

# **DFS-H2-398 Instructor Application**

In-Box > **Instructor Application 1**  
USER: CE ADMINISTRATOR TWO, DFS EDUCATION TEST

**Identification** | Course Authority Selection | Demographics | Background Questions | Qualification Information | Confirmation

### How to Apply on Behalf of an Instructor

DFS-H2-398  
Revision: 03/2014

The Department requires individuals applying to be an Instructor to be approved by the Department prior to instructing a course for Continuing Education or Pre-Licensing credit.

Departmental Rules for becoming an Instructor for Continuing Education (Rule 69B-228.180) and Pre-Licensing (Rule 69B-227.290) are available at [www.flrules.org](http://www.flrules.org).

This application will guide you through a series of questions, which the Department will use in the approval process. Once your Instructor application is submitted, the Department will conduct a review of your application. Once processed, you will receive an In-Box notification of the Instructor's status, and the Instructor will also receive notification via e-mail.

*Note: You are required by state and federal law to disclose your social security number on this application. Section 656(a)(13) of Title 42, United States Code, requires each state to obtain the social security number of each applicant for a professional or occupational license on the application for the license. Section 626.171(6), Florida Statutes, implements this federal law. The purpose of collecting social security numbers is for administration of the child support enforcement provisions of Title IV-D of the Social Security Act. The Department of Financial Services also uses social security numbers for identity verification purposes in conjunction with background checks of applicants and for identity verification purposes in the Department's electronic database for licensees and applicants.*

Please enter the Instructor's SSN and Date of Birth OR SSN and Last Name for system verification:

SSN

Date of Birth  (mm/dd/yyyy)

Last Name

Course Authorities for Instructor [Active | All Other Statuses]

Course Authority Name	Status	Status Date
-----------------------	--------	-------------

There are no matches.

Additional Course Authority Selection

Choose the Course Authority for which you want to be an instructor, then click "Next".

- Continuing Education
- Pre-Licensing

Course Authority

Exit

Next

Instructor Application

Selected Course Authority

SSN

Date of Birth

Prefix

First Name

Middle Name

Last Name

Suffix

Business Address

City

State

County

Zip

Mailing Address  Same

City

State

County

Zip

E-mail

Alternate E-mail

Phone

Fax

Extension

Comments

Attached Documents

Click on the icon to use a zip file where you will select the file you wish to upload.  
When you submit your request, the attached file will automatically be attached.

**INSTRUCTIONS**

Employees of the Department are not eligible to be Instructors.

## BACKGROUND QUESTIONS

Are you employed by the Florida Department of Financial Services?

- Yes
- No

**Exit**

**Next**

**INSTRUCTIONS**

Administrative Action is an action taken by the Department against someone for violation of the Florida Statutes.

Administrative Action will not necessarily eliminate someone as a potential Instructor. If an action has been taken and you would still like to apply as a Instructor, please provide all documentation concerning the action to the Department for review.

**BACKGROUND QUESTIONS**

Has an administrative action ever been taken against you for violation of Statutes or Rules in Florida or any other state?

- Yes
- No

**Exit**

**Next**

**INSTRUCTIONS**

Individuals who have been convicted or plead nolo contendere to a felony are not necessarily disqualified as instructors.

If you answer "Yes" to this question, you must submit documentation regarding the charge.

**BACKGROUND QUESTIONS**

Have you ever been convicted or plead nolo contendere to a felony?

- Yes
- No

**Exit**

**Next**

Locate | Apply | Roster | Customize | Maintenance | Help | FAQ

 [Provider]

In-Box > **Instructor Application 4**  
**USER: CE ADMINISTRATORTWO, DFS EDUCATION TEST**

Identification | Course Authority Selection | Demographics | Background Questions | **Qualification Information** | Confirmation

### QUALIFICATION INFORMATION

**INSTRUCTIONS**  
You must meet one (1) of the requirements listed on the left to qualify as Life, Health, and Variable Annuity (02415) Pre-licensing Instructor.

#### Life, Health, and Variable Annuity

- Do you have at least 2 years of professional or non-clerical experience in the area of Life, Health, and Variable Annuity insurance?
- Do you have a Bachelor's degree from a four-year accredited institution of higher learning with at least 50% of course work in insurance AND are you licensed in Life, Health and Variable Annuities?

 