



VA Insurance Continuing Education 2010 Class Schedule

Cape School, Inc.

124888

Non Company / Non Agency

PO BOX 169, BUCKINGHAM, VA 23921

NEW FORMER STUDENT DISCOUNT! It's our way of saying *THANKS!*

Former students receive 20% off **ALL** tuition! (Apply discounts to self-study, too.)

EARLY BIRD DISCOUNT! 10% off all tuition (offer expires 4/12/10).

Offers may not be combined.

No Time for Class?

Complete your CE requirement with

- One Course • One Exam • Lower Prices

Our lowest price ever!

24 cr. - only \$55.20*

16 cr. - only \$45.60*

** Former Student Price*

Former Student Discount Now Available for Self-Study Too!

Multi-State Approved Courses. All classroom courses on this schedule are VA, MD and DC approved!

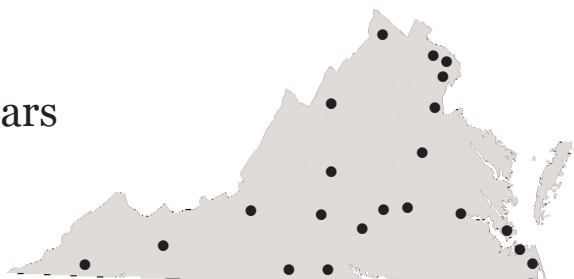
800-729-7363 • www.capeschool.com • Fax 434-969-4391

Cape - A Proven Leader in Professional Education Since 1974!

A Virginia Company!

STATE APPROVED!!!

All Instructors,
Self-Study Courses
and Classroom Seminars
are State Approved!
State Sponsor
No. 124888



OUR LOWEST PRICE EVER!

Your Best Value!!

Complete all CE requirements with just
ONE SELF-STUDY COURSE!

One Course, One Test, One Certificate!

LH Collection, 16 cr.	\$57
PC Collection, 16 cr.	\$57
Title Ins. Digest, 16 cr.	\$57
Title Ins. Medley, 16 cr.	\$57
Gen. Ins. Digest, 24 cr.	\$69
LH Gallery IV, 24 cr.	\$69
PC Gallery IV, 24 cr.	\$69

*Prices do not include discounts!
See inside for more details.*

- 21 Convenient Locations • Self-Study and Classroom
- Never a Hidden Charge • Fax/Mail/Email Confirmations
- Friendly, Personal Service

1-800-729-7363

www.capeschool.com

FAX 434-969-4391



Cape School - 2010 VA Classroom Schedule

Non Company / Non Agency

Former Students - Save 20% on All Tuition! Early Birds - Save 10% on All Tuition! (exp. 4-12-10)

Credit Categories: ILR = Law and Regulations; LH = Life and Health; PC = Property and Casualty; OGI = Other General Insurance; TI = Title.

The following classroom courses are approved in VA, MD & DC:

GEN1 - General Day (All license types!)

8:30am-12:30pm Insurance Ethics - Knowing Right from Wrong, 201469, 4 cr., 4 ILR ⇒ *NEW*
1:30pm-5:30pm Suitability Issues and the Insurance Agent, 201468, 4 cr., 4 ILR ⇒ *NEW*

GEN2 - General Day (All license types!)

8:30am-12:30pm How to Avoid Being the Agent on Trial, 201470, 4 cr., 4 ILR ⇒ *NEW*
1:30pm-5:30pm Basics of Errors and Omissions Coverage, 69177, 4 cr., 4 OGI ⇒ *NEW*

LH - Life / Health Day (LH Agents)

8:30am-12:30pm Long Term Care Review, 202956, 4 cr., 2 LTC/ 2 LTCP ⇒ *NEW*
1:30pm-5:30pm Recent Evolution of Employer Group Health Plans, 202957, 4 cr., 4 LH ⇒ *NEW*

PC - Property / Casualty Day (PC Agents)

8:30am-12:30pm Understanding Commercial Coverages, 66962, 4 cr., 4 PC
1:30pm-5:30pm Disasters and the Insurance Industry After Katrina, 201473, 4 cr., 4 PC ⇒ *NEW*

Classroom Tuition

Credits	*Former Student Discount	Early Bird Exp. 4/12/10	Regular Tuition
4	\$ 40	\$ 45.00	\$ 50
8	\$ 68	\$ 76.50	\$ 85
12	\$ 92	\$103.50	\$115
16	\$116	\$130.50	\$145
20	\$140	\$157.50	\$175
24	\$156	\$175.50	\$195

* Former students must have completed credits with Cape in a previous biennium.

