Personal & Commercial Coverage Basics
Two online courses that give your rookies the training they need to succeed without interrupting your daily sales and services activities

Personal Lines Coverage Basics
(for employees with 3-9 months experience)

Curriculum includes:
Orientation (if first on-line course)
Wk 1: Introduction to Property Insurance
Wk 2: Introduction to Liability Insurance
Wk 3: Dwelling Insurance
Wk 4: Homeowners Insurance
Wk 5: Personal Auto Insurance
Wk 6: Miscellaneous Personal Insurance

Course Schedule (offered bi-monthly):

<table>
<thead>
<tr>
<th>Orientation Week</th>
<th>Commercial Lines Basics</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2020</td>
<td>1/20-2/28</td>
</tr>
<tr>
<td>March 9, 2020</td>
<td>3/16-4/24</td>
</tr>
<tr>
<td>May 11, 2020</td>
<td>5/18-6/26</td>
</tr>
<tr>
<td>July 13, 2020</td>
<td>7/20-8/28</td>
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</tbody>
</table>

Course Fee for PL Coverage Basics: $295

Commerical Lines Coverage Basics
(for employees with 3-12 months experience)

Curriculum includes:
Orientation (if first on-line course)
Wk 1: The Comm Pkg Policy & the BOP
Wk 2: Commercial Property Insurance
Wk 3: Ocean & Inland Marine Insurance
Wk 4: Commercial General Liability Insurance
Wk 5: Commercial Auto Insurance
Wk 6: Commercial Crime Insurance
Wk 7: Workers’ Compensation
Wk 8: Miscellaneous Commercial Insurance

Course Schedule (offered bi-monthly but No December starts):

<table>
<thead>
<tr>
<th>Orientation Week</th>
<th>Commercial Lines Basics</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 10, 2020</td>
<td>2/17-4/10</td>
</tr>
<tr>
<td>April 13, 2020</td>
<td>4/20-6/5</td>
</tr>
<tr>
<td>June 9, 2020</td>
<td>7/20-9/3</td>
</tr>
</tbody>
</table>

Course Fee for CL Coverage Basics: $305

Student Activity in a MERG Course

#1. Read a chapter and/or an e-lecture.
#2. Perform at least one activity in the week, using the agency as a “learning lab”. The activities send you into the agency as a proactive learner, observing procedures and asking questions.
#3. Post your observations about the activity.
#4. Participate in a discussion question weekly with classmates and the facilitator.
#5. Take occasional quizzes & a final exam.

Time to complete the course: 3 hrs weekly max.
Time on-line: Less than 1 hr weekly.
Work can be completed off-line, then pasted in on-line.

This course was more technically in depth than I expected. I found it to be very educational and got a good picture of how the insurance business is conducted and how many benefits the insurance company offers.

Registration

Name ____________________________
Agency __________________________
Address __________________________
City/State/Zip _____________________
FAX _____________________ Phone ________
E-Mail ____________________________
☐ Personal Lines Cov Basics  ☐ Commercial Lines Cov Basics
Session Start Date: ______________________
☐ My check is enclosed.
☐ Please charge the course to my credit card:
☐ MC ☐ VISA Exp date: __________ Security Code ________
Name on Card: __________________________
Card #: ____________________________
Signature __________________________

Mail or email your completed registration form with payment info to: