

**KANSAS OFFICE OF THE STATE BANK COMMISSIONER
SPONSOR REQUEST FOR CPE COURSE PRE-APPROVAL**

Use this form to request pre-approval of a course to qualify for loan originator continuing education.

INSTRUCTIONS: Print out and complete this form. Attach a course summary, copy of course workbook, sample test (if applicable), and course schedule which specifically identifies instruction time allotments for each topic. *Courses must focus on mortgage business and related industry topics. Each credit hour requested must consist of at least 50 minutes of instruction time. In addition, submit a CD containing all course material.*

COURSE INFORMATION (Type or Print)

Course Title: _____

Course Sponsor: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Course Date(s): _____ CPE Hours Requested: _____

Location: _____

Will this course be offered on multiple occasions? _____ Yes _____ No

REQUESTOR INFORMATION (Type or Print)

Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Email*: _____

(*Response will be made via email whenever possible)

SPECIAL NOTE – Internet Courses

Sponsors of internet courses must implement the OSBC online requirements. Your request must include a detailed description of Sponsor's authentication measures in accordance with the OSBC online requirements. (See OSBC Online Requirements.) The OSBC or its designated representative must be granted access to review/audit any approved course at any time.

Return this form to:
Office of the State Bank Commissioner
ATTN: Continuing Education
700 SW Jackson, Suite 300
Topeka, Kansas 66603