AO Licensing Checklist

Follow These Steps in Order to Complete Licensing and Graduate

Done?	Project Details	Questions for Mentor
✔	Download & Print Checklist	
	Enroll in Licensing Course	
	Enroll in PlanetAltig Account	
	Set Exam Deadline/Register for Exam	
	Complete Career Meeting with My MGA	
	Register for 1) Welcome Call, 2) First 45 Training Call	
	Meet the Clients Virtually	
	Complete Licensing Requirements (Fingerprints, Background Check, ect)	
	Take Sample Quiz with Answer Key	
	Pass Chapter/Practice Exams with 90%+	
	Send Potential Recruits to Working Interviews	
	Obtain Your License (After You Pass Exam)	
	Attend Monday & Friday Virtual Sales Training Calls	
	Download Your E-App Software	
	Download Your HP-Pro Software	
	Code Yourself to Activate Your Agent Contract	
	Code Someone to Activate Your Supervisor Contract	

Additional Items or Follow Up List

Done?	Additional Items	Follow Up List