

## 2016 Pre-Licensing Self-Study Policies

Slater Insurance School ALWAYS recommends attending a live-lecture class for your insurance exam preparation training. It can be very difficult to pass the state insurance exams if you have not been in class to hear our experienced instructors explain ambiguous and complicated topics in detail and answer student questions. However, within 90 days of purchasing our self-study material, if you would like to attend our live-lecture class, a full credit for the amount you paid for our self-study package will be applied to your live-lecture tuition. Attendance in class after 90 days of your original purchase date will require full tuition and no credit will be transferred.

**Due to the nature of our program, *no refund* will be issued once a self-study order is placed.** Once we receive your order, within 24 hours we will email you directions for logging onto our Online Classroom. If you also purchased a paper textbook, you should receive that within 3-5 days.

Each self-study package comes with a 90-day unlimited access pass to our Online Classroom. In our Online Classroom you will find our PDF color-coded tutorials for you to read and study as well as hundreds of interactive practice exam questions. Your password to the Online Classroom is the email address you provided to us on your order form. If you wish for us to mail you a hard-copy textbook of the material you will be tested on, you may purchase that for an additional fee.

From the date you order the self-study material from Slater Insurance School, you will have **90 days** of unlimited access to the study materials on our Online Classroom. After your 90 days of online access has expired, you may choose to purchase an additional 90 days for a \$50.00 fee. This must be done within 6 months of the original purchase date. Once you receive your course completion certificates from us, you then will have 12 months to take and pass the state exams.

Each individual licensee must purchase his/her own self-study material from Slater Insurance School. We will not issue a certificate of completion unless you have purchased the study material directly from us and have submitted all appropriate paperwork.

## 2016 Pre-Licensing Self-Study Procedures

Our study material has been designed to get you through the pre-licensing producer exams, but remember that our live-lecture students come to class for 20-hours per line of insurance and then study many more hours on their own if they want to pass the state exam. Your password to our Online Classroom is the email address which you provided to us on your order form.

***Keeping track of the hours you study is done by you, on an honor-system basis. Every time you study, whether reading online or taking the online practice exams, or reading the paper textbook, please write down the date and hours you study on the paper Self-Study Time Sheet provided in this packet.*** If you misplace the Time Sheet, visit our Web site to print a new one by clicking on Insurance Resources.

For each insurance line, you will need to study for 20 hours. For example, if you are studying for Life/State Laws only, you will need to study for at least 20 hours. If you are studying for Life/State Laws & Disability/State Laws, you will need to study for at least 40 hours, etc. If you are studying for two or more lines of insurance, we recommend that you complete the study hours for two lines at a time. For example, if you are studying for Property/State Laws & Casualty/State Laws, study all 40 hours and then submit your completed Time Sheet to us.

Once you have completed all of your required study hours, please mail, email or fax your Self-Study Time Sheet to us. Slater Insurance School is required by law to receive your completed Time Sheet verifying that you have studied the curriculum for the required hours before we can issue you a course certificate of completion.

**A course Certificate of Completion will be mailed, emailed, or faxed to you once we receive your completed Time Sheet. This certificate will allow you to sit for the state exam. There are codes on the certificate which allow you to call and schedule your state exam.**

- Once you receive your Certificate of Completion, please follow the directions in the Introduction of the State Laws section of your online reading tutorial to schedule your state exam. Please take your Certificate of Completion with you to your state exam. There is a \$10 fee for each certificate if we need to email or send another copy.
- You may schedule your fingerprint service for the same time as you take your exam or for a later time with Morpho Trust. Morpho Trust does e-fingerprints and submits them electronically to the state patrol for you. [www.identtogo.com](http://www.identtogo.com) or at 866.761.8069. You must pay for the service ahead of time with a credit card when you make your appointment. You pay them about \$55.00 for the fingerprint card and for electronically filing it with the state patrol. (\$15-\$25 fingerprint fee plus \$30.75 processing fee)

**STUDY TIP: For the state exam, everything you can be graded on is contained in the online reading tutorials, however, using our online practice exams will be crucial to your test success. We recommend that you do the majority of your studying by reading and memorizing the reading tutorials. Once you have read a tutorial a few times, try taking the corresponding Practice Exam several times to test your comprehension.**