

CONTINUING EDUCATION RULES & POLICIES

Thank you for choosing **Gold Coast School Professional Schools** for your continuing education requirements! To provide the best educational experience for all, certain rules and policies must be followed:

- ***It is solely your responsibility to ensure that you attend the correct classes to meet your license's continuing education requirements.*** The license requirements are very complex and depend upon the type of licenses you hold, the appointments you currently hold, the classes you have previously taken, carryover credit, etc. Gold Coast will do their best to help you pick the correct classes, but you have the ultimate responsibility to ensure that the classes you complete are sufficient to meet your individual requirements. You must verify that you have met all requirements before your compliance date.
- **To verify your license requirements, visit the FL-DFS website at www.myfloridacfo.com/agents.** You may also contact the FL-DFS at (850) 413-3137.
- Gold Coast will electronically report CE classes to the FL-DFS. This normally occurs within five business days after the class; however, we do have 21 days to do so. **You must visit the FL-DFS site prior to your CE compliance date and ensure that all classes have been correctly reported and that you have met all requirements. Failure to verify your compliance in advance of your compliance date may result in fines from the FL-DFS, loss of appointments, and loss of your license.** You are solely responsible for meeting all compliance requirements on time. Gold Coast will not pay any fines or other penalties if you are not in compliance.
- Gold Coast continuing education courses are approved for the State of Florida only. If you seek to receive credits in any other state, you must confirm in advance with the other state. Gold Coast does not represent that any course will be counted for credit in any state other than Florida.
- School rules prohibit food or beverages in the classroom (except for water).
- Other classes are usually in progress in the building. Please be considerate during breaks.
- Smoking (including e-cigarettes) is not permitted inside any Gold Coast facility.
- Parking restrictions apply at all locations. Vehicles are occasionally towed at the owners' expense. Gold Coast is not responsible for damage to your vehicle or belongings stolen or missing.
- Audio recording of classes is prohibited.
- Inappropriate behavior will not be tolerated. Instructors have the discretion to remove disruptive persons from the class. Tuition will not be refunded.
- If you have special needs, please contact a Career Counselor at: (800) 732-9140.
- **The FL-DFS conducts unannounced class audits. We abide by all regulations, including: Students who arrive late or leave early will not receive ANY credit. This includes lunch and breaks. No exceptions. You must attend the full class in order to receive ANY credit. No instructor is authorized to allow partial credit or to shorten the class. Start, end, breaks, and lunch periods are all filed with the FL-DFS.**
- Random attendance will be taken and verified. Depending upon class size, the instructor may call roll, pass attendance sheets for signature, or perform a "head-count."
- All students must present a photo identification at check-in.
- Administrative rules prohibit attendees from reading any other material during the seminar. Please refrain from bringing newspapers, books, etc., into class.
- Please refrain from using mobile communication during classes.

Please complete the following:

Name: _____

Class Title: _____ Insurance License # _____

I have read and understand the Continuing Education Rules above and agree to abide by them.

Signature: _____ Date: _____

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