

Self-Study Correspondence Checklist

Course Name:

Provider Number:

- Please check to confirm and acknowledge the following:

	Please check for acknowledgment
Acknowledge you have provided a copy of: <ol style="list-style-type: none"> 1) Course outline with corresponding course content referenced by page number 2) Course text 3) Bank of quiz questions with correct answers identified and referenced by page number to course content 4) Bank of exam questions with correct answers identified and referenced by page number to course content 	
Acknowledge that a quiz will be offered at the end of each chapter and the course will have a final exam.	
Acknowledge that the word count and final exam question count meet the minimum requirement for credit hours. State word count (see chart on second sheet).	Word Count
Acknowledge that each student must achieve a grade of 70% or better on the final examination to receive credit for the course.	
Agree that students will sign an Acknowledgement of their understanding that: <ol style="list-style-type: none"> 1) The course examination must be completed unassisted by any person. 2) A violation of such standards shall result in the loss of course credit and administrative sanction by the Florida Department of Financial Services. 3) If the student is employed by an Agency or other Corporate Entity, the Acknowledgement is signed by a Manager or Supervisor. 4) If the student is self-employed, a sole proprietor, a partner, or the exam is taken online, the Acknowledgement is signed by a Disinterested Third Party (someone who has no family or financial relationship to the student, or who is a licensed agent). 	
Acknowledge the ownership of the source material that will be used as the basis for the course? *If using another vendor's material please include an authorization letter.	Another Vendor, Authorization letter included Own Material

Correspondence Word Count and Exam Question Chart

Hours	Min. Word Count	Minimum Exam Questions
1	4,500	6
2	9,000	12
3	13,500	18
4	18,000	24
5	22,500	30
6	27,000	36
7	31,500	42
8	36,000	48
9	40,500	54
10	45,000	60
11	49,500	66
12	54,000	72
13	58,500	78
14	63,000	84
15	67,500	90
16	72,000	96
17	76,500	102
18	81,000	108
19	85,500	114
20	90,000	120
21	94,500	126
22	99,000	132
23	103,500	138
24	108,000	144