

# LOUISIANA

## *Department of Insurance*

---

### *Licensing Information Bulletin*

Effective March 1, 2007

*Register online at  
[www.prometric.com/louisiana](http://www.prometric.com/louisiana)*

*Published by*



***Providing License Examinations for the State of Louisiana***

800.871.6457 • Fax: 800.347.9242 • TDD: 800.790.3926 • [www.prometric.com/louisiana](http://www.prometric.com/louisiana)  
Copyright © 2007 Thomson Prometric, a part of the Thomson Corporation. All Rights Reserved.

# Contents

<b>Introduction</b>	<b>1</b>	Appeals process.....	17
A message from the Commissioner of Insurance James J. Donelon .....	1	<b>Obtaining your license</b>	<b>17</b>
At a glance .....	1	License duration and renewal .....	18
<b>Understanding license requirements</b>	<b>2</b>	License reinstatement.....	18
Types of licenses .....	2	Continuing education.....	19
Licenses requiring exams .....	3	Additional licensing information.....	19
Licenses not requiring an exam.....	4	<b>Exam content outlines</b>	<b>20</b>
Prelicensing education requirements .....	5	Section 1.0: Insurance Regulation and Section 2.0: General Insurance .....	21
Licensing requirements based on residency ....	6	Series 14-01 Exam for Life Insurance .....	21
Resident licensing requirements for Producers and Adjusters.....	6	Series 14-02 Exam for Health and Accident Insurance .....	23
Nonresident individual license requirements for Producers .....	6	Series 14-03 Exam for Life, Health and Accident Insurance .....	26
Nonresident Adjuster licensing requirements6	6	Series 14-04 Exam for Property Insurance ...	26
Corporations and partnerships (firms) as agencies.....	7	Series 14-05 Exam for Casualty Insurance ...	28
Nonresident licensees relocating to Louisiana .....	7	Series 14-06 Exam for Property and Casualty Insurance .....	30
Violent Crime Control and Law Enforcement Act of 1994 .....	7	Series 14-07 Exam for Bail Bond.....	30
License application process .....	8	Series 14-08 Exam for Fidelity and Surety ....	30
<b>Scheduling your exam</b>	<b>8</b>	Series 14-09 Exam for Industrial Fire.....	31
Registering and scheduling exams .....	8	Series 14-10 Exam for Surplus Lines Insurance .....	32
Scheduling .....	9	Series 14-11 Exam for Title Insurance .....	33
Registration fee, expiration, and refund policy .....	9	Series 14-13 Exam for Vehicle Physical Damage .....	34
Retaking an exam .....	10	Series 14-16 Exam for Personal Lines Insurance .....	34
Rescheduling your appointment.....	10	Series 14-17 Exam for Automobile Adjuster..	35
If absent or late for your appointment.....	10	Series 14-18 Exam for Comprehensive Adjuster .....	37
Emergency closings .....	10	Series 14-20 Exam for Public Adjuster .....	40
Special test considerations .....	11	Series 14-21 Exam for Personal Lines Adjuster .....	42
<b>Testing Centers</b>	<b>11</b>	Series 14-22 Exam for Commercial Lines Adjuster .....	44
Louisiana .....	11	<b>License application and forms</b>	<b>47</b>
<b>Preparing for your exam</b>	<b>12</b>	Louisiana Department of Insurance Licensing Checklist .....	47
Study materials .....	12	Louisiana Department of Insurance Application Form.....	49
Content outlines overview .....	13	Exam Registration Form.....	53
<b>Taking your exam</b>	<b>13</b>		
The testing process .....	13		
Testing regulations .....	14		
Question types .....	15		
Your exam results.....	16		

# Introduction

---

## ***A message from the Commissioner of Insurance James J. Donelon***

Welcome to the insurance licensing process at the Louisiana Department of Insurance. We hope you find the application form easy to understand and to complete. Adjusters of all types are now required to be licensed in Louisiana for the first time. They, along with all producers, should visit our Web site on a regular basis for updates of licensing information pertaining to them. We will begin licensing adjusters on or before June 30, 2007.

The most important thing to remember when completing your licensing application is that you use the form found in this 2007 Bulletin. One from an earlier printing will be rejected. Also, it is extremely important that you pay attention to every detail when completing the licensing application form.

Before you start filling out the form, read all the instruction carefully, then follow them closely. Include your business e-mail address with your application, along with the other requested addresses. Also, it is crucial that you notify us immediately of any change of address, including e-mail addresses, as you continue through the licensing process and beyond.

Once you are licensed, you can conduct most of your business with the Department online. An example is address changes, which must always be made in a timely manner.

I appreciate your decision to join us at the Department of Insurance in our continuing efforts to meet the insurance needs of all the people of our state.

---

## ***At a glance***

This bulletin provides you with information about the examination and application process for becoming licensed as an insurance producer and adjuster by the Louisiana Department of Insurance (referred to as "the Department" in this bulletin).

