

# Intellipass

## Prelicensure Education Instructions

*Thank you for choosing Intellipass for your prelicense exam preparation*

**Registration form:** If you did not pre-register, please complete the registration form at the front counter before you enter the classroom on your first day. This will make certain we start your class time.

**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 three (3) months use of our facilities from the date of your first class. This includes sitting through the class again (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. Refer to the Insurance Licensing Candidate Handbook for additional prelicense information. **Live lecture classes start at 9:00 a.m.** Lecture times may vary, ending between 5:00 p.m. and 6:30 p.m. Additional 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. The study guide we provide offers you ample room to take notes. Scratch paper is also provided. Bring any writing instrument you prefer, along with a highlighter. We also have highlighters, pens and pencils at the front counter, which you may purchase.

**Food:** You may bring food and drinks into the classroom as long as you practice good housekeeping. We have a snack bar on-site, and offer microwavable sandwiches, snacks, soft drinks and coffee on class days. You may run a tab with the Snack Bar and pay on the last day of class. Certificates will be withheld until your tab is cleared. We also have a small refrigerator and microwaves available for your convenience.

**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.

**Smoking:** This is a no smoking building. We have provided receptacles for cigarette disposal around the exterior of the building. There is also a small sheltered area if the weather is bad. Smoking is not allowed outside within 25 feet of the building entrances.

**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.

**Testing:** Exams are administered by Pearson VUE. You may schedule your exam with Pearson VUE after you complete the required number of hours and **receive** your certificates. Their number is 1-800-274-8949. We recommend that you allow yourself a **minimum** of 12 hours of additional study time prior to taking the exam. If you need a duplicate of your certificate(s), we charge a processing fee of \$10.00.

**Fingerprinting:** If you are not currently a licensed insurance producer in Washington State, you are required to submit a fingerprint card to the licensing department with your application. **Please schedule fingerprinting with Pearson VUE when scheduling your exam.** Pearson VUE does electronic fingerprints for \$15. Payment to Pearson VUE must be made when you schedule your exam.

**Applying for your License:** You must apply for your Insurance License online at the OIC website: [www.insurance.wa.gov](http://www.insurance.wa.gov)