

## Pre-licensing Webinar Course Checklist

**Course Name:**

**Provider Number:**

- Please check to confirm and acknowledge the following:

	Please check for acknowledgment
All webinar courses will be submitted and approved as classroom courses. (Previously approved classroom courses must be resubmitted to the Department for approval as a webinar.)	
The title of the course must include the word "Webinar", "Webcast" or "Virtual Classroom".	
Furnish a timed course outline, including breaks and lunches, which must include all topics which are included in the most current state approved content outline found on the Pearson VUE website: <a href="https://www.asivcs.com/publications/pdf/121003.pdf">https://www.asivcs.com/publications/pdf/121003.pdf</a>	
Identify which segments of the outline corresponds to the state's approved outline.	
Verify the course will be taught by an approved Florida instructor.	
Verify the class will be conducted in real time in all locations.	
Verify that the current edition of the study manual is being utilized for teaching the course and the course material will be updated with each new study manual edition on an annual basis.	
Verify that the name and contact information will be furnished for the current study manual vendor and verify that each student is aware that the state exam will be based upon the latest edition of the approved study manual prior to the beginning of the course and explain to the students that the study manual is required per F.A.C.	
Furnish a copy of a comprehensive final examination. Final examination guidelines: <ul style="list-style-type: none"> <li>• Must cover all of the content areas in the state approved outline</li> <li>• Identification of what area of the state approved outline each exam question covers</li> <li>• Must include same number of questions as the state exam. This information can be found on the Exam Content Outline for the corresponding exam</li> <li>• May not include True/False questions</li> <li>• Identification of what area of the state approved outline each exam question covers</li> <li>• May not be the same questions as quiz questions within the study manual or quiz questions within your course</li> </ul>	

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<p>Acknowledge that each student must achieve a grade of 70% or better on the final examination to receive credit for the course.</p>	
<p>Verify that the students in all locations will be able to interact in real time with the instructor.</p> <p>Describe your procedure:</p>	
<p>Verify the identity and license number of all participants.</p> <p>Describe your procedure:</p>	
<p>Furnish an invitation to the Department for each of the webinars. Submit to the following email address:  <a href="mailto:DFSWebinars@MyFloridaCFO.com">DFSWebinars@MyFloridaCFO.com</a>  <i>This invitation will be used for course auditing purposes.</i></p>	
<p>Verify that all materials required for the web course will be provided to all participants at all locations. (Submit electronic copies of all course materials and student handouts.)</p>	
<p>Acknowledge the ownership of the source material that will be used as the basis for the course.</p> <p><i>*If using another vendor's material please include an authorization letter.</i></p>	<p>Another Vendor, Authorization Letter included</p> <p>Own Material</p>
<p>Furnish a copy of the student acknowledgment form .At minimum, the acknowledgment forms should include the information provided in the sample below</p>	

I \_\_\_\_\_ (name) \_\_\_\_\_ certify that I participated in and attended all sessions of the following webinar course \_\_\_\_\_ (Florida Course ID) \_\_\_\_\_ on \_\_\_\_\_ (date course taken) \_\_\_\_\_.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Date)

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### **69B-227.260 Study Aids.**

(1) Each school official shall, prior to the commencement of a pre-licensing course furnish to each student the name and contact information for the current study manual vendor and verify the first day of class that each student is aware that the state licensing examination will be based upon the latest edition of the approved study manual. Study manuals are required for the following courses:

(a) General Lines Agent, Personal Lines Agent, Customer Representative, or Limited Customer Representative.

(b) Industrial Fire Agent.

(c) Life, Health, and Variable Annuity Agent.

(d) Title Agent.

(e) Surplus Lines Agent.

(2) Contact information for the vendors of the study manuals is available at <http://www.myfloridacfo.com/Division/Agents/Licensure/Examinations/studyManuals.htm>.

*Rulemaking Authority 624.308(1), 626.2817 FS. Law Implemented 624.307(1), 626.2817, 626.732(1)(a), 626.7351, 626.7851, 626.8311, 626.8417, 626.927, 627.7015, 627.7074, 627.745, 648.34, 648.386 FS. History—New 4-11-94, Formerly 4-211.260, 69B-211.260, Amended 9-1-14.*