During the 2006 Regular Legislative Session, Acts 783 (The Louisiana Claims Adjuster Act, which became effective January 1, 2007) and 806 (The Louisiana Public Adjuster Act, which became effective August 15, 2006) were passed requiring the licensing of all types of adjusters conducting business in Louisiana on or before June 30, 2007.

We suggest you keep this bulletin for future reference. Follow these main steps if you are interested in obtaining an insurance license.



### ***To obtain your insurance license***

- 1** Review this bulletin thoroughly to determine any exams needed and other license requirements.
- 2** If the license you wish to obtain requires you to take an exam, mail your license application, registration form and fees to Prometric. If the license you wish to obtain does **not** require you to take an exam, submit your license application directly to the Department at the address shown on Page 2.
- 3** Contact Prometric to schedule an exam appointment. (See Page 8.)
- 4** Prepare for your exam, using this bulletin and other materials.

The content outlines in this guide are the basis for the exams. (See Page 20.)

- 5** Take the scheduled exam, bringing required identification to the test center. You will receive your results immediately after the exam. If you pass your exam, your license will be mailed to you. If you do not pass, repeat steps 2 through 5 until you do.



***To get answers not provided in this bulletin***

Direct all questions and requests for information about exams to:

**Prometric**

Phone: 800.871.6457

Fax: 800.347.9242

TDD User: 800.790.3926

Visit our Web site at [www.prometric.com/louisiana](http://www.prometric.com/louisiana)

Direct questions about licensure to:

**Louisiana Department of Insurance**

P.O. Box 94214

Baton Rouge, LA 70804-9214

Phone: 225.342.0860

Visit the Department's Web site at [www.lidi.state.la.us](http://www.lidi.state.la.us)

## ***Understanding license requirements***

---

To be licensed in Louisiana, you must meet two basic requirements: you must be trustworthy; and you must be competent. On the application, you will be asked a number of background questions and your answers to these questions will help determine your trustworthiness.

For the major lines of insurance, a competency examination is required and passage demonstrates your mastery of entry-level knowledge of insurance laws and regulations and the products and services available to insurance consumers.

---

### ***Types of licenses***

The Department grants the licenses listed below. Each license granted by the Department is valid only for the line of authority named on the license.

**Producer license.** Issued to a resident and nonresident individual, partnership or corporation authorized to transact business, as well as to sell, solicit or negotiate contracts of insurance on behalf of an insurer authorized to do business in Louisiana.

**Surplus lines broker license.** Issued to a resident and nonresident individual, partnership or corporation who solicits, sells or negotiates with an insurance company that is not licensed, but is approved to do business in Louisiana.

Resident applicants must have held a property and casualty license for at least two years or have two years of professional experience as an employee with a property and casualty insurer. An application in the name of a firm requires that all officers or partners placing business be licensed as surplus lines brokers and hold countersigning authority from a surplus lines insurer. Resident applicants must submit the application directly to Prometric, together with the appropriate fees and exam registration form on Page 53. Nonresident applicants must submit the application to the Department with the proper fees. Nonresidents do not need to

submit a Letter of Certification or printout from the NAIC National Producer Database (PDB) as long as their current information is available on the PDB.

**Claims Adjuster license.** Issued to a resident and nonresident individual, partnership or corporation who investigates or adjusts losses on behalf of an insurer as an independent contractor or as an employee of an adjustment bureau, an association, a property and casualty producer, an independent contractor, an insurer or a managing general agent.

**Public Adjuster license.** Issued to a resident and nonresident individual, partnership or corporation who assist insureds in first-party claims in a manner which avoids the unauthorized practice of law as defined in R.S.37:212 and 213. The definition of "public adjusting" is to investigate, appraise or evaluate and report to an insured in relation to a first-party claim for which coverage is provided by an insurance contract that insures the property of the insured. Public adjusting does not include acting in any manner in relation to claims for damages to or arising out of the operation of a motor vehicle.

**Catastrophe or Emergency Claims Adjuster registration.** In the event of a catastrophe or an emergency, no claims adjuster's license shall be required for an individual who is employed or retained by an insurer and brought into this state for the purpose of investigating or making adjustment of losses resulting from the catastrophe or emergency. Notwithstanding, the Commissioner of Insurance shall establish procedures to register all such individuals.

## Licenses requiring exams

When applying for a license that requires an exam, you must submit to Prometric:

- Form 1136A on Page 49;
- The exam registration form on Page 53; and
- The appropriate forms and fees.

