INCAP Student journey starting in 8th grade

INSURANCE

Insurance Associate

2-YEAR APPRENTICESHIP

Insurance Associates help individuals, families, and businesses manage risk and protect assets while gaining experience in customer service, policy administration, underwriting support, claims processes, compliance, and insurance operations.

CAREER EXPLORATION AND APPLICATION PROCESS

(GRADES 8-10)

During 8th and 9th grade, students explore career options by working with a career advisor, visiting employer sites, and attending career fairs.

In the **9th grade**, students interested in the INCAP Insurance Associate apprenticeship should tell their school counselor so they can update their four-year plan to meet the requirements.

In the **10th grade**, students **apply and interview** with an employer to be hired as an apprentice. Insurance Associate apprentices are typically paid $10-15/hour for their time spent working and receiving on-the-job training.



FIRST YEAR OF APPRENTICESHIP

(GRADE 11 AND SUMMER AFTER)

Students begin their Insurance Associate apprenticeship in **11th grade**, spending **three days a week** receiving on-the-job training in an insurance agency or related business. Students gain experience in customer service, policy administration, client record management, risk assessment, underwriting and claims operations, insurance products, compliance requirements, and digital insurance systems.

During the other two days each week, students take classes at their high school. Because the apprenticeship is during school hours, typically six hours sometime between 8 am and 3 pm, students can participate in extracurriculars.

During the **summer after 11th grade**, students are highly encouraged to work with their employer **three or more days a week**.

SECOND YEAR OF APPRENTICESHIP

(GRADE 12)

In the second and final year, students work **four days a week**, gaining experience while getting paid. Students also develop an apprenticeship portfolio, potentially qualifying them for Credit for Prior Learning at Indiana colleges.

They spend one day a week taking classes at school and can continue to participate in extracurricular activities.

When they graduate, students will have met the key requirements for the **Employment Honors Plus diploma seal** and receive an **INCAP credential**, both of which will be recognized as indicators of industry experience. The INCAP credential may count toward college credit in a related degree program.



STUDENTS HAVE OPTIONS FOR WHAT'S NEXT

Students completing an INCAP Insurance Associate apprenticeship have the education and training to succeed no matter their next step.

WORKFORCE

After graduation, students are well-positioned to be hired by their employer. Also, because their INCAP credential will be recognized by insurance-related organizations across the state, they're immediately qualified for various insurance roles that are a step above entry-level.

INCAP CAREER PROGRAM

Students can complete additional work-based learning in insurance as part of the INCAP Career Program and earn a degree equivalent to an academic bachelor's degree.

COLLEGE

Students can transition to the college pathway and likely finish an insurance-related degree faster because of the credit they may receive for their INCAP credential.

Learn by doing — and set yourself up for success.

IndianaCAP.org

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