

A guide to  
**THE ORDER  
of Courses**

*How to proceed through your courses*

**PROPERTY 1 MUST BE  
COMPLETED BEFORE  
PROPERTY 2**

**LEGAL MUST BE DONE BEFORE  
DOING MOTOR AND LIABILITY**

**ALL INSURANCE COURSES MUST  
BE COMPLETED BEFORE DOING  
REINSURANCE**

**ALL COURSES MUST BE  
COMPLETED BEFORE DOING  
CLAIMS**

**1. WHEN YOU START:**

**JANUARY:** *Business Communications*

**APRIL:** *Certificate of Proficiency*

**SEPTEMBER:** *Certificate of Proficiency*

**2. NEXT STEP:**

**JANUARY:** *Property 1*

*Must have completed Business  
Communications*

**3. NEXT STEP:**

**APRIL:** *Principles of Management*

*Can be done with COP*

**4. NEXT STEP:**

**SEPTEMBER:** *Legal Principles  
and/or Economics*

*Can be done with COP*

**5. Any of the courses noted  
above not completed must be  
completed when they are  
offered again.**