ABINGDON/BRISTOL

SW Virginia Higher Education Center, One Partnership Circle, VHCC Campus, 24210
Mar. 11, Thur. - GEN2
Mar. 12, Fri. - PC
May 11, Tues. - GEN1
May 12, Wed. - LH
June 17, Thur. - GEN2
June 18, Fri. - PC
Aug. 3, Tues. - GEN1
Aug. 4, Wed. - LH
Oct. 14, Thur. - GEN1
Oct. 15, Fri. - GEN2
Nov. 17, Wed. - GEN2
Nov. 18, Thur. - PC
Dec. 9, Thur. - GEN1
Dec. 10, Fri. - LH

CHARLOTTESVILLE

Omni Hotel
235 W. Main St., 22902
Apr. 8, Thur. - GEN2
Apr. 9, Fri. - PC
June 8, Tues. - GEN1
June 9, Wed. - LH
Oct. 14, Thur. - GEN1
Oct. 15, Fri. - PC
Nov. 9, Tues. - GEN2
Nov. 10, Wed. - LH
Dec. 9, Thur. - GEN1
Dec. 10, Fri. - GEN2

DANVILLE

Stratford Courtyard Conf. Center, 149 Piney Forest Rd., 24540
Apr. 6, Tues. - GEN1
Apr. 7, Wed. - LH
June 9, Wed. - PC
Sept. 8, Wed. - LH
Nov. 11, Thur. - PC
Nov. 12, Fri. - GEN2

FARMVILLE

Hampton Inn
300 Sunchase Blvd., 23901
Apr. 20, Tues. - LH
Apr. 21, Wed. - GEN1
Apr. 22, Thur. - PC
Nov. 2, Tues. - PC
Nov. 3, Wed. - GEN2
Nov. 4, Thur. - LH

FREDERICKSBURG

Country Inn & Suites
656 Warrenton Rd., 22406
Mar. 23, Tues. - PC
Mar. 24, Wed. - GEN2
Oct. 12, Tues. - LH
Oct. 13, Wed. - GEN1
Nov. 11, Thur. - PC
Nov. 12, Fri. - GEN2
Dec. 15, Wed. - LH
Dec. 16, Thur. - GEN1

HARRISONBURG

Holiday Inn, 1400 East Market Street, 22801
Apr. 6, Tues. - LH
Apr. 7, Wed. - GEN1
June 17, Thur. - PC
June 18, Fri. - GEN2
Sept. 7, Tues. - LH
Sept. 8, Wed. - GEN1
Nov. 2, Tues. - PC
Nov. 3, Wed. - GEN2

LYNCHBURG

Quality Inn, 3125 Albert Lankford Dr., 24501
Apr. 13, Tues. - GEN2
Apr. 14, Wed. - PC
June 15, Tues. - LH
June 16, Wed. - GEN1
Aug. 10, Tues. - PC
Aug. 11, Wed. - GEN2
Oct. 28, Thur. - GEN1
Oct. 29, Fri. - LH
Dec. 14, Tues. - GEN1
Dec. 15, Wed. - GEN2

MARTINSVILLE

Econolodge
1755 Virginia Ave., 24112
Apr. 8, Thur. - PC
June 10, Thur. - LH
June 11, Fri. - GEN2
Sept. 9, Thur. - GEN1
Sept. 10, Fri. - PC
Nov. 10, Wed. - LH

ROANOKE

Holiday Inn Tanglewood
4468 Starkey Rd., 24014
Mar. 23, Tues. - GEN2
Mar. 24, Wed. - PC
Apr. 22, Thur. - GEN1
Apr. 23, Fri. - LH
May 18, Tues. - GEN2
May 19, Wed. - PC

