



A.D. Banker & Company[®]
exam prep and continuing education

**KANSAS
SCHOOL CATALOG
2017**

TABLE OF CONTENTS

SCHOOL INFORMATION	PAGE 3
OFFICE HOURS	PAGE 3
HOLIDAYS AND OTHER DATES OF IMPORTANCE	PAGE 3
OWNERS AND OFFICIALS	PAGE 3
INSTRUCTORS	PAGE 3
MISSION STATEMENT	PAGE 3
EDUCATIONAL OBJECTIVE	PAGE 3
CREDIT HOURS / COURSE DESCRIPTIONS	PAGE 3-4
ADMISSIONS / ENROLLMENT PROCESS	PAGE 4
TUITITION AND FEE POLICY	PAGE 4
CANCELLATION AND REFUND POLICY	PAGE 4
SATISFACTORY PROGRESS STANDARDS FOR ACADEMICS & ATTENDANCE	PAGE 5
CERTIFICATE	PAGE 5
STUDENT SERVICES	PAGE 5
CREDIT TRANSFER / CREDIT FOR PREVIOUS TRAINING	PAGE 5
SCHOOL POLICIES	PAGE 5
TARDINESS	PAGE 5
LEAVE OF ABSENCE (LOA) POLICY	PAGE 5
MAKE-UP WORK	PAGE 5
STUDENT CONDUCT POLICY	PAGE 5
PRIVACY POLICY / STUDENT RIGHTS	PAGE 5
STUDENT GRIEVANCE POLICY / PROCEDURE	PAGE 5
GOVERNING AUTHORITIES	PAGE 6

SCHOOL INFORMATION

7311 W 130th St #160
Overland Park, KS 66213
Phone: 800-866-2468
Fax: 913-451-3766
www.adbanker.com
adbankeronline@adbanker.com

OFFICE HOURS

Monday – Friday – 7:00am-7:00pm Central Time
Saturday – 8:00am-12:00pm Central Time

HOLIDAYS AND OTHER DATES OF IMPORTANCE

Our office will be closed in observance of the following holidays:

- New Year's Day (January 1)
- Memorial Day (last Monday of May)
- Independence Day (July 4)
- Labor Day (first Monday of September)
- Thanksgiving (Last Thursday and Friday of November)
- Christmas Day (December 25)

OWNERS AND OFFICIALS

A.D. Banker & Company is a limited liability corporation owned and operated by Karen Anderson, Dennis Anderson and Debra McCoy.

INSTRUCTORS

- Larry Campbell – Bachelor of Science in Education (Northwest Missouri State University)
- Marty Robbins - Bachelor of Science in Finance and Economics (Rockhurst University), Masters in Business Administration (UMKC)
- Ken Scheneman – Bachelor of Science in Education and Masters in Education (University of Nebraska)

MISSION STATEMENT

A.D. Banker & Company, L.L.C. offers the highest quality exam preparation coursework available in the marketplace. We define quality as intuitive for the learner, accurate and current content and manager supervisory tools that allow employers to monitor and measure their employee study progress.

EDUCATIONAL OBJECTIVE

Master the information necessary to pass the corresponding licensing exam. Passing the licensing exam qualifies candidates for entry level sales and service positions within the insurance community.

CREDIT HOURS / COURSE DESCRIPTIONS

The goal of each program is to master the topics which are itemized in the examination provider exam content outline; then to successfully pass their corresponding licensing exam based upon those exam content outlines.

- Life (20 hrs*)** – life basics, life policy provisions, types of policies and riders, life policy options, markets, annuities, taxation/qualified plans, general insurance, state insurance law.
- Health (20 hrs*)** – health basics, types of providers, provisions, medical expense coverage, senior needs, miscellaneous health and disability issues, general insurance, state insurance law.
- Property (20 hrs*)** – property basics, dwelling policy, homeowners section I, commercial property insurance, commercial inland marine insurance, boiler and machinery insurance, farm property insurance, businessowners property coverage, miscellaneous property policies and coverage, general insurance, state insurance law.
- Casualty (20 hrs*)** – liability basics, homeowners section II, personal auto policy, commercial auto coverage part I, commercial general liability coverage part, commercial crime coverage part, businessowners liability coverage, workers' compensation insurance, miscellaneous liability policy, general insurance, state insurance law.

- e. **Personal Lines (20 hrs*)** – property basics, dwelling policy, homeowners section I, miscellaneous property policies and coverage, liability basics, homeowners section II, personal auto policy, miscellaneous liability policy, general insurance, state insurance law.
- f. **Series 6 (32 hrs*)** – A securities license entitling the holder to register as a limited representative and sell mutual funds, variable annuities and insurance premiums. Holders of the Series 6 license are not permitted to sell corporate or municipal securities, direct participation programs and options.
- g. **Series 63 (20 hrs*)** – A securities license entitling the holder to solicit orders for any type of security in a particular state. Securities agents must acquire the Series 63 license, in addition to a Series 7 or Series 6 license, in order to sell securities. To obtain a Series 63 license, the applicant must pass an exam to demonstrate knowledge of state securities acts and related rules and regulations, as well as knowledge of ethical practices and fiduciary obligations.

*Kansas does not require education hours to take the state exams for insurance or securities exams. The hours listed for each line of study is a recommend amount of to study to be prepared for the state exams.

