

TAHU Instructor Certification

The Texas Department of Insurance Continuing Education Program rules require providers to certify that course instructors will be **experienced and qualified** in the subject taught. Furthermore, providers and instructors must certify that they will comply with all provider and course requirements as outlined in the program rules and TAHU's professional development policy and procedure. **All instructors must coordinate with the local chapter professional development chair (for chapter sponsored courses) or the TAHU Executive Director (for non-chapter sponsored courses) prior to scheduling a course presentation.** This certification, or a document similar to this certification, must be maintained by the providers for four years and be available to the Department upon request.

Instructor's Full Name

Residence Address

Residence Phone

Insurance Company Affiliation

Company Phone

Company Address, City, State, Zip Code

Instructor Email Address

Insurance Licenses Held:

License Type	License Number	Date of Issue	In Which State?
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License Type	License Number	Date of Issue	In Which State?
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License Type	License Number	Date of Issue	In Which State?
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Other types of licenses held:

License Type	License Number	Date of Issue	In Which State?
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License Type	License Number	Date of Issue	In Which State?
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This instructor is experienced and qualified in the subject(s) to be taught, based on the criteria listed below (Instructor must meet at least one of the criteria):

- _____ Instructor is and has been in the practice of teaching insurance courses for at least the last three years and has the knowledge and experience in the subject the instructor will teach;
- _____ Instructor is and has been properly licensed as a licensee subject to continuing education under this act for at least five years;
- _____ Instructor is the holder of a professional designation recognized by the department which relates directly to the subject the instructor will teach; or
- _____ Instructor is or has been engaged in a recognized profession that is pertinent to the subject to be taught, including, but not limited to: licensed or certified medical professionals, Certified Public Accountants, and members of a state bar.

This instructor will be teaching the following courses for this provider organization:
(Attach a separate sheet for additional courses.)

_____	_____
Course Title	TDI Course Number
_____	_____
Course Title	TDI Course Number
_____	_____
Course Title	TDI Course Number

I certify that the above information is true and correct and that I will conduct the course in compliance with applicable rules of the Texas Department of Insurance and the Texas Association of Health Underwriters (see next page and the professional development policy and procedure). I understand that failure to comply with the requirements specified in the continuing education program rules, or falsification of any records or participation in any activities which allow circumvention of the requirements of the applicable statutes of the continuing education program rules may subject the courses of the provider to be immediately removed from the list of registered courses and cause possible suspension from participation in the continuing education program for up to one year.

Instructor (Original) Signature

Provider Official (Original) Signature

Date

Provider Official (Printed) Name

Position Held with Provider

Date

TAHU DOs And DONTs

DO....

1. Familiarize yourself with and follow the rules regarding courses on the TDI website regarding teaching CE courses.
2. Check to make sure that the CE you want to use is still certified and that certification has not expired.
3. Speak generally about what companies in the market are doing, etc. but do not use specific company names.
4. Ask CE attendees to defer marketing related questions until after the CE has ended.
5. Speak as a CE instructor and not as a representative of a specific company.
6. Make sure that attendees don't leave the room for long periods of time. Ask attendees to turn off cell phones, pagers, etc.
7. Give attendees opportunities to ask questions and to participate in the presentation.

DON'T....

1. Don't include your company logo on the CE handouts or materials.
2. Don't include marketing materials with the CE handouts and materials.
3. Don't spend CE time advertising your particular product. This can endanger your CE class.