

Intellipass

Prelicense Education Instructions

Thank you for choosing Intellipass for your prelicense exam preparation

Registration form: Please complete the registration form at the front counter.

Class fees: There are no refunds once the class has been started. If the class has not been started, there is a \$25 cancellation fee, with the return of all unused written materials. Students will need to request, if qualified, a refund from Intellipass. Your class fee allows you to take a "refresher" class at no additional charge if it is taken within 3 months of your initial class (at the discretion of the instructor).

Class times: Washington State requires a minimum of 20 hrs. of study for each line of insurance in order to obtain a Certificate of Completion for that line. **Live lecture classes start at 9:00 a.m.** Lecture times may vary, ending between 5:00 p.m. and 5:30 p.m. **Additional self study time will be needed to complete the state requirement.**

Breaks: The live lecture classes will usually break for lunch between 12:30 and 1:00. Instructors will also provide several breaks throughout the day.

Dress and Supplies: We suggest that you dress comfortably (and wear layers) as the class days are quite long and temperatures vary throughout the day. Bring a pen or pencil to take notes with, along with a highlighter if you choose to.

Food: You may bring food and drinks into the classroom as long as you practice good housekeeping.

Classroom etiquette: All communication devices must be off or on silent mode in the classroom as beeping or ringing is very distracting. No computers or recorders are allowed during the lecture. Please **do not whisper or text** during lecture time or when students are working on worksheets. It is very distracting to the people around you. The building is not equipped for WI-FI. Recording of the lecture is not allowed. Please wear **little or no fragrance**, as some of your fellow students may be sensitive to fragrance. Please do not discuss individual products or companies with other students, or actively try to recruit a fellow student, as this could cause unnecessary stress or confrontation.

Classroom questions: Time allows us to take a limited number of questions during lecture and they must pertain to the curriculum. Please ask questions that will clarify the materials that we are covering. **Do not ask questions about personal policies.** Do not ask **what if** questions. If you have a question about a personal situation, you may ask the instructor during a break or on another day.

Certificates: After you complete the required number of hours and curriculum, we will issue you Certificates of Completion, which are needed to take the State exam. **If you need a duplicate of your certificate(s), we charge a processing fee of \$10.00.**

Testing: The State insurance exams are administered by **PSI. Call 1-800-733-9267 to schedule and pay for an exam or go to psiexams.com.** Information about the exams and fingerprinting can be found at psiexams.com in the **Candidate Information Bulletin** (it's very important that you read it). We recommend that you allow yourself a **minimum** of 12 hours of additional study time prior to taking the exam.

Fingerprinting: If you are not currently a licensed insurance producer in Washington State, you will need to have your digital fingerprints taken. Digital fingerprinting services are available at the PSI testing centers. Currently, the fee (around \$48) includes the rolling fee and background check .

Candidates must make a reservation and payment before they can have their fingerprints taken at the test center. Schedule online at **Identogo.com** or call **IdentoGO Centers at 888-771-5097.**

Applying for your License: You must apply for your Insurance License online at the OIC website: **insurance.wa.gov.**