

## Pre-licensing Correspondence Course Checklist

**Course Name:**

**Provider Number:**

- Please check to confirm and acknowledge the following:

	Please check for acknowledgment
Furnish a course outline course which must include all topics which are included in the most current state approved content outline found on the Pearson VUE website: <a href="https://www.asisvcs.com/publications/pdf/121003.pdf">https://www.asisvcs.com/publications/pdf/121003.pdf</a>	
Identify which segments of the outline corresponds to the state's approved outline.	
Verify that the current edition of the study manual is being utilized for teaching the course and the course material will be updated with each new study manual edition on an annual basis.	
Verify that the name and contact information will be furnished for the current study manual vendor and verify that each student is aware that the state exam will be based upon the latest edition of the approved study manual prior to the beginning of the course and explain to the students that the study manual is required per F.A.C.	
Furnish a copy of the course content.	
Furnish a copy of each chapter quiz.	
Furnish a copy of a comprehensive final examination. Final examination guidelines: <ul style="list-style-type: none"> <li>• Must cover all of the content areas in the state approved outline</li> <li>• Identification of what area of the state approved outline each exam question covers</li> <li>• Must include same number of questions as the state exam. This information can be found on the Exam Content Outline for the corresponding exam</li> <li>• May not include True/False questions</li> <li>• Identification of what area of the state approved outline each exam question covers</li> <li>• May not be the same questions as quiz questions within the study manual or quiz questions within your course</li> </ul>	
Acknowledge that each student must achieve a grade of 70% or better on the final examination to receive credit for the course.	

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<p>Furnish a copy of the student acknowledgment document as described below:</p> <p>The provider is required to have student sign a statement that will acknowledge that the student took the final examination unassisted by any person, the course material or other material. The student acknowledgement shall also include the student's understanding that a violation of such standards shall result in the loss of course credit and administrative sanction by the Florida Department of Financial Services.</p>	
<p>Furnish any supplemental workbook, lesson plan or study guide being provided to the students.</p>	
<p>Acknowledge the ownership of the source material that will be used as the basis for the course.</p> <p><i>*If using another vendor's material please include an authorization letter.</i></p>	<p>Another Vendor, Authorization Letter included</p> <p>Own Material</p>

### **69B-227.260 Study Aids.**

(1) Each school official shall, prior to the commencement of a pre-licensing course furnish to each student the name and contact information for the current study manual vendor and verify the first day of class that each student is aware that the state licensing examination will be based upon the latest edition of the approved study manual. Study manuals are required for the following courses:

(a) General Lines Agent, Personal Lines Agent, Customer Representative, or Limited Customer Representative.

(b) Industrial Fire Agent.

(c) Life, Health, and Variable Annuity Agent.

(d) Title Agent.

(e) Surplus Lines Agent.

(2) Contact information for the vendors of the study manuals is available at <http://www.myfloridacfo.com/Division/Agents/Licensure/Examinations/studyManuals.htm>.

*Rulemaking Authority 624.308(1), 626.2817 FS. Law Implemented 624.307(1), 626.2817, 626.732(1)(a), 626.7351, 626.7851, 626.8311, 626.8417, 626.927, 627.7015, 627.7074, 627.745, 648.34, 648.386 FS. History—New 4-11-94, Formerly 4-211.260, 69B-211.260, Amended 9-1-14.*