	Step By Step	Getting Your Life Producer Licensed	Details
	1	**BOOK TEST FIRST** Maryland: https://www.prometric.com/exams/mia Virginia: https://www.prometric.com/exams/insurance-va DC- You need to complete step #8 before booking, after the course they will provide the website to book your test. NJ - click here Fingerprints are NEEDED for DC, VA and NJ see below chart for instructions.	Scheduling a test date FIRST helps eliminate procrastination and gives you a mental map on allocating study time into your journey to getting licensed. 1.Create an Account 2. Fill in Required Information 3. Select “Life Producer” 4. Schedule a test date State Requirement website Select “Life Producer” signin
		Book your FAST START: Here	Schedule a date with your Marketing Director to begin your Fast Start.
	2.	**Sign up for the Life Producer Licensing video course: here** **Watch ALL 8 Sections of the Course and take notes if needed**	Click on the website, sign up and save your info and start the course work, any questions can be answered by Brenda

		Complete and practice the prep exams at the end of every section	or your Marketing Directors
	3.	Join the SOS Licensing Group Me: here **Includes: Zoom Licensing Bootcamp Weekly**	Connect with fellow new Agents going through the Licensing Journey and keep a heads up for Licensing Bootcamp Zooms during the week.


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	4.	Additional study videos PHP License Coordinator Silvia: https://youtu.be/vQy6MpxTXxE?feature=shared Breakdown of types of Insurance and Aunnities https://youtube.com/playlist?list=PLFE1MOnKURXKnRdELfMZpC-TnQRwmgxDj&si=KD3z-DfcJDt-hZQo	I would recommend watching these videos when your on the go or feel you need more practice or an extra breakdown
	5.	Practice Licensing & Annuity Slides Basic Licensing Info Life Insurance and Annuities	
	5	Lookover our Vocabulary and Terminology definitions with practice questions below Vocabulary & Term Notes	Learning the Vocabulary helps the concepts you learn become solidified
	6	Study and Review Practice Tests Practice Questions and Answers Life Producer Practice Test Prometric Practice Test	Questions are similar to the exam
	7	Flashcards for the state you booked your test MD Quizlet DC Life Quizlet VA Quizlet	
	8	OPTIONAL: XCEL Solution, $20 Life Producer Course. Intended for those that desire a more structured and chapter courses with practice. Xcel Solution website (click here)	Click on the website, locate your state and select Life Producer. Use LAL100 to get a $100 discount on the course.
	9	Plan ahead of time to arrive at your testing center at least 30 minutes early. If you fail, rebook in 3 days, next test date: Study materials above again!	Arrive early to stop last minute issues from blowing up in your face

Getting Licensed in Another STATE? Use this hand website to get step by step
https://staterequirement.com/insurance-licensing/

Fingerprint instructions for Virginia

1. Go to Fieldprint's Virginia scheduling site

You must schedule your fingerprinting at a LiveScan (electronic) location through Fieldprint. Visit https://fieldprintvirginia.com to book your appointment.

2. Use the special service code in

When creating your Fieldprint account and scheduling your appointment, use the code FPVABOIProducer to ensure your fingerprints are correctly routed to the Bureau of Insurance.

3. Appointment Details

- Appointments are typically 10 minutes long and available at many locations across Virginia (approximately 46–93 sites).
- You must bring your appointment confirmation and two forms of valid ID, including a government-issued photo ID like a driver's license or passport.

4. Timing & Validity

- Fingerprint results are valid for 90 days from the date of capture—you must submit your license application within that window.
- You can skip fingerprinting if you have already submitted fingerprints within the last 12 months and are currently licensed.

5. Cost

- The fingerprinting fee is approximately $34.95.