

State of Idaho  
**DEPARTMENT OF INSURANCE**

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## Continuing Education - Course Extension

*Open this form in Adobe Acrobat if you would like to use the digital signature and submit button.*

**This form is NOT an application for a new course.  
This form is NOT for renewing a course.**

This form is for courses whose expiration date in the home state prevented it from receiving the full two year approval period in Idaho.

A new course approval letter showing the requested expiration date must be sent with this form.

**Instructions:**

- 1: Obtain a home state approval letter with later expiration date.
- 2: Open the Continuing Education-Course Extension form in Adobe Acrobat.
- 3: Fill out the Continuing Education-Course Extension form in it's entirety.
- 4: Click the Submit button at the bottom of this form.
- 5: Attach the new Home State Approval Letter to the e-mail step 4 generates and send it.  
Alternatively the completed form and Home State Approval Letter can be e-mailed to [continuing.education@doi.idaho.gov](mailto:continuing.education@doi.idaho.gov)

Provider Name: \_\_\_\_\_ Provider # \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Current Idaho Course Expiration Date: \_\_\_\_\_ Expiration Date in the Home State: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**SUBMIT**

Don't forget to attach the the new Home State Approval Letter