License Line	License Type	License Fee	Exam Series	Other Requirements
Life	Producer	\$75	14-01 or 14-03*	
Health and Accident	Producer	\$75	14-02 or 14-03*	
Life, Health and Accident	Producer	\$75	14-03*	
Property (Fire)	Producer	\$75	14-04 or 14-06*	
Casualty	Producer	\$75	14-05 or 14-06*	
Property and Casualty	Producer	\$75	14-06*	
Bail Bond	Producer	\$75	14-07	
Fidelity and Surety	Producer	\$75	14-08	
Industrial Fire	Producer	\$75	14-09	
Personal Lines	Producer	\$75	14-16	

## UNDERSTANDING LICENSE REQUIREMENTS

Surplus Lines	Broker	\$250	14-10	Be currently licensed with two years' experience as a P & C producer.
Title	Producer	\$75	14-11	
Vehicle Physical Damage	Producer	\$75	14-13	
Public Adjuster	Public Adjuster	\$55	14-20	A Surety Bond or irrevocable letter of credit in the amount of \$50,000 issued by a qualified financial institution authorized to do business in Louisiana.
Automobile	Claims Adjuster	\$55	14-17	
Comprehensive	Claims Adjuster	\$55	14-18	
Personal Lines	Claims Adjuster	\$55	14-21	
Commercial Lines	Claims Adjuster	\$55	14-22	

**\*Combination exams.** If you wish to apply for the Life, Health and Accident Producer license, take exam **14-03**. If you wish to apply for the Property and Casualty Producer license, take exam **14-06**.



**Note** Combination exams result in one final score. You must pass the complete exam to qualify for the combination license. You **cannot** be licensed for either single line unless you pass the whole exam.

### Licenses not requiring an exam

When applying for a license that **does not** require an exam, you must submit to the Department:

- Form 1136A on Page 49; and
- The appropriate fees.

License Line	License Type	License Fee	Other Requirements
Managing General Agent	Agent	\$600	Must be licensed P & C producer. Contact Department for forms, including registration certification
Third-Party Administrator		\$500	Contact Department for forms and instructions
Professional Employer Organization		\$500	Contact Department for forms and instructions
Specialty Limited Lines Credit		Contact Department	Contact Department for forms and instructions
Variable Annuity Contracts	Producer	\$75	NASD U-4 status report, Life license and appointment
Industrial Life, Health & Accident	Producer	\$75	

## PRELICENSING EDUCATION REQUIREMENTS

Credit Life	Producer	\$75	
Credit Health & Accident	Producer	\$75	
Travel Health & Accident	Producer	\$75	
Baggage	Producer	\$75	
Credit Property and Casualty	Producer	\$75	
Rental Car		Contact Department	Contact Department

### **Prelicensing education requirements**

Prelicensing education requirements help ensure a minimum level of knowledge about the products and services that are offered to the public. In addition, license candidates must understand and comply with the laws and rules that govern insurance.

There are **no** prelicensing requirements for either type of adjuster license.

You must meet the following requirements before applying for a producer license:

License Line	Course Hours
Life	16
Health and Accident	16
Life, Health and Accident	32
Property	32
Casualty	32
Property and Casualty	32
Personal Lines (included in Property and Casualty)	32
Bail Bond	8
Title	None

**Prelicensing education providers.** You may obtain a current list of authorized prelicensing schools from the Department's Web site at [www.lidi.state.la.us](http://www.lidi.state.la.us).

**Prelicensing Education Certificate.** A prelicensing education certificate is issued at the end of your course. The certificates must be printed on either state or school letterhead. **The certificate is valid for one year.** You must pass your license exam within one year of the date of the certificate.



**Important** You must bring your original prelicensing education certificate, including the seal and the prelicense school number, **to the testing center when you take the exam.** Altered certificates will not be accepted. If your certificate has been altered, contact your prelicensing provider to get a corrected certificate prior to your examination.

#### **Waiver of prelicensing education and exam requirements for producers.**

Prelicensing education and property and casualty exams are not required of any applicant who has earned the Chartered Property Casualty Underwriter (CPCU) designation of the American Institute for Property and Liability Underwriters, Incorporated, and who is in good standing with a local chapter of the Society of Chartered Property and Casualty Underwriters.

Prelicensing education and life, health and accident exams are not required of any applicant who has earned the Chartered Life Underwriters (CLU) designation of the American College of Life Underwriters and who is a member in good standing with a local chapter of the American Society of Chartered Life Underwriters. Certification of a designation award must be included with Application Form 1136A.

**Waiver of exam requirements for Claims Adjusters.** Pursuant to R.S.22:1210.79C as of January 1, 2007, an individual who has been actively engaged in the business of adjusting insurance claims for at least three consecutive years in this state or has five total years of adjusting experience may apply to the Commissioner for a license without passing the examination. Such individuals shall submit to the Commissioner of Insurance satisfactory proof of claims adjusting experience. In order to receive an exemption, the individual must have the required experience in each line of authority applying for. If you wish to apply for this exemption, please check the Department's Web site under Adjuster Licensng at [www.lidi.state.la.us](http://www.lidi.state.la.us) for detailed information.

---

### **Licensing requirements based on residency**

This section describes licensing requirements based on residency.

