



HOW TO CERTIFY

IMPERIAL HEALTH

Directions

- Agents will receive an **email invite** to begin Imperial certifications.
- Click on the **link to register online** and complete all agent registration information.
 - Agent uploads required documents (**AHIP, DOI, and E&O**)
 - Agent signs **Agent/Agency Compensation** agreement.
 - The agent is now in **pending status = pending review** of documents uploaded.
 - Imperial approves all documents (AHIP, DOI, and E&O)
- The agent selects “Training” to start certifications
 - **Note** - Imperial training slides can be downloaded at the bottom of the screen to help with the exam!
 - Agents must click on each individual slide (58) to launch the exam.
- The exam is **25 questions**.
 - Agents must pass with an **85% (AZ, CA, TX)**.
- Agents can add multiple states for certification by uploading **non-resident DOI license**.