



Department of Consumer & Business Services

Insurance Division — 3

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**Continuing Education
Course Times and
Locations Notification**

Use this form to when repeating a registered course.

If you want confirmation, you must send this form in duplicate with a postage-paid, self-addressed envelope. Provide the following information no later than 10 days before the scheduled start date of a registered course:

Course title (description): _____

Course registration number: _____ Sponsor: _____

Registration expires on: _____

Credit hours: _____

List the date, start time, end time, and location for each session. (See example.)

Date	Start time	End time	Location
Example			Include facility name, address, city, state, and ZIP code
1-18-2009	8 a.m.	11 a.m.	Hilton Hotel 921 SW Sixth Ave. Portland, OR 97204