#### **Resident licensing requirements for Producers and Adjusters**

To hold a license, a Louisiana resident must:

- Be at least 18 years of age;
- Reside in or maintain a principal place of business in Louisiana;
- Complete a prelicensing education program (when required) and pass an exam (when required);
- Submit the appropriate forms and fees; and
- Have the written consent of the commissioner of insurance pursuant to 18 U.S.C. 1033 (when required).

**Additional Adjuster requirement:** If you are a Louisiana resident and have taken an adjuster examination in another state and are currently licensed and in good standing with that state, you do not have to take the Louisiana examination to become licensed as a Louisiana resident adjuster. You will need to submit proof of examination in the current state of license. *Depending upon the state where you took the exam, the information may be found on the letter of certification.*

#### **Nonresident individual license requirements for Producers**

A nonresident **must** comply with the following requirements for a nonresident producer license for Life, Health and Accident, or Property and Casualty:

- Be at least 18 years of age;
- Be licensed in resident state and be in compliance with continuing education requirements in the resident state, or another state in which a nonresident license is held; and
- Submit the appropriate forms and fees to the Department at the address on Page 2.

#### **Nonresident Adjuster licensing requirements**

If applying for a nonresident adjuster license, the applicant must currently be licensed as a resident adjuster, have passed a claims adjuster examination and be in



good standing in the home state. If the home state does not require examinations, then the individual shall need to pass the Louisiana examination. However, if neither state in which the adjuster maintains the principal place of residence nor the state in which the adjuster maintains the principal place of business has a substantially similar law governing the licensing of adjuster, the adjuster may declare another state in which he is licensed and act as an adjuster to be his "home state." Documentation from another state's Department of Insurance that the applicant passed the adjuster examination in a reciprocal state must be attached to the application.



**Note** You may also apply online through the National Insurance Producer Registry (NIRP) at [www.licenseregistry.com](http://www.licenseregistry.com).

### **Corporations and partnerships (firms) as agencies**

Corporations and partnerships must be licensed in order to transact insurance business and/or to receive commissions. All firm applicants must submit Form 1136B (available for download at the Department's Web site or by contacting the Department directly) and submit the appropriate fees directly to the Department. At the time of application, at least one of the firm's officers, partners or employees or, in the case of an adjusting firm, a licensed adjuster, must hold a license for the same line of authority as applied for by the applicant.

### **Nonresident licensees relocating to Louisiana**

If you move to Louisiana and wish to apply for a resident license, you must submit to the Department Form 1136A and fees along with a Letter of Clearance from your previous home state.

If you are applying for an insurance producer license or adjuster license in Louisiana and previously were licensed for the same lines of authority in another state, you are not required to complete any precensing education or examination. This exemption is available only if you:

- Are currently licensed in the previous state;
- Submit an application to the Department within 90 days of the cancellation of your previous license; and
- Are in good standing in your previous home state or were licensed in good standing for the line of authority requested in the state's producer database records maintained by the National Association of Insurance Commissioners (NAIC) its affiliates or subsidiaries.

### **Violent Crime Control and Law Enforcement Act of 1994**

The Federal Violent Crime Control and Law Enforcement Act of 1994 (18 USC 1033(e)) provides that persons convicted of a felony involving dishonesty or breach of trust may engage in the business of insurance or participate in such business only with the written consent of the Commissioner of Insurance.

If you are applying for a license in Louisiana and you have been convicted of any criminal felony, you must contact the Department to obtain an application for written consent prior to submitting an application.

If you are currently licensed in Louisiana and have been convicted of any criminal felony, you must contact the Department to obtain an application for written consent

in order to continue to engage in the business of insurance. Possession of any insurance license does not mean you are exempt from this Federal law.

If applying as a nonresident of Louisiana, you must obtain a 1033 waiver from your resident state. If a 1033 waiver is not required in your resident state, you must submit a statement from your resident insurance department.

### **License application process**

Begin by completing Application Form 1136A on Page 49. Use only a current Form 1136A. Indicate one of the following choices on your application:

**New resident license.** Check if you are a first-time resident applicant, if more than five years have elapsed since you last held a resident producer license, or if more than one year has elapsed since you last held a resident public or claims adjuster license.

**Nonresident license.** Check if you are a first-time nonresident applicant who holds a nonresident license in another state or province of Canada, if more than five years have elapsed since you last held a nonresident producer license in Louisiana, or if more than one year has elapsed since you last held a nonresident public or claims adjuster license in Louisiana.

**Amended license.** Check if you are adding an additional line(s) of authority to a license. Example: If you are a life producer and wish to add property and casualty, check here.

The licensing checklist on Page 47 will give you additional information on completing your license application.



**Important** If you are applying for a license that **does not** require an examination, you **must** submit your license application to the Department. If you are applying for a license that **does** require an examination, you **must** submit your license application to Prometric following the procedures outlined in the next section.