Roanoke, continued

June 24, Thur. - GEN1
June 25, Fri. - LH
Aug. 19, Thur. - PC
Aug. 20, Fri. - GEN2
Sept. 23, Thur. - LH
Sept. 24, Fri. - GEN1
Oct. 19, Tues. - PC
Oct. 20, Wed. - GEN2
Nov. 9, Tues. - GEN1
Nov. 10, Wed. - GEN2
Dec. 17, Fri. - LH
Dec. 18, Sat. - GEN1
Dec. 30, Thur. - GEN1
Dec. 31, Fri. - GEN2

WILLIAMSBURG

Embassy Suites Hotel
3006 Mooretown Rd., 23185
May 4, Tues. - LH
May 5, Wed. - GEN1
Aug. 17, Tues. - PC
Aug. 18, Wed. - GEN2
Oct. 12, Tues. - LH
Oct. 13, Wed. - GEN1

WINCHESTER

Best Western - Lee Jackson
711 Millwood Ave
I-81, Exit 313, 22601
Apr. 27, Tues. - PC
Apr. 28, Wed. - GEN2
Sept. 16, Thur. - LH
Sept. 17, Fri. - GEN1
Dec. 7, Tues. - GEN1
Dec. 8, Wed. - GEN2

WYTHEVILLE

Hampton Inn
950 Peppers Ferry Rd., 24382
Apr. 20, Tues. - LH
Apr. 21, Wed. - GEN1
June 22, Tues. - PC
June 23, Wed. - GEN2
Sept. 14, Tues. - LH
Sept. 15, Wed. - GEN1
Nov. 2, Tues. - GEN1
Nov. 3, Wed. - GEN2



Cape School
Educating professionals in Virginia for 36 years!

No. Virginia

ALEXANDRIA

Holiday Inn
2460 Eisenhower Ave., 22314
Aug. 10, Tues. - LH
Aug. 11, Wed. - GEN1
Nov. 16, Tues. - PC
Nov. 17, Wed. - GEN2

FAIRFAX

Best Western, 3535 Chain Bridge Rd., 22030
Mar. 9, Tues. - LH
Mar. 10, Wed. - GEN1
Apr. 13, Tues. - PC
Apr. 14, Wed. - GEN2
June 8, Tues. - LH
June 9, Wed. - GEN1
Aug. 24, Tues. - PC
Aug. 25, Wed. - GEN2
Sept. 16, Thur. - LH
Sept. 17, Fri. - GEN1
Oct. 28, Thur. - PC
Oct. 29, Fri. - GEN2
Nov. 9, Tues. - LH
Nov. 10, Wed. - GEN1
Dec. 14, Tues. - PC
Dec. 15, Wed. - GEN2
Dec. 30, Thur. - GEN1
Dec. 31, Fri. - GEN2

FALLS CHURCH

Westin Tysons Corner
7801 Leesburg Pike, 22043
Apr. 22, Thur. - LH
Apr. 23, Fri. - GEN1
May 4, Tues. - PC
May 5, Wed. - GEN2
Sept. 23, Thur. - PC
Sept. 24, Fri. - GEN1
Oct. 5, Tues. - LH
Oct. 6, Wed. - GEN1
Dec. 2, Thur. - GEN1
Dec. 3, Fri. - GEN2

MANASSAS

Hampton Inn
7295 Williamson Blvd., 20109
May 19, Wed. - LH
May 20, Thur. - GEN1
Oct. 13, Wed. - PC
Oct. 14, Thur. - GEN2
Nov. 17, Wed. - LH
Nov. 18, Thur. - GEN1

Richmond

MIDLOTHIAN

Best Western Governor's Inn
9826 Midlothian Turnpike, 23235
Mar. 16, Tues. - PC
Mar. 17, Wed. - GEN2
June 15, Tues. - LH
June 16, Wed. - GEN1
Sept. 9, Thur. - LH
Sept. 10, Fri. - GEN1
Oct. 7, Thur. - PC
Oct. 8, Fri. - GEN2
Nov. 4, Thur. - LH
Nov. 5, Fri. - GEN1
Dec. 2, Thur. - PC
Dec. 3, Fri. - GEN2

