



Educational Assistance

EOI strongly supports the professional development of its staff. In order to promote your continuing education, EOI will sponsor this activity in several ways:

Seminars/Workshops/Single Day Classes

- If the class is required by EOI, the Company will pay 100% of the fees and materials.
- If the class is related to the employee's current position, but not required by EOI, the Company will reimburse the employee for 80% of the cost.
- If the class is during a business day, EOI will pay your normal salary when approved in advance by your manager.
- Request for participation must be submitted at least 60 days in advance to the employee's manager/supervisor.

Licensing Courses

- EOI will reimburse employees for eligible expense incurred for courses required for insurance licenses. In addition, the employee will be paid their base compensation for the time spent in attending these courses.
- Employees who wish to enroll in these courses should procure the approval of their manager/supervisor at least 60 days before the commencement of the course(s).
- Continuing Education courses for licensing purposes are paid by EOI at 100%.

Exam Fees

Fees for exam series, (CLU, CEBS, LOMA, RHU) will be reimbursed on successful completion of each exam at 100%.

Licensing Fees

- Enrollment counselors are responsible for resident state license fees. Non-resident fees and bonds are paid by EOI Service Company.
- All licensing costs (including resident fee and continuing education) for office staff are paid by EOI.



Continuing Education Reimbursement

With the approval of your manager, full-time employees with a minimum of twelve months of service are eligible to receive reimbursement for continuing education courses or programs that relate to their current position. EOI will reimburse educational expenses based on the following criteria:

- Necessary for job performance
 - Must be pre-approved
 - Must have a passing grade
 - Up to 50% of first \$1,000
 - Up to 25% of next \$2,000
 - A maximum of \$1,000 lifetime
- Reimbursement \$500 maximum per year.