Name_____ Manager_____ Admin Name / Phone#_____

Licensing Checklist

For instructions on steps during the licensing process,
see *lifeagenttools.com/licensing* OR contact your administrator.

☐ **Enroll in Pre-Licensing Course**

☐ **Set Pre-Licensing Course Schedule**

- ☐ **1-Week Game Plan:** 3 chapters a day for the next 7 days.
- ☐ **2-Week Game Plan:** 2 chapters a day for the next 10 days.

☐ **Set State exam date / time:**_____

Accountability is the glue that ties a commitment to a result. Spend 30-45 minutes on each chapter and for maximum results, practice quiz score should be 85-90%. Send a progress report to your team leader daily on how much was completed and Score on exam. Repeat until finished.

☐ **Fingerprints for background check**

☐ **Submit License Application to the State (Online)**

Contracting Checklist

For instructions on steps during the contracting process,
see *lifeagenttools.com/licensing* OR contact your administrator.

☐ **Received License#** _____

☐ **Received National Producer Number (NPN)** _____

☐ **Bank Direct Deposit Form with Full Name**

☐ **Obtained Proof of E&O Insurance (PDF)**

☐ **Printed copy of Carrier Codes and Login Form on hand**

☐ **Submitted Contract Applications to Carriers** **(IF applicable, court documents that were needed in the initial application for licensing will also be needed for contracting)**