

# Opening Education Training Center

## **Article 1. Center Conditions**

1. Achieve Sales Mastership at least three times in the previous year prior to the center application.
2. Percentage of Agent class attainment must be below 30% for the past three months prior to the center application.
3. Attendance to the One Day Seminar at least 4 times OR Success Academy at least 2 times in the previous year prior to the center application.
4. Has not received disciplinary actions in the previous year.
5. Minimum office space occupancy: 15  
Minimum office size: 500 sq. ft.
6. Location cannot affect operations of existing centers.
  - Cannot be within a 20 miles radius from existing centers.
  - Subject to other conditions deemed appropriate by Atomy America
7. Personal residence is restricted.
8. May not operate another business within the center.
9. Must follow interior and exterior guidelines provided by Atomy America Inc.

## **Article 2. Procedures**

1. **1<sup>st</sup> Evaluation:** Center Manager's Qualifications and proposed location
  - 1) Application submission periods: 1<sup>st</sup> and 15<sup>th</sup> of each month ([usa@atomy.kr](mailto:usa@atomy.kr))
    - Center Application
    - Cover Letter
    - Signed "Regulations for Atomy America Education Training Center"
    - Email Subject Line: (e.g.) *Center Application ID: 1234567 Edward Kim*
  - 2) Decision Notification: Within 7 days from the 15<sup>th</sup> of each month via email or text message.  
Included in Notification:
    - Center operation information packet
    - Interior and exterior guidelines
    - Permission to proceed to the lease agreement
    - Date and time for the Center Manager's Training
  - 3) Only applicants who have received notice of eligibility of the 1<sup>st</sup> evaluation should proceed to the lease agreement.
2. **2<sup>nd</sup> Evaluation:** Lease Agreement, Interior and exterior of Center
  - 1) Second application submission period: 20<sup>th</sup> of the first month through the 20<sup>th</sup> of the second month ([usa@atomy.kr](mailto:usa@atomy.kr))
    - Email Subject Line: (e.g.) *2<sup>nd</sup> Center Evaluation ID: 1234567 Edward Kim*

- 2) Decision Notification: End of the 2<sup>nd</sup> month
  - 3) Must follow company guidelines in regards to making signs, posters, banners, etc.
3. **Center Launch:** Center code activation on the 1<sup>st</sup> day of the third month