

3901-5-02

**Provider approval.****(A) Purpose**

The purpose of this rule is to establish the procedure employed by the Ohio department of insurance in reviewing the application of entities described in division (C)(1) to (C)(5) of section 3905.484 of the Revised Code to be a provider of insurance continuing education courses.

**(B) Authority**

This rule is issued pursuant to the authority vested in the superintendent under section 3901.041, 3905.481, 3905.484 and 3905.486 of the Revised Code.

**(C) Definitions**

- (1) "Authorized Provider Official" is the person designated by a provider as the individual responsible for the conduct of a continuing education course and that course's instructors, monitors, and the employees of the provider.
- (2) "Provider" is any person permitted pursuant to division (C)(1) to (C)(5) of section 3905.484 of the Revised Code to offer continuing education courses.

**(D) Application**

- (1) An application shall be made on a form prescribed by the superintendent and shall include the following:
  - (a) The name and address of the applicant.
  - (b) The type of provider.
  - (c) The name of the applicant's designated authorized provider official.
  - (d) An application for the approval of at least one course in the form established in rule 3901-5-03 of the Administrative Code.
  - (e) A statement that the applicant is in compliance with the Americans with Disabilities Act and all applicable state or federal EEO requirements.
  - (f) Any additional information requested by the superintendent.

- (2) The department shall review all provider applications within sixty days of receipt.
  - (a) If the applicant submits an application that is incomplete or if the application lacks information deemed necessary by the department, the department will return the application with a letter indicating areas which must be addressed in order for the department to continue the approval process. The provider application fee will be returned to the provider for first time filing rejections. The filing fee will be retained by the department for any subsequent provider filings which are rejected. If the department does not receive a reply within thirty days of return of the application, the filing will be terminated.
  - (b) If a provider's application is approved, the provider will be notified in writing of this approval as a CE provider at the time the provider's first course is approved and will be assigned a provider number.
- (3) A provider must apply for renewal of its provider status annually no later than November 15. At the time the provider applies for renewal it must submit at least one new or renewal course application.

(E) Authorized provider official

- (1) An Authorized provider official is the individual responsible for obtaining continuing education provider approval, course approvals, verifying the qualifications of instructors, submitting instructor registration forms, providing course schedules, monitoring classroom attendance, administering examinations (where applicable), and submitting course completion rosters and fees to the department or its designee, and providing any other documents required by the department.
- (2) An Authorized provider official may cause a facsimile signature stamp to be created and used for the purpose of providing signatures on provider rosters and completion certificates. An original signature and an example of the facsimile stamp must be provided to the department where it will be maintained on file. A facsimile stamp will only be accepted by the department when it is in an ink other than black.

(F) Severability

If any section, term, or provision of this rule is adjudged invalid for any reason, the judgement shall not affect, impair or invalidate any other section, term or provision

of this rule, but the remaining sections, terms and provisions, shall be and continue in full force and effect.

Effective: 04/05/2007

R.C. 119.032 review dates: 12/29/2006 and 12/30/2011

CERTIFIED ELECTRONICALLY

---

Certification

03/26/2007

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3905.486, 3901.041, 3905.484  
Rule Amplifies: 3905.484 (c)  
Prior Effective Dates: 12/31/93