ADMISSIONS / ENROLLMENT PROCESS

There is no admissions process. To enroll, applicants must:

- Enroll for courses at www.adbanker.com or by calling 1-800-866-2468
- Enrollment can also be made in person at our office during office hours

TUITION AND FEE POLICY

Tuition and fees may be paid by credit card (Visa, MasterCard, Discover or American Express), check or money order. All fees must be paid in full in order to receive access to online course or for items to be shipped. Course fees below are the base prices. For other package pricing, see the website (www.adbanker.com).

Schedule of Fees	<u>Classroom</u>	<u>Web Class</u>	<u>Online</u>	<u>Self-Study</u>
Life & Health	\$ 224.95	\$ 149.95	\$ 129.95	\$ 79.95
Life	\$ 194.95	\$ 149.95	\$ 129.95	\$ 79.95
Health	\$ 194.95	\$ 149.95	\$ 129.95	\$ 79.95
Property & Casualty	\$ 260.00	\$ 149.95	\$ 129.95	\$ 79.95
Property	\$ 190.00	\$ 149.95	\$ 129.95	\$ 79.95
Casualty	\$ 190.00	\$ 149.95	\$ 129.95	\$ 79.95
Personal Lines	\$ 190.00	\$ 149.95	\$ 129.95	\$ 79.95
Series 6		\$ 194.95	\$ 129.95	\$ 79.95
Series 63		\$ 100.95	\$ 70.95	\$ 49.95

Cancellation / Refund Policy

- Refunds for online products must be requested within 72 hours of purchase. Online access will be terminated upon refund request. No more than one chapter can be accessed to be eligible for a refund.
- Refunds for classes and webinars must be requested within 72 hours of purchase for full refund, less shipping. Refunds requested after 72 hours are subject to a \$25 cancellation fee. Classes and webinars may be rescheduled at no charge.
- Shipping/handling fees are non-refundable.
- Refund requests can be requested by email (adbankeronline@adbanker.com) or by contacting Customer Care at 800-866-2468.
- Materials must be returned in new condition (unmarked and suitable for resale) within 15 days to:
 - A.D. Banker & Company
 - Attn: Returns
 - 7311 W 130th St #160
 - Overland Park, KS 66213

Allow for 2-3 weeks for processing.

SATISFACTORY PROGRESS STANDARDS FOR ACADEMICS & ATTENDANCE

Classroom attendance policy – candidates who purchase a classroom package can attend the registered class for up to a year. Candidates that are unable to attend their scheduled class can reschedule to another class. Our classroom is located next to our office at 7311 W 130th St #160, Overland Park, KS 66213. The classroom will hold up to 50 students. We set our schedules out 6 months in advance. While we do not intend to postpone or reschedule classes, in the event that we have to (instructor emergency or inclement weather, etc.), you will be notified immediately.

Online attendance policy – our online courses do not have an attendance policy. Candidates have 60 days to complete their online course. If not completed within 60 days, candidates may renew their course for additional 30 days by paying the renewal fee. If the course is not completed after the 30-day extension, candidates may purchase another 60 days at the original price. Renewals or extension have no impact on cumulative work performed. All completed work and exams (chapter, comprehensive and certification exams) to date are retained and carried forward.

CERTIFICATE

Kansas does not require a *Certificate of Completion* to be issued to student completing courses.

STUDENT SERVICES

We do not offer placement assistance. Most students are referred to us by their employer or prospective employer. Our mission is to provide the desired and needed training and return the student to the employer who referred them to us. We do not guarantee employment after the completion of our courses.

CREDIT TRANSFER / CREDIT FOR PREVIOUS TRAINING

There is no transferring of credits. There is no credit for previous training.

SCHOOL POLICIES

TARDINESS: We have no policy for tardiness.

LEAVE OF ABSENCE (LOA) POLICY: We have no policy for absences.

MAKE-UP WORK: We have no policy for make-up work.

STUDENT CONDUCT POLICY: The student who is enrolled in the course must not allow anyone else to complete any portion of the course requirements.

PRIVACY POLICY / STUDENT RIGHTS

Student personal records/information is stored in a secured database, accessible only to A.D. Banker & Company employees and is not revealed to any person at any time. Student performance information is available only to the student and their sponsoring employer upon written request from the employee or employer. For more details, refer to privacy policy on our website at: <http://adbanker.com/privacyPolicy.aspx>. Students may access their personal, performance and progress information at any time by logging onto their online account and reviewing their current status. Each student maintains a confidential user name and password for access.

STUDENT GRIEVANCE POLICY / PROCEDURE: Students aggrieved by action of the school or personnel of the school should attempt to resolve these problems with appropriate school officials. Grievances should be in writing and directed to: A.D. Banker & Company, Attn: Compliance Manager, 7311 W 130th St #160, Overland Park, KS 66213. Student will receive a written response and offer of resolution within 7 days. The student's employer may be consulted in determining the resolution. The student may file an appeal with the Compliance Manager. The case will then be considered by appropriate members of the administrative staff. Should this procedure fail, (and if the allegation asserts that the school has violated a Kansas law), students may contact the Kansas Board of Regents, 1000 SW Jackson #520, Topeka, KS 66612-1368 or phone 785-430-4240.

GOVERNING AUTHORITIES

Kansas Board of Regents
1000 SW Jackson #520
Topeka, KS 66612-1368
785-430-4240
www.kansasregents.org

Kansas Insurance Department
420 SW 9th Street
Topeka, KS 66612-1678
785-296-3071
www.ksinsurance.org