



Department of Consumer & Business Services

Insurance Division — 3

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Prelicense Training
School Registration

1. Business name

Business address

Area code and phone number E-mail address

- 2. Attach a detailed description of the insurance training program that includes, for each part:
a) course outline
b) list of source materials
c) instructor's lesson plans
d) student outline
e) proposed student attendance record form
f) proposed progress record form
g) enrollment contract form that includes a refund policy

3. Provide the names of people authorized to certify records or statements regarding training taken by applicants:

Print or type name Signature

Print or type name Signature

Print or type name Signature

4. If the school is a firm or corporation, list the principal officers and directors:

Print or type name Print or type name

Print or type name Print or type name

5. I certify that the training offered or proposed to be offered is at least equivalent to the examination outline adopted by the Insurance Division.

Authorized signature

To qualify as a prelicensing school, each school must be registered as a private career school with the Department of Education.

Assumed business names must be registered with the Office of the Secretary of State, Corporation Division.

Promotional material advertising pre-examination training published by the registered school shall state that the school is registered with the Insurance Division and that registration does NOT imply endorsement by the Insurance Division.

A registered school shall retain attendance records and course outlines for a period of three years after the conclusion of the course.

Notify the Insurance Division of any change of address, telephone number, or contact within 30 days after the change.