



## NAIW (International) CE Request Form

Please complete and submit the following form to Corporate Centre at:  
NAIW (International) 9343 E 95<sup>th</sup> Ct S, Tulsa, OK 74133,  
at least **90 days prior** to the planned course offering.  
**NO EXCEPTIONS will be made**

**This form is a fill able form only, it cannot be saved. Please complete the required fields, and then print the form.**

Contact Name
Address Line 1
Address Line 2
Daytime Phone Number
Email Address
Local Association Name

Course Name <small>(Nat'l will only file NAIW courses)</small>
Course Date mm/dd/yyyy
Course Time hh:mm AM/PM
Course Location
Address Line 1
Address Line 2
Location Phone Number
Hours of CE credit

Start:

End:

Instructor Name
Address Line 1
Address Line 2
Daytime Phone Number
Email Address

Please note: additional instructions and important information is included on page two of this request form.

Items that **MUST** accompany this request include:

- Instructor Bio and Resume
- Timed outline (only necessary if presenting the course in a reduced or expanded number of hours)

National will acknowledge receipt of CE course request with contact person via email. If you have not received an acknowledgement within 3 business days, please call the Director of Products and Education, Brandi Capps at 1800.766.8249 x 18.

Upon receipt of CE Request Form and all required materials listed above, the Director of Products and Education will prepare the documents for filing. An invoice for applicable fees will be emailed to the course contact. The course will be filed upon payment of invoice.

National will then forward, via email, a class participant “CE Credit Request Form” and a sign in/out sheet. The “CE Credit Request Form” **must be filled out COMPLETELY** by each participant in order to receive CE credits. If incomplete information is provided no CE credit will be given. Also, each participant must sign in and attend the full course in order to receive credit.

All course materials must be ordered no less than 21 days prior to course. **Copying of NAIW course materials is strictly prohibited.**

Following the course; the instructor is to collect CE Credit Request Forms and Certificate of Completion Request Forms at the end of the class and mail them, along with the sign in/out sheet, to Corporate Centre within two business days following the course completion. Any fees required for CE credit/roster filings will be invoiced by Corporate Centre at this time. Credits/rosters will not be filed until payment is received.

If you have any questions please contact Brandi Capps, Director of Products and Education at 1800.766.6249 x 18 or by email at [prod-educ@naiw.org](mailto:prod-educ@naiw.org).

Disclaimer: Each State insurance department reserves the right to reduce or increase the number of CE hours requested.

**\*Fees and requirements vary by state.**

Person submitting request form:
Signature:
Date:

Do not write in this box. Reserved for Corporate Centre.	
Received by:	
Signature:	
Date:	