



Instructor Application Form

Name _____ Job title _____

Employer _____ Years of experience in field _____

Address _____ Daytime phone _____

_____ Email _____

Have you taught in an NAIC course before? No Yes Last year that you taught _____

Does the NAIC have a current professional bio on file for you? Yes No (If no, please see p. 3)

1. Please list your specialty areas of expertise: (Limit your response to the space provided in the box below).

2. Please list any degrees or professional designations you have earned:

3. Please briefly describe your teaching philosophy. How would you ensure that adults in your audience effectively learn what you intended to teach them?

4. Instructors in NAIC courses are expected to develop professional-quality instructional materials that follow a formal course development process and that meet NAIC Education & Training Department instructional standards. They must also meet pre-established deadlines. The development of such materials and their timely submission may require a substantial commitment on the part of the instructor. Are you able to commit to a project of this nature?

Yes No

5. A representative of the NAIC Education & Training Department guides and assists instructors throughout the course development process. Periodic conference calls (at the NAIC's expense) are scheduled to discuss progress, teaching and course development ideas, test writing (if applicable), and other issues pertaining to the course development project. Would your schedule permit you to meet in this way?

Yes No

6. Have you made presentations or taught courses for organizations other than the NAIC in the recent past? If so, please list them in the box below:

7. Most NAIC learning events are conducted online, either through formal online courses, or via the Internet by way of web conferences or webinars. On a scale of 1-5, how would you rate your comfort level in teaching via those formats? (Please place an "x" in the appropriate box).

Not at all comfortable		Somewhat comfortable		Very comfortable
1	2	3	4	5

8. Have you taught or facilitated an online course or webinar before?

Yes No*

*Note that marking "no" to this question does not disqualify you from teaching online. NAIC Education & Training Department staff assists in acclimating instructors to the online teaching environment.

9. If you have taught an online course or webinar before, how would you rate your instructional effectiveness within these virtual environments on a scale of 1-5?

Not effective at all		Somewhat effective		Very effective
1	2	3	4	5

Please explain your response:

10. Have you made presentations or taught courses for organizations other than the NAIC in the recent past? If so, please list the organizations, subjects taught, and dates.

11. Please describe how you keep abreast of current and emerging insurance regulatory or compliance issues:

Speaker Biography

The NAIC Education & Training Department keeps a biographical summary on file for all instructors who teach in our courses. If we do not have a current biography on you at this time, you may use this form to submit one.

Our speaker biographies are generally three paragraphs in length:

- I. Brief summary of current job title and responsibilities.
- II. Summary of previous experience.
- III. Summary of educational background and professional designations.

Please type your biography below this line.



Mail your completed application form and any other information you would like to include for consideration to the NAIC Education & Training Department, 1100 Walnut Street, Suite 1500, Kansas City, Missouri, 64106-2197, attention: Senior Manager.