

Continuing Education (CE) Course Application

Course Title

(Maximum 40 Characters)

Course Description

In the space below, please provide a paragraph description of the course. The paragraph should be between three and five sentences explain the purpose of the course and content covered.

Course Dates

How often will the course be offered?

1. Please enter the date the course will begin to be offered:
2. If the course will be offered on a regular basis, please check the boxes to indicate the frequency and on which day(s) as well:

Daily	Weekly	Bi-weekly	Every 3 rd Week	Monthly	Bi-Monthly
<u>On which days?</u>					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Course Objectives

A course objective specifies what a participant will learn in terms of knowledge, behaviors, skills, or actions that can either be demonstrated or tested through an assessment. Course objectives should be written in a way that can be measured.

Please list your course objectives.

*Note: If you need help or additional support, please refer to the **Objective Writing Guide** available on the application site or in the [NASAA CE Program Handbook](#)*

1.

2.

3.

4.

5.

6.

7.

8.

Methods of Instruction

Please indicate the methods of instruction you will use to deliver this course to the participants. The following are the types, categories, and methods that will be accepted. (Select all that apply)

No Instructor/ Self Study / Asynchronous

Correspondence

Recorded Media

eLearning/On-Line Training (Self-Study)

Other:

Instructor Led / Synchronous

Webinar/Seminar/Lecture Presentation

Virtual Meeting (i.e., Zoom, MS Teams)

Discussion/Workshop

Video Conference

Expert Panel

Methods of Assessment

All courses must also have a method for measuring the student's successful completion of the course, which includes the material and any specific course requirements.

Assessments should be aligned with the stated course objectives and assess the course content. Please refer to the Assessment Guidelines available within the [*NASAA CE Program Handbook*](#) for guidance on what is expected and accepted.

1. Assessment Type: *Please indicate the type of assessments(s) you plan to use.*
(Select all that apply)

Multiple Choice

True and False

Matching/ Drag and Drop

Fill-in the Blank

Short Answer

Written Essay

Observation/Hands-on Activity

Presentation

Project

Portfolio of Work

Other

2. **Pass Rate and Number of Attempts** (for Self-Study Courses only): The IAR CE Requirements provides for 3 attempts for learners to pass and assessment before they will need to retake the course. Additionally, a 70 percent pass rate on assessments must be achieved for an IAR participant to qualify for CE credit for that course.

Will you be able to adhere to the pass rate and number of attempts as required by NASAA?

Course Content Area, Duration and Credit Hours

Please indicate the course content area and the number of credit hours/course duration. (Select all that apply)

New and emerging issue and / or products for the IAR to navigate.

Number of Credit Hours

Compliance issue arising from advertising.

Number of Credit Hours

Sufficiency and accuracy of financial reports

Number of Credit Hours

Change and new developments in legislation, regulation, rules.

Number of Credit Hours

Quality and accuracy of communication with clients and prospects

Number of Credit Hours

Fiduciary obligations and ethical practices

Number of Credit Hours

Obligation for supervising IARs

Number of Credit Hours

Other

Number of Credit Hours

If the course will be addressing the topic of “Ethics” or “Professional Responsibility,” please use the space below to explain how the course content addresses one or both of those CE component areas.

Course Content and Course Fees

For all courses, provide your refund policy as an attachment to this application.

If tuition or other course fees are not assessed, the pleach check the box below.

Tuition and other course fees will not be charged.

Course Participant and Exam Security

Each Course Provider and course must have a way to ensure the student taking the course, or any associated assessment, is the same person who is taking the course for credit completion (i.e., a process to authenticate student identity such as passwords and security prompts).

The following security requirements will be reviewed:

1. Each IAR must enroll in the course before having access to course material.
2. A way to prevent participants from gaining access to course assessments before the review of course material.
3. A way to prevent participants from downloading any course assessment questions or answers.

In the space below, please explain how you plan to meet the security requirements. If you have a security policy available, you can either add a link to that policy in the space below or upload a copy of your participant and exam security policy or processes as part of this application.