



COPENHAGEN BUSINESS COLLEGE

EDUCATION SINCE 1881

AGENT CERTIFICATION PROCEDURE

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

1. Fill out the 'Expression of Interest' form and email to agentrecruitment@nielsbrock.dk, including your promotional material, a copy of your trade license and any other relevant materials (e.g. ICEF Agency #).
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 Teams meeting.
3. During the Teams meeting 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 Teams meeting, 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 (3.c of the agent agreement).
5. In the Agent Academy, you will find all the links and documents you will need in order to complete the quiz. Once the quiz 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.
7. Once you have completed the Agent Academy with a passing score, please email agentrecruitment@nielsbrock.dk to let us know that this step is complete.
8. Once approved, a contract valid for three years year will be issued to you. The contract will need to be initialed on each page, signed and returned within **one week** of offer. Once received we will 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.