

Integrity

REQUIRED CARRIER SPECIFIC TRAINING (CST) INSTRUCTIONS

Annuity Carrier Specific Product Training and state mandated **NAIC Annuity Training** (see STATE ANNUITY SUITABILITY TRAINING REQUIREMENT for regulation) must be completed prior to soliciting business. Failure to do so will result in rejected business.

Please carefully review the information below and provide a copy of the training certificate to

contracting@EverVest.us once complete.

If you will not be participating in solicitation of annuity products with this carrier, you can bypass the CST requirements. **Life** producers are required to abide by the rules set in place by the carrier for any additional training requirements. Review **ADDITIONAL REQUIRED TRAINING** before proceeding.

Annuity Carrier Specific Product Training

Who should complete the product training?

All agents, regardless of state, are required to take the product training.

When can the product training be taken?

Product training is available at any time.

Product Training Directions: See attached [ANNUIITY PRODUCT TRAINING](#) for directions

Additional Required Training

Anti-Money Laundering Training (AML):

A certificate of completion must be provided, dated within the past 2-years. Certificate needs to contain the producer's full name, AML course name, AML vendor name, and date of completion. Agents that have not completed the appropriate training and certification, will be asked to do so prior to new business being issued.

- If AML has been completed through LIMRA we can pull the certificate for you if you will send us your LIMRA password. If done through another vendor or you wish not to share your password please send us the certificate of completion to contracting@EverVest.us.

Integrity Product Training Kaplan Portal Instructions

Go to www.kfeducation.com/portal and log in using Auto-Registration or Self-Registration. Portal code is WSFG.

Auto-Registration

If our licensing department has your valid email address on file, you will receive an email from Kaplan about 30 days prior to the state effective date. The email will provide you with login information, as well as the specific courses that apply to the companies with whom you are appointed. Log in to the “Current Portal Users” section. Click “Log in.” Go to the “Complete Product Training” section below to proceed.

Self-Registration

1. If you do not receive an email from Kaplan, you will need to self-register and enroll in a course. Go to www.kfeducation.com/portal. Enter Portal Code “WSFG” in the “New Users” box, select “Create Account.”
2. A screen will come up with several paragraphs of text followed by blanks in which to key your contact information. You will need your National Producer Number (NPN) to do this. In the second paragraph of text you will see a “Click Here” that will link you to a site where you can search for your NPN if you do not know it.
3. After you have your NPN, complete all fields with a red asterisk (*), including creating a username and password. Click on “Create Account.” This will immediately log you into the site.
4. The home page will come up. In the middle of the screen you will see a Product Training box.
5. In the box, click on the link that says “ENROLL in Your Product Training Course.”
6. Under the “Product Training” tab, click “Select,” then select all courses from the list that describe the business you write with us.
7. Click on “Proceed to Check Out.” Proceed through the Order Confirmation screen that provides a billing and order summary (this is an online course, so there is no charge and no shipping is required). Select submit order.
8. Once the order is submitted, you will receive two emails – a notification that you have been assigned to the product training, and an order confirmation.
9. Proceed through the Confirmation Number screen by selecting Portal Home.

Complete Product Training

1. Around the middle of the screen on the home page, you will see a Product Training box. Click on the green tab “Already Enrolled? LAUNCH Course.”
2. You will see the list of courses that pertain to the lines of business we have set up for you or that you ordered through the Self Registration. Click “Annuity Product Information.”
3. Click “Course Name.” The training materials will come up. Review them carefully then close the window.
4. Click “Course Home.”
5. In the “Review Test” section, click “Take.” Next click “Agree,” then “Continue,” then “I Agree.”
6. Print a certificate if you like, and then click “Course Home.” A screen will come up with your results. There is no need to send us the certificate, it will feed electronically.
7. To complete additional courses, click “Portal Home” in the left margin. On the home page, in the “Product Training” section, click on “Already Enrolled? LAUNCH Course.”

Annuity Continuing Education (4-Hour Course) Training Instructions

1. After logging in via Auto-Registration or Self-Registration, you will see a “State CE Training” box on the main page. Click on “Enroll in Your State Training Course.”
2. Under State CE Training, select the state in which you wish to take the CE Course.
3. Select the “Annuities Courses” tab to “order” the required Regulation 275 Annuity Course for the state chosen. Click “Enroll Now” to order. Click “Proceed to Checkout.”
4. Next, click “Continue” to select shipping address (note: online courses will not ship anything; however, you cannot bypass this screen).
5. Proceed through the order verification screen that verifies “Shipping Address” and the course ordered. Click “Submit Order.”
6. Once the order is submitted, you will receive two emails – a notification that you have been assigned the CE course, and an order confirmation.
7. Click “Portal Home.” In the “State CE Training” section, click “Already Enrolled? Launch Courses.”
8. Follow the on-screen instructions to complete course and exam.
9. If you complete the CE course on the Kaplan portal, you do not need to fax the certificate to us, it will feed electronically. You may print it for your records. State filing fees are automatically sent upon completion.

Mandatory Annuity CE:

ALABAMA	KANSAS	NORTH DAKOTA
ALASKA	KENTUCKY	OHIO
ARIZONA	LOUISIANA	OKLAHOMA
CALIFORNIA*	MAINE	OREGON
COLORADO	MARYLAND	RHODE ISLAND
CONNECTICUT	MASSACHUSETTS	SOUTH CAROLINA
DELAWARE	MICHIGAN	SOUTH DAKOTA
DISTRICT OF COLUMBIA	MINNESOTA	TENNESSEE
GEORGIA	MISSISSIPPI	TEXAS***
HAWAII	MISSOURI	VIRGINIA
IDAHO	MONTANA	WASHINGTON
ILLINOIS	NEBRASKA	WEST VIRGINIA
INDIANA	NEW HAMPSHIRE	WISCONSIN
IOWA**	NEW JERSEY	WYOMING

Additional requirements for select states:

*CALIFORNIA	An initial 8-hour state specific course is required, with a 4-hour refresher course on annuity suitability every 2 years prior to license renewal. California training is not reciprocal with any other state and does not accept training from any other state.
**IOWA	Agents selling indexed annuities must take a 4-hour course specific to indexed annuity products.
***TEXAS	Resident agents must complete 8 hours of CE biennially – specifically relating to annuities. An initial Texas specific 4-hour course is required for resident agents.

States exempt from training requirement:

ARKANSAS	NEW MEXICO	PENNSYLVANIA
FLORIDA	NEW YORK	UTAH
NEVADA	NORTH CAROLINA	VERMONT