## **Scheduling your exam**

The Department has contracted with Prometric to conduct its examination program. This includes processing your license application and obtaining your license photo. Prometric provides computerized testing through the multistate Prometric Testing Network. A list of testing centers in Louisiana can be found on Page 11.

**Remember**, once you've submitted your license application and it has been processed, you have **one year** to pass your exam as long as your prelicensing certificate is still valid.

### **Registering and scheduling exams**

Before you can test, you must complete the following three steps with Prometric:

- 1** Complete and submit the license application on Page 49 or the most current NAIC uniform application.  
You must include a copy of your driver's license with your application to verify the correct spelling of your name.
- 2** Register for the exam you need to take.

If you require ADA accommodation or ESL additional time, see "Special test considerations" on Page 11 before registering.

- 3 Schedule an appointment to take your exam.



**Note** All licenses expire on a predetermined schedule (see Page 18), regardless of the date of issuance. If you are taking an exam late in the license period, consider having your license issued effective May 1.

## Scheduling

After you mail your application and registration materials, please allow four to eight days for Prometric to receive it. Prometric will process your application within 48 hours from the time it is received.

Once Prometric has received and processed your application and exam registration, you will need to schedule an appointment to take your exam. You are encouraged to schedule your exam using the Prometric Internet scheduling system. Scheduling is also available by phone.



### To schedule an exam online

- 1 Access [www.prometric.com/louisiana](http://www.prometric.com/louisiana).
- 2 Under Insurance, click **Insurance License Exams**.
- 3 Click on **Schedule** your exam appointment and follow the prompts.



### To schedule an exam by phone

- 1 Call 800.871.6457 between 7 a.m. and 8 p.m. (Central time), Monday through Friday.
- 2 At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

**Holidays.** Testing generally does not occur on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional state holidays may be observed in the state where you schedule your exam appointment.

## Registration fee, expiration, and refund policy

The basic registration fee for each exam is listed on the registration form on Page 53. Fees for all exams may be included in one payment. MasterCard, Visa, money order, company check, and cashier's check are accepted forms of payment.

**Personal checks and cash are not accepted.** Exam registration **fees are not refundable or transferable.**



**Note** An exam registration remains valid for 90 calendar days after it has been processed. It will expire without further notice at that time. We recommend that you do not register for your exam until you are prepared to take your exam.

## Retaking an exam

If you allowed your exam registration to expire or did not pass your exam, you must re-register using one of the methods above. Another exam registration fee is required. Remember also that your one-year license application period and prelicensing certificate must still be valid.



**Note** There is no limit to the number of times you may take an exam within the one-year period allotted for each application as long as application and prelicensing certification are still current.

## Rescheduling your appointment

To avoid a rescheduling fee, you must contact Prometric at least **three full business days** before the day of your scheduled appointment. Refer to the following table to determine the **last day** you may reschedule without paying a \$40 rescheduling fee.

**Last day to reschedule with no fee**

If your exam is on:	Call by 8 p.m. (Central time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

If you do not allow at least three full business days to reschedule your appointment, you must pay a \$40 rescheduling fee before choosing another appointment. To pay this fee by Visa or MasterCard and reschedule your appointment, call Prometric at 800.871.6457. You may also pay the rescheduling fee by mailing a cashier's check, company check, money order or Visa or MasterCard information to Prometric.

## If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you must pay a \$40 rescheduling fee before choosing another appointment. This fee will allow you to use your original exam registration.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

## Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you must pay a \$40 rescheduling fee. You must then reschedule your exam.

## Special test considerations

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act an opportunity to demonstrate their skills and knowledge.

Candidates should submit professional documentation of the disability with their form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

**ESL Accommodation.** If English is not your primary language, you may qualify for additional time for your test by requesting an ESL Authorization from Prometric. Please include:

- A personal letter requesting the authorization; and
- A letter from your English instructor or sponsoring company (on company letterhead), certifying that English is not your primary language.

If documentation is approved, Prometric may extend the time limit on your examination to time-and-one-half. You will be notified by mail of this approval and should not schedule your exam until you have received the approval letter.

## Testing Centers

### Louisiana

Test center locations are subject to change. Test center locations in surrounding states are available online at [www.prometric.com](http://www.prometric.com) or by calling 800.853.5448.

