

NABIP-TX CE WORKSHEET AND NOTIFICATION

This form is to be used for both notifying NABIP-TX of scheduled courses at chapter events and outside organizations and submitting new courses for approval to TDI. Only Part I is to be completed for notification purposes and both Part I and II are to be completed for new course submissions. Part III is to be completed if a different instructor, from the one currently on file, will be presenting this course. For questions about this form, please contact Amy Perry at CE@nabip-tx.org.

PART I

Chapter/Outside Organization: _____
Date Submitted: _____
Course Name: _____ Course #: _____
Is NABIP-TX the Course provider? Yes / No If No, Give Provider Name/# _____
CE Credit Hours: _____ Course Date(s): _____ Course Time(s): _____
Course Location (Incl Address): _____
Course Type: In Person Virtual Hybrid: In Person / Virtual
Instructor(s) Name: _____
Instructor(s) Address: _____
Instructor(s) Phone: _____ Fax: _____
Instructor(s) Email: _____
Chapter/Outside Organization Contact Person: _____
Address: _____ Phone: _____
Email: _____
Proctor Name: _____ Proctor Email: _____

Virtual P&P HAS TO BE READ AND ALL ATTENDEES MUST ANSWER 4 POLLING QUESTIONS

DO NOT COMPLETE THE REST OF THIS FORM IF THIS IS AN EXISTING COURSE AND THE INSTRUCTOR IS ALREADY CERTIFIED TO PRESENT THIS COURSE!

PART II

Documentation required for new course submissions to TDI for approval (Allow minimum of 35 days for processing and approval from TDI):

- _____ CE Worksheet (one per course)
- _____ Name of Course (under 50 characters)
- _____ Statement of Course Learning Objectives
- _____ Course Outline with approximate time for each topic
- _____ Description of How the Course will be Presented
- _____ Length of Course
- _____ Instructor Bio
- _____ Instructor Certification (see attached form)
- _____ Is the course open to all licensees or restricted to certain licensees
- _____ A Copy of the Refund Policy to Attendees
- _____ If Course approved in another state, need name of state, number of credit hours and letter from other provider giving approval for NABIP-TX application.
- _____ Course approved for virtual /webinar
- _____ Signed Education P&P (see attached)

PART III

Documentation required for an already-approved CE course ONLY if a new instructor is presenting this course:

- _____ CE Worksheet (one per course)
- _____ Instructor Bio
- _____ Instructor Certification (see attached form)
- _____ Signed Education P&P (see attached)
- _____ Course approved for virtual /webinar

Return Worksheet with Applicable Information to Amy Perry: CE@nabip-tx.org