

## CONTINUING EDUCATION (CE) APPLICATION

TRAINING PROVIDER	
Contact Name: _____	Date : _____
Company Name: _____	
Address: _____	
City: _____	Province: _____ Postal Code: _____
Telephone: _____	Fax: _____
Email: _____	Website: _____
<ul style="list-style-type: none"> <li><b>Processing Fee:</b> \$125 + tax for MPC members, \$250 + tax for MPC non-members, for each educational activity that requires review for pre-approval. Pre-approval is valid for the calendar year of the application (January 1 – December 31).</li> <li>Response time for pre-approval is approximately 3 business days. Processing fees are non-refundable and do not guarantee pre-approval of CE activities (please refer to Mortgage Professionals Canada CE Guidelines).</li> </ul>	
<b>Please indicate the applicable option(s) for your submission(s):</b>	
<input type="checkbox"/> Pre-approval for Professional Development and/or Compulsory category activity	
<input type="checkbox"/> <i>I certify that my activity is available to all mortgage industry participants. Please list the activity on Mortgage Professionals Canada's website.</i>	
<b>Name of Educational Activity:</b>	<b>Compulsory CE Category Request?</b>
1. _____	Yes / No
2. _____	Yes / No
3. _____	Yes / No
4. _____	Yes / No
5. _____	Yes / No
<b>Processing Fee:</b>	
Number of activities to be pre-approved: _____	Members: \$125+tax/each Non-Members: \$250+tax/each
Method of Payment: <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> American Express	Total: _____
Credit Card Number: _____	Expiry (MM/YY): _____
Authorized Signature: _____	Name on Card: _____

## CONTINUING EDUCATION (CE) APPLICATION

Please provide the following information or attach an equivalent outline for each educational activity. Include any samples with your submission, such as slides and workbooks.

ACTIVITY DESCRIPTION (please fill one per Educational Activity)	
<b>Title:</b>	
<b>Type of course/event</b> (conference, e-learning, etc.)	
<b>Facilitator and/or Course Developer</b> (experience and credentials)	
<b>Intended audience</b> (knowledge level)	
<b>Course materials</b> (slides, handouts, workbooks, etc.)	
<b>Exercises, participation and practice</b> (please describe)	
<b>Test</b> (format, such as multiple choice and number of questions)	
If this activity was pre-approved in the past, have there been any substantial changes? <span style="float: right;">Yes / No</span>	
If yes, please indicate:	
If you are requesting pre-approval for <b>Compulsory CE</b> , please indicate the category:	
<input type="checkbox"/> Regulations and Compliance	<input type="checkbox"/> Advertising and Marketing Standards
<input type="checkbox"/> Fraud Avoidance	<input type="checkbox"/> Housing and Mortgage Economics

## CONTINUING EDUCATION (CE) APPLICATION

ACTIVITY OUTLINE		
<b>Title</b>		
<b>Description</b> <i>E.g., Industry context or reason for the learning</i>		
<b>Learning Objectives</b> <i>How will this learning help a mortgage agent to perform his or her job more effectively?</i>		
<b>Topics and Duration</b>	<b>Topic</b>	<b>Hours</b>
<b>DURATION OF LEARNING AND CE UNITS</b> <i>(do not include breaks, lunch, registration, travel, etc.)</i>		
How many hours focus on industry best practices that are not specific to a particular company?		_____ HRS
How many hours focus on specific product or company information or computer software training?		_____ HRS
Based on the CE guidelines, how many CE units does this educational activity qualify for?		_____ HRS
<p><b>Email the completed form and any attachments to:</b> <a href="mailto:education@MortgageProsCan.ca">education@MortgageProsCan.ca</a></p> <p>Include in the subject line, either <i>Request for Pre-Approval</i> or <i>Submit for Record Keeping</i>.</p> <p><b>Fax:</b> 416-385-1177 or 1-888-579-2840</p>		