Test Sites	Directions
<b>Alexandria</b> 1305 Metro Drive Suite 1 Alexandria, LA 71301 318.427.7540	From I-49S: Take exit #86 and continue south on MacArthur Drive to the Jackson Street Exit. Turn right onto Jackson Street. From I-49N: Take exit #80 and merge left onto MacArthur Drive. Stay on MacArthur Drive, and at the traffic circle, take the second exit onto MacArthur Drive North. Take the Jackson Street Exit and turn left. Traveling north on Highway 165: Take the third exit at the traffic circle, merging onto MacArthur Drive North to the Jackson Street Exit. From Highway 28 (Leesville): Merge right onto MacArthur Drive and continue until the Jackson Street Exit. From MacArthur Drive (Highways 71/167): Take the exit for State Highway 1208-3 (Jackson Street). From the south, turn right on Jackson Street. From the north, turn left on Jackson Street. Turn left at Metro Drive. The testing center is located in the second block, first office on the left.
<b>Baton Rouge</b> 4354 S. Sherwood Forest Boulevard Suite D-220 Baton Rouge, LA 70816 225.293.8489	From the west: Take Interstate 10 to the 10/12 split. Take I-12 to Exit 4 (Sherwood Forest Boulevard). Take a right and go through three lights. In the next block, turn right into the Sherwood Oaks Office Park parking lot. From the south: Take Interstate 10, exit on Siegen Lane and veer to the right. Continue until you cross Airline Highway, which becomes Sherwood Forest Boulevard. Continue to Sherwood Oaks Office Park and turn left into the parking lot.

	<p>From the east: Take Interstate 10 to Exit 4 (Sherwood Forest Boulevard). Take a left and go under the Interstate and through four lights. Turn right into the Sherwood Oaks Office Park.</p> <p>Parking is available in the back of the building. The test center is located on the second floor (Suite 220) in the two-story building on the south side of the complex.</p>
<p><b>Bossier City</b> 4350 Viking Drive Suite 3 Bossier City, LA 71111 318.742.7349</p>	<p>From the north: Intersect I-220 and proceed to exit #13 (Swan Lake Road). Turn right onto Swan Lake Road.</p> <p>From the south: Take I-49 to I-20. Go east (towards Monroe) and take exit #26 (Louisiana Downs) to I-220 west. Take exit #13 (Swan Lake Road) and turn left.</p> <p>From the east: Take I-20 west to exit #26 (Louisiana Downs) to I-220 west to exit #13 (Swan Lake Road) and turn left.</p> <p>From the west: Take I-20 east to exit #11 (I-220 east). Take I-220 west to exit #13 (Swan Lake Road) and turn right.</p> <p>From Swan Lake Road. Proceed south on Swan Lake Road to Viking Drive and turn right. The testing center will be on the south side of the street.</p>
<p><b>Metairie</b> 2424 Edenborn Avenue Metairie Center Suite 190 Metairie, LA 70001 504.834.2155</p>	<p>From I-10: Take the Causeway Boulevard Exit south and merge onto the causeway. Continue south. Make a hard right onto S I-10 Service Road. Turn left onto Edenborn Avenue. The testing center will be on the left. The testing center is on the first floor in Metairie Centre. There is free garage parking in the rear.</p>

## Preparing for your exam

Being well prepared can help you pass your exam and possibly save you money and time spent retaking it. This section offers:

- Information about study materials.
- An overview of the exam content outlines in this bulletin.

### Study materials

The exam content outlines in this bulletin are the basis for the exams. Not all questions on the exams will necessarily be covered in your study materials. The content outlines are updated periodically, and outdated study materials may not be consistent with them. Where such discrepancies exist, the outlines take precedence.

**Make sure your study materials cover the topics in the outlines.**

In addition to any prelicensing education that is required for the exam you are taking, you are free to use materials of your choice to prepare for the exam. Manuals have been prepared by different publishers to assist candidates specifically in preparing for the license exam. However, because of the number and the diversity of approach, **neither the Department nor Prometric lists or recommends study materials.**

**Louisiana statutes reference.** The exams contain sections on Louisiana insurance laws. Rules and regulations may be found under Louisiana Insurance Law, Title 37. In addition to your study material, you may wish to consult a standard statute reference, which is generally available at any public or law library or may be obtained from the following publisher:

Kaplan Financial (formerly BISYS Education Services)  
800.428.1324 or 800.955.7055  
www.kaplanfinancial.com

## Content outlines overview

The license exam for each type of license consists of questions that test knowledge of topical areas listed in the content outline for that exam. These exam content outlines appear in this bulletin, beginning on Page 20. They were developed in cooperation with the Department and an Examination Review Workshop (ERW) consisting of individuals from the Louisiana insurance industry. The purpose was to identify and classify the level of knowledge that insurance licensees need to properly serve their clients.

Item-development staff at Prometric and insurance professionals research the content and write questions. The questions are then submitted to industry professionals in Louisiana for review and approval. These industry professionals first identify the important areas of knowledge and then confirm that the exam questions assess them. This process ensures that the exams reflect content that you, as an entry-level agent, will need to know to properly perform your duties for the insurance-buying public.

Be sure you read the introduction to the "Exam content outlines" section. If you prefer, you can view a complete outline specific to your exam on Prometric's Web site at [www.prometric.com/louisiana](http://www.prometric.com/louisiana).



