

# NEW AGENT PRE-LICENSING CHECKLIST

- Complete the New Agent Form
- Send Front and Back of Driver's License
- Join Slack
- Schedule Exam (If Able, some states require you to complete the pre-licensing course and practice exam prior to scheduling)
- Register For Pre-licensing
- Complete Pre-licensing in 5-7 days
- Pass Practice Exam
- Schedule State (If not already scheduled)
- Pass State Exam
- Apply for the State License
- Schedule and Complete Fingerprinting (If applicable, each state is different)  
\* [State by State Instructions Can Be Found Here](#) \*
- Complete New Agent Boot Camp while waiting for license to get approved
- Notify Up-line/Manager that your license has been approved
- Purchase Errors & Omissions Insurance Certificate
- Complete Anti-Money Laundering Training
- Complete Licensed Agent In-take Form
- Schedule Onboarding/Contracting Zoom Call