WEST END

Moseley Flint Schools
8639 Mayland Drive, Ste. 101, 23294
Apr. 15, Thur. - LH
Apr. 16, Fri. - GEN1
May 18, Tues. - PC
May 19, Wed. - GEN2
Aug. 5, Thur. - LH
Aug. 6, Fri. - GEN1
Sept. 21, Tues. - GEN1
Sept. 22, Wed. - PC
Oct. 21, Thur. - LH
Oct. 22, Fri. - GEN2
Nov. 11, Thur. - PC
Nov. 12, Fri. - GEN2
Dec. 17, Fri. - LH
Dec. 18, Sat. - GEN1
Dec. 30, Thur. - GEN1
Dec. 31, Fri. - GEN2

Virginia Beach

HAMPTON

Best Western Coliseum Inn & Suites,
1809 W Mercury Blvd, 23666
Apr. 13, Tues. - PC
Apr. 14, Wed. - GEN2
Aug. 12, Thur. - LH
Aug. 13, Fri. - GEN1
Oct. 5, Tues. - GEN1
Oct. 6, Wed. - PC
Nov. 4, Thur. - LH
Nov. 5, Fri. - GEN2
Dec. 1, Wed. - PC
Dec. 2, Thur. - GEN1

NORFOLK

Residence Inn - Marriott
1590 N. Military Hwy, 23502
May 13, Thur. - LH
May 14, Fri. - GEN1
June 22, Tues. - GEN2
June 23, Wed. - PC
Aug. 26, Thur. - LH
Aug. 27, Fri. - GEN2
Oct. 7, Thur. - PC
Oct. 8, Fri. - GEN1
Dec. 7, Tues. - GEN1
Dec. 8, Wed. - GEN2

VIRGINIA BEACH

Crown Plaza
4453 Bonney Rd., 23462
Mar. 18, Thur. - LH
Mar. 19, Fri. - GEN1
June 10, Thur. - PC
June 11, Fri. - GEN2
Aug. 3, Tues. - LH
Aug. 4, Wed. - GEN1
Sept. 21, Tues. - GEN1
Sept. 22, Wed. - GEN2
Oct. 26, Tues. - LH
Oct. 27, Wed. - GEN1
Nov. 16, Tues. - PC
Nov. 17, Wed. - GEN2
Dec. 15, Wed. - LH
Dec. 16, Thur. - GEN1
Dec. 30, Thur. - GEN2
Dec. 31, Fri. - GEN1

Classroom Courses

Agents may obtain 100% of their required credits via classroom courses. Cape offers two General Days which are good for all agents regardless of license type; a L/H day which is good for agents that hold licenses in Life and Health; and a PC day which is good for agents that hold Property/Casualty Licenses.

Online Courses

www.capeschool.com

Registration Form - Virginia Continuing Education

Please read registration and refund policies prior to registration. Copy and reproduce this registration form at will.

Student Information

Mail: Cape School, PO Box 169, Buckingham, VA 23921

Fax: 434-969-4391 (credit card only)

Check all additional states where you would like to receive credit:

MD Lic # _____

DC Lic # _____

Soc.Sec. or VA Ins. Lic. #: _____ (YOUR STUDENT #)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(day): _____

Fax #: _____

Firm: _____

Email: _____

How did you hear about us?

I'm a former student! broker referral yellow pages direct mail
 newspaper online other _____

Former Students - 20% Off

Classroom & Self-Study Tuition

Check here if you are a Cape Former Student

Students must have enrolled with Cape during a previous biennium in order to receive discounted pricing. We will verify former student status upon receipt of registration. Only former students will be eligible for the Former Student Discount.

Classroom Courses

Please fill in desired location, class date, and tuition due below.*

GEN1 DAY AM Loc _____ Date _____

PM Loc _____ Date _____

GEN2 DAY AM Loc _____ Date _____

PM Loc _____ Date _____

LH DAY AM Loc _____ Date _____

PM Loc _____ Date _____

PC DAY AM Loc _____ Date _____

PM Loc _____ Date _____

*Cape reserves the right to cancel a class due to circumstances beyond our control.

