

# Insurance Representative

CERTIFICATE

## Jump-Start Your Career

Join a profitable and stable industry



Insurance is an essential part of life. Almost all aspects of your world require some type of protection from financial loss. Because insurance is so important, the insurance industry has evolved into a strong and profitable employment option requiring the service of millions of educated, talented and motivated men and women. It offers exceptional career opportunities to those who enjoy diverse challenges and interactions among a variety of businesses and individuals.

Insurance employers are looking for people from all backgrounds to enter the insurance industry. At a time when employment options are limited, you can get into an industry that is practically recession-proof with endless possibilities.

And, you don't need a four-year degree to do it.

### THE INSURANCE INDUSTRY OFFERS:

- meaningful work where your expertise will help families or businesses prepare for the unexpected
- a stable career with room for growth since insurance will always be in demand
- attractive compensation in a growing, lucrative industry

### Job opportunities

Most people enter the insurance industry in the service area, working for an insurance company or an agency. But that's just the beginning. The career track in the insurance industry is long and broad, offering a variety of jobs with both large and small companies.

The Insurance Representative Certificate can lay the foundation for a successful career.

SALES (PRODUCER)  
CUSTOMER SERVICE (Account Manager)  
ACTUARY  
AGENCY MANAGER  
AGENCY OWNER  
AGENT/BROKER  
CLAIMS ADJUSTER  
CUSTOMER SERVICE TEAM LEADER  
FIELD REPRESENTATIVE  
LOSS CONTROL SPECIALIST  
RISK MANAGER  
SALES MANAGER  
UNDERWRITER

For job descriptions, visit the Independent Insurance Agents of Texas Web site:

[iiat.org](http://iiat.org) > Career Center

### ENTER THE INSURANCE WORKFORCE

Many careers in the insurance industry require a license from the Texas Department of Insurance. To fully prepare you for the Texas General Lines Property and Casualty license exam and to provide you the groundwork to establish your knowledge in insurance, Tarrant County College has created the **Insurance Representative Certificate (IRC) program**.

This continuing education course has been created with your busy lifestyle in mind. With help from technology and the community college network, you can access the Insurance Representative Certificate program online and complete most of the courses from your computer. You can attend Tarrant County College from any city through the online Virtual College of Texas. At the end of the program you will be ready to take the Texas General Lines Property and Casualty license exam.

The Independent Insurance Agents of Texas is an organization of more than 1,800 member agencies employing more than 16,000 people across the state. Completion of the Insurance Representative Certificate program gains you a free resume posting on the IIAT Job Board.

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## How long does it take to complete the program?

The **Insurance Representative Certificate (IRC)** is a self-study, self-paced program. Going through the process end-to-end should take 18 months, but the flexibility allows for individuals to complete the courses at their own pace.

## Program Breakdown and Structure

The program consists of four insurance courses and four office skills courses. You may be able to test out of the office courses or take them at your local community college. Costs could vary by location.

### CURRICULUM

COURSE	TITLE	HOURS
INSR 1009	INS 21 Property/Liability Insurance Principles	24
INSR 1005	INS 22 Personal Insurance	24
INSR 1001	INS 23 Commercial Insurance	24
INSR 1017	Insurance Customer Service Representative	24
POFT 1024	Word Beginning <i>(Student may test out of this course.)</i>	20
ITSW 1022	Excel Beginning <i>(Student may test out of this course.)</i>	20
POFT 1003	Customer Service/Telephone Skills	16
POFT 1093	Office Procedures	30
<b>TOTAL</b>		<b>182</b>

## Upon completion of the Insurance Representative Certificate (IRC) program you will have:

- **Completed the review course** and be ready to sit for the Texas General Lines Property and Casualty license exam.
- **Completed the requisite Office Career Program courses** to enhance office skills.
- **Demonstrated your commitment** to becoming a qualified and productive member of the insurance industry.

## How do I register?

### CONTACT

Kathy Winans  
Tarrant County College  
• 817-515-4168  
• [kathy.winans@tccd.edu](mailto:kathy.winans@tccd.edu)

## Additional Resources

### TARRANT COUNTY COLLEGE

#### Texas General Lines Property & Casualty License Exam Questions

Kathy Winans  
• 817-515-4168  
• [kathy.winans@tccd.edu](mailto:kathy.winans@tccd.edu)

#### Office Skills Course Questions

Robert McCoy  
• 817-515-4617  
• [robert.mccoy@tccd.edu](mailto:robert.mccoy@tccd.edu)

### TEXAS GENERAL LINES PROPERTY & CASUALTY LICENSE EXAM

Texas Department of Insurance  
• [www.tdi.state.tx.us](http://www.tdi.state.tx.us)

### JOB OPPORTUNITIES

Independent Insurance Agents of Texas  
• 800-880-7428  
• [www.iiat.org](http://www.iiat.org)

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## Program Costs

### Is financial aid or tuition reimbursement available?

#### TARRANT COUNTY COLLEGE PAYMENT PLAN

Tarrant County College offers a payment plan that divides tuition over four payments.

Visit TCC's Web site for more details:

- [www.tccd.edu/Student\\_Services/Costs\\_and\\_Payments/Payment\\_Plan.html](http://www.tccd.edu/Student_Services/Costs_and_Payments/Payment_Plan.html)
- [www.tccd.edu/Documents/Student\\_Services/Costs\\_and\\_Payments/FACTS-CE.pdf](http://www.tccd.edu/Documents/Student_Services/Costs_and_Payments/FACTS-CE.pdf)

#### TUITION ASSISTANCE

- Texas Public Education Grant (TPEG): [www.dcccd.edu/FA/TPEG-CE2009-10.pdf](http://www.dcccd.edu/FA/TPEG-CE2009-10.pdf)
- The Department of Disability and Rehabilitative Services: [www.dars.state.tx.us/drs/vr.shtml](http://www.dars.state.tx.us/drs/vr.shtml)

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Course	Title	Hours	Tuition
INSR 1009	INS 21 Property/Liability Insurance Principles	24	\$185
INSR 1005	INS 22 Personal Insurance	24	\$185
INSR 1001	INS 23 Commercial Insurance	24	\$185
INSR 1017	Insurance Customer Service Representative	24	\$185
POFT 1024	Word Beginning <i>(Student may test out of this course.)</i>	20	\$94
ITSW 1022	Excel Beginning <i>(Student may test out of this course.)</i>	20	\$94
POFT 1003	Customer Service/Telephone Skills	16	\$75
POFT 1093	Office Procedures	30	\$108
<b>TOTAL</b>		<b>182</b>	<b>\$1,111</b>

### Certificate Costs

As you can see, the cost for the entire program plus the cost to take the exam is less than most semesters at a four-year institution.

Items	Cost
Program Courses	\$ 1,111
Books	<i>(approx.)</i> \$ 270
General Lines Property & Casualty Exam	\$ 70
Fingerprints	\$ 9.95
Criminal Background Check	\$ 34.25
<b>TOTAL EXPENSE</b>	<b>\$ 1,495.20</b>

