaries, indexes, tables of contents
☐ Copy of Examination - A sample copy or one version of the exam. (Exams for self-study courses that are approved for 3 credits or less must contain at least 25 questions. For courses approved for more than 3 credit hours, an exam must contain a minimum of 50 questions. The number of questions must increase proportionately as the amount of material increases up to a suggested maximum of 75 questions for very large courses. It is suggested that all questions should be four-alternative multiple choice or completion format and that the use of True/False questions is avoided.)
☐ Refund policy (unless no course fee is charged to a student). A policy of no refunds is unacceptable.
☐ Promotional Material - whether an internal course or offered to the public
☐ Detailed Outline of Subject Matter & Time (include hours for each topic/method showing the minimum time allotted to each)
☐ Affidavit of Personal Responsibility Form
☐ Certificate of Completion

National – NAIC Form

☐ Complete the Continuing Education Reciprocity Course Filing Form for each course.
☐ Attach a copy of the state approval document.
☐ Attach a copy of the outline for classroom courses or the table of contents for self-study courses.