Payment Information

Check (to Cape) Visa MCard AmEx Disc

CC#: _____ Exp _____

Cardholder name (print): _____

Signature: _____

Shipping

Written Self-Study Materials
First Book - \$7.00. Add'l.
Books - add \$1.00 per book.
Shipping fees are non-refundable.

Subtotal of Classroom Tuition \$ _____

Subtotal of Self-Study Tuition \$ _____

Shipping \$ _____

2010-1 Total Amt Enclosed \$ _____

Written Self-Study Courses

Self-Study courses require successful completion of a monitored exam and are available in written or online format. Please add \$7 shipping for written self-study orders. Credit Categories: ILR = Law and Regulations; LH = Life and Health; PC = Property and Casualty; OGI = Other General Insurance; TI = Title.

Please ✓ desired courses.

COMPLETE ALL CE REQUIREMENTS WITH JUST ONE SELF-STUDY COURSE AT OUR LOWEST PRICE EVER!! YOUR BEST VALUE!!

- 16 cr. \$57 **LH Collection: Focus on Medical Coverage, 76786, 2ILR/7LH/3OGI/2LTC/2LTCP** ◆
- 16 cr. \$57 **PC Collection: Focus on Personal Coverage, 76785, 2ILR/8PC/3OGI/3FLD** □
- 16 cr. \$57 **Title Ins. Digest, 202497, 2ILR/9TI/5OGI**
- 16 cr. \$57 **Title Ins. Medley, 202496, 2ILR/9TI/5OGI**
- 24 cr. \$69 **Gen. Ins. Digest, 76784, 3ILR/14OGI/2LTC/2LTCP/3FLD** ◆□
- 24 cr. \$69 **LH Gallery IV, 201474, 3ILR/14LH/2LTC/2LTCP/3OGI** ◆
- 24 cr. \$69 **PC Gallery IV, 201475, 3ILR/16PC/3FLD/2OGI** □

GENERAL (All License Types)

- 2 cr. \$19 Money Laundering & the Ins. Agent, 66800, 1ILR/1OGI
- 3 cr. \$25 General Insurance Principles, 61310, 3OGI
- 4 cr. \$28 Ethics: A Practical Guide, 60333, 4OGI
- 4 cr. \$28 Insurance As Social Instrument, 57222, 4OGI
- 5 cr. \$33 Ins. Fraud, Problems & Preventions, 57233, 5OGI
- 4 cr. \$28 Introduction to Surety Bonds, 66949, 4OGI
- 5 cr. \$33 Terrorism Insurance, 60380, 5OGI
- 6 cr. \$36 Everyday Law, 57221, 6ILR
- 10 cr. \$46 Insurance Digest Vol. 2, 57226, 1ILR/5LH/4PC
- 11 cr. \$48 Insurance Digest Vol. 1, 57225, 5ILR/3LH/3PC
- 12 cr. \$52 Market Conduct/Agent Blunders, 57216, 3ILR/9OGI

LIFE / HEALTH

- 2 cr. \$19 Medicare Part D, 61002, 2LH
- 3 cr. \$25 Consumer Driven Healthcare, 58513, 3LH
- 3 cr. \$25 Understanding Annuities & Mutual Funds, 57223, 3LH
- 4 cr. \$28 Equity Index Annuities, 57230, 4LH
- 4 cr. \$28 HSAs: Recent Evolution of Healthcare, 60334, 4LH
- 4 cr. \$28 VA Long Term Care Refresher Training Course, 202958, 2LTC/2LTCP ◆
- 4 cr. \$28 Retirement Planning, 57224, 2ILR/2LH
- 4 cr. \$28 Group Insurance Concepts, 57234, 2ILR/2LH
- 6 cr. \$36 Key Business Needs Insurance, 61200, 1ILR/5LH
- 6 cr. \$36 LTC: Addressing Senior Needs, 68595, 1ILR/4LTC/1LTCP
- 7 cr. \$38 Defined Contribution and Defined Benefit Plans, 66901, 2ILR/5LH
- 8 cr. \$42 Long Term Care, 57219, 1ILR/5LTC/2LTCP ◆
- 8 cr. \$42 VA Long Term Care Initial Training Course, 202959, 6LTC/2LTCP ◆*
- 8 cr. \$42 Managed Care Plan, 66833, 1ILR/7LH
- 9 cr. \$44 10 New Habits of Responsible LTC Agents, 60461, 7LTC/2LTCP ◆*
- 11 cr. \$48 Life & Health Skills & Practices, 57229, 11LH

