

Class Registration Form for License Prep Classes



201 E 54th Ave, Suite 210, Anchorage, Alaska 99518
Phone: (907) 244-7391 Fax: (907) 248-6087
Email: insurance@ak.net

Check Appropriate Class:

Property & Casualty License Prep \$435 December 4, 5 & 6, 2018 9:30am to 4:30pm
 Surplus Lines \$250 November 28, 2018 9:00am to 3:00pm

Please check here if you wish to attend via Remote Attendance: _____

Amount Due \$ _____

Attendee Name: _____

Employer: _____

Business Address: _____

Email (required): _____

Business Phone: _____

Cell Phone: _____

Fax or email the completed registration form back as soon as possible to reserve a seat. Paid registrations will receive first priority, so arrange for payment as soon as possible. We accept cash (paid in person), checks or you can pay by credit card via the Pay Pal option on the registration page of our website.

Payment and Cancellation Policy (please read before signing)

- Cash, Agency Check, Cashier Check or Personal Check are acceptable forms of payment. We now accept credit cards. Please use the Pay Pal option on our registration page.
- Cancellations 7 or more days before a scheduled class will incur a cancellation fee of \$20 for supply preparation. If you already have the books for a P & C or Life & Health license preparation class, the \$175 you paid for the books will suffice and you will keep the books.
- Cancellations 6 or less days prior to the class will not receive a refund; *however*, we will apply the fee to any other class offered in the future. The credit can be applied to the registrant or any other person. Contact us directly for application of credits.
- No-shows and day-of cancellations will NOT receive a refund or credit.

- In the case of EMERGENCIES, please contact Margaret directly and consideration will be given based on the nature of the emergency.
- **We will be absolutely strict about this policy, so please be sure before you enroll.**

I have read the payment and cancellation policies outlined above, agree to, and understand the terms:

Signature

Date

After you register for a class, be sure to complete the following steps:

Pick up the material. After you have paid for the class, you can pick up the study materials and review them. Reviewing the material in advance of the class is very helpful to passing on the first try.

Review the Material. At the very list, skim over the material, but if you can, study it intently. Our student feedback has told us that this was very useful for them and helped them better understand the material when presented in class.

Register for the exam. The exams are administered for the State of Alaska by PearsonVue. We strongly recommend taking the exam within one week of the class if possible. Leave yourself a few days to review the material and take practice exams, but take the exam within 2 weeks of taking the class so the examples given in class have not faded.

PearsonVue: We suggest registering for the exam by phone rather than online. The phone number for PearsonVue is (800) 274-5993. You can take all four parts of the P & C and Life & Health exams for one \$89 fee. If you separate the exams, you will end up paying **two** \$89 fees unnecessarily.

Margaret Varlamos, LLC and ILP are in no way affiliated with PersonVue, and, as such, cannot comment on the actual exams. We suggest contacting PersonVue PRIOR to taking the license prep class as exam slots fill fast. There is no charge to change the exam date as long as you contact PersonVue 48 hours before the scheduled exam date.