



Continuing Education Filing Form

Must be completed for every course held

Association: _____

Contact for course (where course materials will be sent):

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Course Information:

Name of Course: _____

Course ID (see approved course list): _____ Hours: _____

Location to be held: _____

Time: _____ Date: _____

Instructor Name: _____

Instructor Bio: _____

If materials are available would you like us to send them? Some materials require a \$15 fee, please check the CE Course list. **Yes**, Please send materials **No**, we do not need any materials

If course is not already approved through NAIFA Kansas, please supply the full course materials or detailed outline as well as the above information.

Please notify Amber at the NAIFA Kansas office at least **30 days** prior to the course so there is ample time to notify the Kansas Insurance Department, even if the course is already approved. Once the KID is notified, a CE roster and certification forms, along with any material that is needed for the course, will be mailed to the contact above.

Once the course is complete, the CE roster will need to be mailed back to the NAIFA Kansas office along with a \$5 filing fee per member and \$10 per non-member on the roster.

Return Form to:

NAIFA Kansas Attn: Amber Hermreck
825 S. Kansas Avenue, Suite 500, Topeka, Kansas 66612
Phone: 785/354-7770 Fax: 785/233-2206 amber@naifakansas.org