DRC Pre-Qualification for Event Sponsors — Requirements

Learning Objectives
Qualified events must be based on learning objectives written in behavioral or action items. These objectives must be provided to students in written form.

Example:
“By the end of this webinar, you will be able to list key solvency risks within a company or group.”

Instructional Intent
Qualified events must be designed with learning as its primary goal. If an event’s primary goal is to elicit sales, obtain market data (through focus groups, for example), or promote networking, it is not eligible for DRCs.

Interactivity
Qualified events must contain interactive elements such as quizzes, case studies, practice assignments, group discussions, polling questions and Q&A segments.

Qualified instructors
Students at qualified events must have access to instructors who are subject matter experts throughout the duration of those events. Instructor bios must be included with materials provided to students.

Attendance monitoring
Event sponsors must employ a monitoring system to verify that students are present and actively participating for the duration of the program. Examples of monitoring mechanisms include attendance sheets signed at the beginning and end of an event, door monitors noting student entrances and exits and online activity logs.

Uniqueness of the experience
Designees may only earn DRCs for completing specific courses they have not taken or taught before.

Completion Certificates
Qualified events must supply students with certificates of satisfactory completion that include the number of DRCs awarded.

Investment-oriented subject matter (required of IPIR designees only)
Qualifying events must contain content pertaining to capital markets, portfolio analysis or other investment-oriented subject matter.

DRC Pre-Qualification for Event Sponsors

Inclusion of Sponsorship Statement
Sponsors who have successfully pre-qualified their learning events for DRCs should alert students of the opportunity to earn DRCs by including the following statement on their event invitations and/or brochures:

Special information for NAIC APIR, SPIR, and Designees
This program has been pre-qualified for Designation Renewal Credits (DRCs). To receive your certificate, you must meet the attendance and participation requirements.

Additionally, NAIC will provide an information slide and DRC logo image for your use upon approval of your DRC pre-qualification request.

**DRC Calculation**

**Contact hours:**
Fifty (50) minutes of continuous, structured learning activity by means of formal training, coursework or experiential endeavors.

**Credits:**
One 50-minute contact hour is equal to 1 Designation Renewal Credit (DRC). Half credit increments (equal to 25 minutes) are permitted after the first credit has been earned.

**Example:**
For a course with six and a half contact hours (390 minutes in length):

\[
\frac{390}{50} = 7.5 \text{ DRCs}
\]

(Credits are rounded down to the nearest half)
Please complete this form and submit it with supplemental documents to designation@naic.org at least 2 weeks in advance of the event’s start date. Include **DRC Pre-Qualification** as your subject line.

### Contact Information

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<thead>
<tr>
<th>Sponsor Firm</th>
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<tbody>
<tr>
<td>Contact Name</td>
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<td>Phone</td>
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<td>Email</td>
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<tr>
<td>Website, if applicable</td>
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<tr>
<td>Title of Learning Event</td>
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### Event Information

<table>
<thead>
<tr>
<th>Length of event in minutes (not including breaks or introductions)</th>
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<tbody>
<tr>
<td>Number of DRCs requested (Event length in minutes ÷ 50 = DRCs)</td>
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<td>Subject Matter Type</td>
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<td>Required exam score, if applicable</td>
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<td>Attendance monitoring method</td>
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### Method of instruction

- [ ] Live, in-person
- [ ] Facilitated online course
- [ ] Live, internet based (webinar)
- [ ] Self-study

### Supplemental Documentation

Please submit the following with this application to designation@naic.org.

- [ ] Event Agenda
- [ ] Instructor biographies
- [ ] Presentation slide deck/student handouts
- [ ] Quiz questions (self-study only)