PROPERTY / CASUALTY

- 3 cr. \$25 Building a Strong Foundation w/Flood Ins., 66903, 3FLD □
- 4 cr. \$28 Antiques and Collectibles, 66904, 4PC
- 4 cr. \$28 Business Income Insurance, 66902, 4PC
- 4 cr. \$28 The Claims Adjuster, 58755, 4PC
- 4 cr. \$28 Flood Insurance Training, 67479, 4FLD □
- 8 cr. \$42 Automobile Insurance Coverage, 69144, 1ILR/7PC
- 8 cr. \$42 Commercial Coverages, 61309, 8PC
- 8 cr. \$42 Errors & Omissions Insurance, 66834, 8PC
- 8 cr. \$42 Homeowners Ins. Coverage, 66835, 2ILR/6PC
- 8 cr. \$42 Workers Compensation, 63732, 2ILR/6PC
- 10 cr. \$46 Property & Casualty Primer, 57218, 10PC

TITLE

- 3 cr. \$25 An Introduction to Land Trusts, 202494, 3TI
- 3 cr. \$25 Title Ins. & Historic Properties, 202492, 3TI
- 4 cr. \$28 Problems in Title Insurance, 57228, 1ILR/3TI
- 4 cr. \$25 Title Insurance Policies, 202491, 4TI
- 5 cr. \$33 Ethics for Title Insurance Agents, 202495, 4ILR/1TI
- 5 cr. \$33 Mortgage Lending Fundamentals, 202493, 5TI
- 10 cr. \$46 Title Insurance A-Z, 202490, 2ILR/8TI

□ Satisfies NFIP Flood Req. ◆ Satisfies 4 cr. LTC Req. * Satisfies 8 cr. LTC Req.
Self-Study Courses: Agents may obtain 100% of their required credits through self-study. Courses are available in written or online pdf formats and contain a multiple choice exam of 50 questions. The exam must be proctored by a corporate training department, supervisor-appointed co-worker or an approved test administration service. **Cape's Guarantee:** If for any reason you are unable to complete your self-study course, you may return it in an unused condition and apply monies paid toward any Cape classroom course offered in VA.

Former Students
20% Off

Early Birds
10% Off
exp. 4-12-10

Get a VA Insurance License!

Do you know someone interested in getting a VA Insurance License? Cape now offers classroom Pre-License courses for Life and Health & Property/Casualty statewide!

Earn "FREE CE" With Pre-License Referral. Call for Details.

<p>FAIRFAX <i>Best Western</i> 3535 Chain Bridge Road</p> <p>LIFE/HEALTH Apr. 21-23 June 15-17</p> <p>PROPERTY CASUALTY Mar. 16-18 May 19-21 July 21-23</p>	<p>RICHMOND <i>Moseley Flint Schools</i> Parham Park 8639 Mayland Dr., Ste. 101</p> <p>LIFE/HEALTH Mar. 3-5 Apr. 7-9 May 6-8 June 8-10 July 7-9</p> <p>PROPERTY CASUALTY Feb. 24-26 Mar. 24-26 Apr. 27-29 May 26-28 June 25-27 July 27-29</p>	<p>ROANOKE <i>Holiday Inn</i> Tanglewood 4488 Starkey Road</p> <p>LIFE/HEALTH Apr. 14-16 June 16-18</p> <p>PROPERTY CASUALTY Mar. 17-19 May 13-15 July 13-15</p>	<p>VIRGINIA BEACH <i>Crown Plaza</i> 4453 Bonney Road</p> <p>LIFE/HEALTH Mar. 10-12 May 11-13 July 14-16</p> <p>PROPERTY CASUALTY Apr. 15-17 June 22-24</p>	<p>8:30am-5pm Each Day</p> <p>Life/Health First Day - Life Lines Second Day - Health Lines Third Day - Gen. LH/Exam Prep <i>Single licenses attainable in Life Lines or Health Lines.</i></p> <p>Property/Casualty First Day - Personal Lines Second Day - Commercial Lines Third Day - Gen. PC/Exam Prep <i>Single licenses attainable in Personal Lines only</i></p> <p>SELF STUDY AVAILABLE FOR ALL LINES</p> <p>Contact Cape for Details</p>
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Interested in becoming an instructor? Call Cape.
800-729-7363 • www.capeschool.com

