



**NEW YORK STATE  
DEPARTMENT OF FINANCIAL SERVICES  
Continuing Education Program  
Provider Applications**

The purpose of the New York Continuing Education Program is to serve the interests of the Insurance buying public by assuring that licensees of the Department of Financial Services remain current in their knowledge and understanding of the insurance market place and related laws and regulations. The Education Unit of the Licensing Services Bureau is tasked with approving competent providers and instructors to offer appropriate and meaningful courses that will enhance the education of licensees while fulfilling the requirements prescribed by insurance law.

For those parties interested in applying to become providers of continuing education and be approved in the New York State Department of Financial Services' Continuing Education Program, it is necessary to complete and forward the appropriate applications.

The following applications and documents may be downloaded, completed and returned to the Department at the following address:

**New York State  
Department of Financial Services  
Continuing Education Program  
One Commerce Plaza  
Albany, New York 12257**

**CE1-Provider Organization Approval Application (\$ 200.00 application fee)  
CE1a-Location of Course Offerings  
CE1b-Provider Organization Stipulation Agreement  
CE2-Course Approval Application (\$ 50.00 application fee)  
Course Outline Guidelines  
CE3-Instructor Approval Application with Statement of Employer (\$ 50.00 application fee)  
CE4-Affiliate Application  
CE5-Designated Person Notice  
CE6-Monitor Approval Application – Individual or Monitor/Provider Organization  
Monitor For Self Study Examinations Instructions**

*NOTE THAT ALL APPLICATION FEES ARE NON-REFUNDABLE PER SECTION 2132 OF THE NEW YORK STATE INSURANCE LAW.*