



## **Procedure for Obtaining CE Course Offering Number**

**\*\*This form must be submitted to the NABIP Florida Professional Development Chair\*\* no later than 30 days prior to the date you intend to give this course.**

You will receive a course offering number at least 30 days prior to the course's date.

Date of Submission:

Your Name:

Best contact phone:

NABIP Chapter giving the course:

Course Name:

Course Number:

Class Date:

Day of week:

Start Time:

End Time:

**Name of location where course will be given:**

Street Address:

City:

County:

ZIP:

Phone Number of Facility:

FL Approved Instructor's Name:

FL Instructor Number:

Who is the intended audience for this course?

Please EMAIL form to: Carol Taylor at [Carol.Taylor@benefitmall.com](mailto:Carol.Taylor@benefitmall.com)

NOTE: If you do not get a response within 4 business days of submitting, please call Carol at 904.545.4024 to confirm receipt.

By submitting this form you & the Course Moderator agree that this course is the sole property of the NABIP Florida and you will not duplicate, copy, transmit, or in any way allow the contents of this course to be used by anyone other than the Moderator of the Course.