AGENT CERTIFICATION PROCEDURE

These are the steps involved in becoming an agent for Niels Brock:

1. Fill out the ‘Expression of Interest’ form and email to [agentrecruitment@brock.dk,](mailto:agentrecruitment@brock.dk) including your promotional material, a copy of your trade license and any other relevant materials.
2. Once the ‘Expression of Interest’ form and the additional documentation has been received, we will contact you if we are interested in pursuing an agent contract with you to set up the Skype interview.
3. During the Skype interview will review your recruiting practices, service charges, marketing activities, etc. to determine if you are an appropriate partner with Niels Brock
4. In addition to the Skype interview, you will be sent an email with the link and passcode to enter the Agent Academy. The Agent Academy must also be completed in order to be approved to be an agent.
5. In the Agent Academy, you will find all the links and documents you will need in order to complete the mini quizzes and the final exam. You are required to open all links and complete all quizzes prior to having access to take the final exam. Once the final exam has been submitted, you will not be able to re-open and change your answers.
6. You are required to pass the final exam with a score of 90% or higher. In some cases, you may be offered a 2nd attempt. Niels Brock reserves the right to revoke your contract if you fail to pass our Agent Academy.
7. Once you have completed the Agent Academy and completed the final exam with a passing score, you can continue to use the Agent Academy as a training tool for your employees and can reference it whenever you need updated information about our programs.
8. Once approved, a contract valid for five years year will be issued to you. The contract will need to be completed with your bank details, initialed on each page, signed and returned within **one week** of offer. Once received we will have our President sign it and send you a copy.
9. You will also receive an Agent Certificate stating that you are a certified Niels Brock agent and added to our Approved Agent list on our website.