

Continuing Education Recommended Guidelines for Instructor Approval:

Goal: These guidelines apply to the application and renewal process of continuing education instructors.

- These guidelines establish minimum standard for continuing education instructor.
- States should adopt the online NAIC Uniform Instructor Registration Form.
- If a state uses an outside vendor to receive and process instructor applications, monitor the vendor to ensure that applicants are provided only the most current application. It is recommended that states have the ability for instructor applicants to apply or renew online using the NAIC Uniform Instructor Registration Form.
- Instructors should submit a bio or resume along with a completed NAIC Uniform Instructor Registration Form and appropriate fee to the state. CE providers should keep copies of their instructor bio's/resumes on file
- States should approve CE instructors by course category and not require instructor approval for each course filed. If qualified, an instructor should be approved for multiple course categories.
- Instructors approved in their Home State should be approved to teach the same course categories in reciprocal states. Each state may use its own method to determine if an instructor is qualified, and no instructor will be approved unless the instructor has provided sufficient information to demonstrate that the instructor is qualified according to that state's laws and regulations, to teach the subject matter areas covered in the course category the instructor is requesting approval for.
 - At a minimum instructors should have 1 year of experience in the subject matter area they are seeking approval.
 - In lieu of experience, or a combination there of, an instructor may demonstrate knowledge in the subject matter area in which they are seeking approval if they have a degree or designation in the subject matter being taught.
- Each state reserves the right to disapprove individual instructors who have been the subject of disciplinary proceedings, have otherwise failed to comply with a state's laws and regulations, or do not meet that state's qualification requirements. States may conduct a Background check to verify suitability to become an instructor.