

Intellipass

Prelicense Education Instructions

Thank you for choosing Intellipass for your prelicense education

Registration form: Please complete the registration form at the front counter before you enter the classroom on your first day.

Class fees: Your class fee allows you six months use of our facilities from the date of your first class. This includes sitting through the class more than once if necessary. You may also schedule a one hour tutorial with an instructor. Additional personal instruction time with an instructor can be purchased for \$25/hour. If you purchase the online courseware, you may use our computer lab. **There are no refunds once the class has been started. If the class has not been started, there is a \$25 cancellation fee.**

Class times: Weekday class hours are 9:00 a.m. to 6:30 p.m. If you are taking Life **and** Disability or Property **and** Casualty you will need to be here for all four days. Weekend class hours are Friday, 3:00 p.m. – 9:30 p.m. and Saturday, 9:00 a.m. – 9:30 p.m. The weekend class is generally 2 consecutive weekends. If you are taking **only one line** (e.g. life only) you will need 2 hours in addition to the scheduled two days. You must make arrangements with your instructor to get the extra 2 hours.

Breaks: The weekday classes will usually break for lunch between 12:30 and 1:00. Weekend classes break at the discretion of the instructor. We will also have several 10 minute breaks throughout the day.

Dress: We suggest that you dress comfortably (and wear layers) as the class days are quite long.

Supplies: The study guide offers you ample room to take notes, but you may want to bring some paper to record your answers to the worksheet. Bring pencils or pens and you may want a highlighter. You may purchase highlighters, pens and pencils at the front counter.

Food: You may bring food and drinks into the classroom. We have a deli on-site and we offer sandwiches, hot meals, snacks and drinks on class days. A full meal costs about \$7.50. You can run a tab with the Deli and pay on the last day of class. Certificates will be withheld until your tab is cleared. We have a small refrigerator and a microwave available for your convenience.

Phones: We have Qwest pay phones in the Deli area. Seattle numbers are generally local: Tacoma, Bellevue, or North-End numbers are long distance.

Classroom etiquette: Cellular phones and pagers must be off or on silent mode in the classroom as beeping and ringing is very distracting. Please **do not whisper** during lecture time or when we are working on worksheets. It is very distracting to the people around you. Please wear **little or no fragrance**, as some of your fellow students may be sensitive to fragrance. **Please do not attempt to recruit your fellow students.** Please do not discuss individual products with the other students as this could cause unnecessary stress or confrontations

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 an 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.

Fingerprinting: If you are not a currently licensed insurance agent in the state, you are required to submit a fingerprint card to the licensing department with your application. Pearson VUE will do electronic fingerprints for you for \$15. Payment must be made when you schedule your exam.