

Unlicensed Agent Checklist

TO GET LICENSED, FOLLOW THESE STEP-BY-STEP IN ORDER!

* Operations Manager Email: genevieve.purifoy@fflforefront.com

- Review licensing requirements by state: [HERE](#)**

- Schedule exam date through your resident State's Department of Insurance Proctoring Service**
*Unless if you live in one of these states: Alabama, Colorado, Louisiana, Maryland, Michigan, Mississippi, North Carolina, South Carolina, Kentucky, or Tennessee (You will have to complete the course before you're allowed to schedule your exam)

- Send the Operations Manager a screenshot of your scheduled exam confirmation email, including the exam date**

- Receive the enrollment code to XCEL from the Operations Manager**
 - "Add To Cart" - Life & Health Insurance License Study Package
 - Make sure to use the promo code to get free access to the course

- Study for exam**
 - Complete all chapter quizzes. Pass your simulator exam before sitting for the main test

- Take - and Pass Your Exam!**
 - Email the operations manager that you passed your exam

- Get fingerprints done**
 - Google "Fingerprinting Services" or call & ask your state's Department of Insurance (if your state requires it)
 - Check if your state requires fingerprints: [HERE](#)

- Submit exam receipt & fingerprints to the state (if your state requires it): [HERE](#)**
 - Call your resident State's Department of Insurance if unclear

- Get National Producer Number & State License**
 - Call your resident State's Department of Insurance daily & ask them to check on your progress to speed up the process.
 - Let the operations manager know when you receive your license

- Finish "Unlicensed Agent Checklist"**
 - Get started on the "Licensed Agent Checklist"