**Hint** Do not schedule your exam until you are familiar with all subject areas in the applicable content outline.

## Taking your exam

Knowing what to expect when taking your exam may help you prepare for it. This section contains:

- An overview of the testing process.
- Regulations that will be enforced at the testing center.
- Information about the types of questions.
- A guide to understanding your exam results.
- Information about appeals.

## The testing process

Your exam will be given by computer at a Prometric testing center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

**Arrival.** You should arrive at least **15 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification, present your Prelicensing Education Certificate and have your photo taken.



**Important** You must bring your original prelicensing education certificate to the testing center when you take the exam.

**Identification required.** You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card or military identification card).
- Contain **both** a current photo and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



**Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment. As a result, you must pay a \$40 rescheduling fee before choosing another appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

## Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in the disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

### References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

### Calculators

- Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be provided at the test center.

### Personal items

Prometric is not responsible for items left in the reception area of the testing center. While lockers are provided, it is recommended that personal items not be brought into the testing center. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing room and must be powered off while stored in a locker.
- Pocket items—keys, wallet, etc.—must remain in your pocket or be stored in a locker during testing.
- Other personal items—digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.

### Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

### Visitors

- No guests, visitors or family members are allowed at the testing center.

### Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.



- Weapons** • Weapons are not allowed at the testing center.

**Copyrighted questions.** All test questions are the copyrighted property of Thomson Prometric. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

**If questions arise.** Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

If you would like to formally appeal your score, you must follow the process outlined in the "Appeals process" section on Page 17.

## Question types

The questions in your licensing exam are multiple choice. Each provides four options from which you choose your answer.

**Question formats.** Three different multiple-choice formats are used. Each format is shown in the following examples. An asterisk (\*) indicates the correct answer in each sample question.

### Format 1—Direct question

Under a Modified Life Insurance Policy, what increases over time?

1. Policy loan rate
- \* 2. Premiums
3. Face amount of policy
4. Grace period

Up to a specified limit, which of the following losses are covered under Section I of a Homeowners ('91) Policy?

1. Animals, birds or fish
2. Structures used for business
3. Accessories for motor vehicles
- \* 4. Money, bank notes and bullion

### Format 2—Incomplete sentence

In a life insurance policy, the settlement option that provides a stated amount of income each month until policy proceeds are exhausted is called:

1. Life income with period certain option
2. Life income option
3. Fixed-period option
- \* 4. Fixed-amount option

A guaranteed renewable Disability Income Insurance Policy:

- \* 1. Is renewable at the insured's option to a specified age
2. Cannot be canceled by the insured before a specified age
3. Is guaranteed to have level premiums for the life of the policy
4. Is renewable at the insurer's option without restrictions or conditions

**Format 3—All of the following except**

All of the following coverages may be provided under health insurance policies EXCEPT:

1. Medical expense
2. Disability income
- \* 3. Workers' compensation
4. Accidental death and dismemberment

**Experimental questions.** Your exam may include up to five extra questions that will not be scored. If present, they are distributed throughout the exam. These are used to gather statistical information on the questions before they are added to the actual exam for your state.

These "experimental" questions **will not**:

- Be counted for or against you in your final exam score.
- Take any time away from your allotted testing time.

---

***Your exam results***

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report indicates your overall score and grade, including the numerical percentage of questions answered correctly and whether you passed or failed.

The report also displays your percentage correct in each major section of the exam, as defined by the exam content outline. These section scores are shown to guide you, your employer and your trainer about areas requiring additional preparation for retesting if you do not pass the exam. Even after you pass, you may want to focus on these areas as you begin to provide insurance products and services to the public.

Note that the section percentages will not average out to your total percentage score. That is because individual exam outline sections are allocated different numbers of questions on the exam. Your total percentage score is computed by dividing the number of questions you answered correctly by the total number of questions in the exam. The total score is **not** computed by adding the section percentages and dividing by the total number of sections.

**Sample score report**

Score Report for Sample, Sarah A.			
<b>Louisiana Life Examination</b>			
	Number of Questions	Number Correct	Percent Correct
Life Total Test Score	100	80	80%
Insurance Regulation	10	8	80%
General Insurance	5	4	80%
Life Insurance Basics	30	26	86%
Life Insurance Policies	15	12	80%
Life Insurance Provisions, Options and Riders	24	18	75%
Annuities	10	8	80%
Federal Tax Considerations	3	2	67%
Qualified Plans	3	2	67%
Score: 80%			
Grade: Pass			
(A total score of 70 percent is required to pass)			

**Duplicate score report.** You may call or write to Prometric to request a duplicate of your score report for a period of one year after an exam. Direct any questions or comments about your exam to Prometric.

---

**Appeals  
process**

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing.

Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

**Prometric**  
**ATTN: Appeals Committee**  
 1260 Energy Lane  
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted** because an original signature is required.

---

## **Obtaining your license**

If you pass the exam, your license will be mailed to you. Once the Department authorizes the issue of your license, Prometric will produce, print and mail the license.

