Staff Use Only
Course # _____

TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE AUCTIONEER COMMISSION
500 James Robertson Parkway
Nashville, TN 37243-1152
Phone: 615-741-3600 Fax: 615-253-1179
www.tn.gov/regboards/auction

CONTINUING EDUCATION COURSE APPROVAL APPLICATION

Pursuant to rule 0160-03-.05(1), Sponsors of continuing education shall apply for approval of each program 30 days prior to the program being offered for continuing education credit.

Name of Sponsor: _____

Contact Name _____

Name of Course _____

Location of Course _____

Number of Hours _____ **Method of Instruction (online/classroom)** _____

Sponsor Address _____

Street and P.O. Box/No. **City/State/Zip**

_____

Phone **Fax** **Email**

THE FOLLOWING ITEMS ARE REQUIRED IN ORDER TO BE CONSIDERED FOR APPROVAL BY THE COMMISSION PURSUANT TO RULE 0160-3-.04(3):

(a) an outline is prepared and preserved;
(b) the unit program is at least two (2) hours (1 credit hour = 50 minutes) in length;
(c) the program is conducted by an instructor, discussion leader or lecturer qualified in the opinion of the Commission by either education or experience or both; and
(d) a record of registration and attendance is maintained and certified by the signatures of an authorized representative of the organization sponsoring the program.

Do you understand these requirements? ***Y/N***

PLEASE LIST THE COURSE INSTRUCTOR(S):

_____

PLEASE ATTACH THE FOLLOWING:

- **Copy of prepared outline for the continuing education program**
  - **Said outline should include (or additional information should be provided) a general course description and the topics contained within the course as well as a description of said topics**
- **Biography and/or résumé of instructor(s) including education background information and/or experience over the past ten (10) years**

PURSUANT TO RULE 0160-03-.05(1), PLEASE CERTIFY THAT THE PROGRAM SPONSORED WILL CONFORM TO THE PROVISIONS OF CHAPTER 0160-03, ENTITLED "CONTINUING EDUCATION."

_____
Print Name of Representative Completing Form

_____
Signature & Date

ANY CHANGES TO THE CURRICULUM, INSTRUCTOR/DISCUSSION LEADER/LECTURER OR PROVIDER INFORMATION SUBMITTED MUST BE APPROVED BY THE TENNESSEE AUCTIONER COMMISSION