

New Agency Employee Orientation

This online training course is designed for unlicensed employees with less than 12 months experience in the agency. It will help new employees to:

- Build a foundation of knowledge about insurance
- Explore the big picture of insurance, including terms and key concepts
- Discover how the agency delivers service to customers
- Understand the importance of E&O prevention techniques.

The employee will log on to the course via the Internet. There is no travel, no interruption to daily agency activity and no time out of the office. In the “virtual classroom” the student can connect with other rookies, ask questions of the facilitator and learn manageable pieces of information in a familiar environment. Course fee is \$235.00 for PIA members and \$265.00 for non-members.

Orientation Week	Course Schedule
March 8, 2010	March 15—May 7
April 12, 2010	April 19—June 4
May 10, 2010	May 17—July 2
June 14, 2010	June 21—August 6

Registration Form

Name: _____

SS#: _____

E-Mail: _____

Fax: _____ Phone: _____

Agency: _____

Mailing Address: _____

City/State/Zip: _____

Session Start Date _____

Payment : ___ Check (payable to PIA) or Charge to ___ Visa ___ MC ___AE

Card #: _____ Exp Date: _____

Print Cardholder Name

Signature

To register, mail or fax completed form to PIA of Tennessee, 504 Autumn Springs Court, Suite A-2, Franklin, TN 37067. Fax to 615-771-3456

For registration information call PIA @ 615/771-1177 • For content information call 517/627-1856.