



Illinois Prelicensing Certificate of Completion Requirements

In response to COVID-19 the State of Illinois has temporarily removed the in-person classroom training requirement. Candidates are now able to complete their certification through virtual training.

Required

1. Attend the Virtual Training Session(s). You must complete at least 7.5 hours of virtual person training for each line of authority you are intending to be certified in. **Register for virtual training by clicking [here](#)** (please use the same email address to register for your virtual training as you used to register for your ExamFX course).
2. Read the text and complete the Study by Topic end of chapter quizzes.
You must score at least 70% on each end of chapter quiz before proceeding to the next chapter.
3. Complete the **Simulate Your Exam** feature with a passing score of 70% or better.
4. Complete the certificate request online via the **Get Certificate** option on the main menu.
5. ExamFX will review and process your request within two (2) business days. Once approved, your certificate of completion will be emailed to you.

IMPORTANT

Before requesting your certificate, verify the accuracy of your personal information. Login and access the My ExamFX account to update this information or contact us at 800.586.2253. Certificates issued with incorrect information can delay your licensing process.

State Exam Scheduling

ExamFX recommends you schedule your exam after you receive your certificate of completion. State licensing exams can be scheduled through Pearson VUE.

You are required to present your certificate of completion at the testing center.

Completion Reporting

We will file your completion with the Illinois Department of Insurance within two business days.

Your certificate will be valid for one (1) year from the date of completion.