Virginia Insurance Continuing Education

STATE REQUIREMENTS

The state of Virginia requires that agents complete continuing education by December 31 of even numbered years (i.e. 2010, 2012). Agents holding one license type must earn a total of 16 credit hours every two years of which 2 must be in insurance laws and regulations; the remaining must be approved for the license line held. Agents holding two or more license types must complete a minimum of 24 credit hours every two years of which 2 must be in insurance laws and regulations and a minimum of 8 credits in each license line held. No more than 75% of required credits may come from courses sponsored or given by insurance companies or agencies. Excess hours may be carried over to the next reporting period. **Flood Training Requirement:** All Virginia licensed resident insurance agents who sell federal flood insurance policies shall be required to complete a one time 3 hour requirement on flood insurance. **Long Term Care Training Requirement:** Licensed agents may not sell a Partnership Policy in Virginia unless and until they have received the requisite eight (8) hours of initial training. The initial training must consist of six (6) hours of general LTC topics and two (2) hours of LTC Partnership topics. Thereafter, agents must receive at least four (4) hours of ongoing training every twenty-four (24) months. The ongoing training must consist of two (2) hours of general LTC topics and two (2) hours of LTC Partnership topics.

PRIVATE SEMINARS

Cape will conduct private seminars for your group of agents at very reasonable rates. These seminars can be brought to your location on dates and times convenient for you. Call for more details!

Cape Registration Policies & Information

TO PRE-REGISTER

To pre-register and guarantee a space in class, registration must be accompanied by payment in full. Mail (check or credit card) or fax (credit card only) the attached registration form with full payment so that we receive it at least 3 business days prior to the first class session to take advantage of pre-paid package savings (see TUITION below). Walk-in registrants, (space available) must pay tuition plus a \$20 surcharge by check or credit card (no cash accepted) at the start of class.

TUITION - CLASSROOM SEMINARS

Determine the total number of credits you need, then pre-register in one single payment. See course schedules, tuition amounts, and registration form. Former students must have completed credits with Cape in a previous biennium.

SCHEDULING

When you pre-register you may schedule all of your courses for a definite date and location, or schedule part now and the rest later. When paying for courses "to be scheduled later" please place TBS in the location and date lines on the registration form. Simply let us know when you find a class to fit your schedule.

RESCHEDULING

From self-study to classroom - all self-study materials must be returned to Cape along with a request to reschedule. The following fees apply for classroom rescheduling: first time rescheduling with written notification 1+ days prior to class - no charge; All No Shows - \$20 charge, no refunds.

ATTENDANCE

Morning Classes start at 8:30 a.m., afternoon classes start at 1:30pm. There is a \$20 walk-in fee if you are not pre-registered.

REFUNDS

Requests for refunds must be received in our office 1 business day prior to start of class. All refunds are subject to non-refundable administrative fees: \$25 fee for CE courses - remains on student's account through the end of the next renewal cycle. All refunds for Pre-license courses are subject to a non-refundable administrative fee of \$50 which will remain on the student's account for 1 year. Pre-license course materials are non-refundable.

SERVICES

Same Day Grading Service for Self-Study - \$18; Replacement certificates - \$10; Returned check fee - \$25

QUESTIONS?

Call Cape for course information: 800-729-7363. Call the Pearson VUE CE hotline for CE questions: 877-234-6093; website: www.virginiainsurancece.com