



## How to become a Qualified Agent

### To become a **NEW** qualified agent you must do the following:

- Complete a 3 hour continuing education (CE) course with test and pass at 80% (this is the 3 hour CE course with a test either via paper or online).
- Submit your first 3 employer groups through an Outreach Coordinator via face to face, phone, or email at [theteam@insureoklahoma.org](mailto:theteam@insureoklahoma.org).
- Successfully sign up five (5) IO employer groups.
- Must have a signed legal agreement on file.

### To grandfather as a **PREVIOUS** qualified agent you must do the following:

- Agent must have completed a 3 hour CE course in the past year.
- Agent must take test and pass at 80%.
- Successfully have signed up five (5) IO employer groups.
- Must have a signed legal agreement on file.

Note: If an agent fails the test they have to wait 60 days to retake the test.

Agents must recertify every 24 months. This includes completing a 3 hour CE course with test and pass at 80%.

Qualified Agent forms can be found on the website at [www.insureoklahoma.org](http://www.insureoklahoma.org)