This section offers information about:

- Duration and renewal of licenses.
- Reinstatement of licenses.
- Continuing education.
- Additional licensing information.

## **License duration and renewal**

All licenses expire on a predetermined schedule (see table below), regardless of the date of issuance. If you are licensed late in a license period, you may elect to have your license issued effective May 1 by checking the box at the bottom of Page 2 on the application. If so, you cannot begin transacting insurance business until May 1.

If you elect to have your license issued effective near the end of a license period, your license will expire on April 30, and you will be required to renew the license for the new license period, which begins May 1.

The Department no longer mails renewal notices to licensees. Resident licensees can begin renewing their license on the Department's Web site at [www.lds.state.la.us](http://www.lds.state.la.us) on November 1 of the year prior to the April 30 expiration date. Nonresident licensees can begin renewing their license on the NIPR Web site at [www.nipr.com](http://www.nipr.com) on November 1 of the year prior to the April 30 expiration date.

License Type	License Class	Expiration Date	Renewal Fee
Life, Health & Accident	Producer	April 30 every even-numbered year	\$50
Property & Casualty, Vehicle Physical Damage, Fidelity & Surety, Industrial Fire, Title, Bail Bond	Producer	April 30 every odd-numbered year	\$50
Surplus Lines*	Broker	April 30 every year	\$175
Public Adjuster	Public Adjuster	April 30 every odd-numbered year	\$50
Automobile, Comprehensive, Commercial Lines, Personal Lines	Claims Adjuster	April 30 every odd-numbered year beginning with renewals to be effective May 1, 2011	\$50
Variable Annuity		April 30 every year	Renewed by sponsoring insurance company

*\*To avoid applying for license reinstatement, all surplus lines broker renewals must be filed by May 1, every year, along with the appropriate forms and fees. If a qualified individual is merely listed as a countersigning agent on a firm renewal, a separate renewal application and fee is not needed.*

## **License reinstatement**

A producer license can be reinstated for up to five years after the May 1 anniversary date on which it expired and a public or claims adjuster license can be reinstated up to one year after the May 1 anniversary date on which it expires, provided you continue to meet all requirements. You must file a completed application, pay the appropriate fees and show proof of completing continuing education for your license type. Contact the Department directly to request a reinstatement application.

## Continuing education

All Louisiana resident producers (except persons holding industrial fire, fidelity and surety, or licenses for lines that require no examination) and all Louisiana resident adjusters must meet continuing education (CE) requirements. All nonresident producers must provide a letter of certification if their home state information is not on the National Producer Database (PDB). Please see the Department's Web site at [www.lidi.state.la.us](http://www.lidi.state.la.us) for information concerning exemptions from CE requirements for certain persons age 65 and over if you hold a resident producer license.

All courses and course providers must be approved by the Department and the Insurance Education Advisory Council. Licensees are responsible for attending classes and filing the proper forms. Any new licensee issued a license within the two years preceding renewal of the license is not required to meet continuing education requirements for the first renewal period only. You **must file** copies of the continuing education certificates with your renewal application if you are renewing with a paper renewal application.

Refer to the following table for course hour requirements of specific licenses:

Line of Insurance	Minimum Hours Every Two Years
Property & Casualty only	24
Personal Lines	24
Life, Health & Accident only	16
Bail Bond	12
Both Property & Casualty and Life & Health Property & Casualty	20
Life, Health & Accident	12
Title	6
Automobile, Comprehensive, Commercial Lines, Personal Lines Claims Adjuster	24
Public Adjuster	24

Producers may use up to 10 hours of Property and Casualty carryover hours and six hours of Life, Health and Accident carryover hours to renew the applicable license. Carryover hours must be earned during the previous renewal period.

## Additional licensing information

**Obtaining additional appointments.** To obtain additional appointments for other companies, each company must submit an appointment either electronically through the National Insurance Producer Registry (NIPR) or on a paper appointment form (available from the Department) authorizing the additional appointment, together with a \$20 fee.

The appointment is valid starting on the day recorded by the Department. In addition, the individual must hold a license in the line(s) for which he or she is appointed.

**Producer Change of address.** Any producer licensee who changes his/her mailing, resident or business address must notify the Department in writing or electronically via Department's Web site at [www.lidi.state.la.us](http://www.lidi.state.la.us), within 10 days of the change. If you chose to mail your address change, the notice must be submitted on a current Change of Address form, available by calling the Department or from the Department's Web site at [www.lidi.state.la.us](http://www.lidi.state.la.us). A \$50 fine is imposed if an individual or firm fails to maintain a valid address on file.

**Adjuster Change of address.** Any adjuster licensee who changes his/her mailing, resident or business address, legal name, or change of information submitted on the application, must notify the Department in writing or electronically via Department's Web site at [www.lidi.state.la.us](http://www.lidi.state.la.us), within 30 days of the change. If you choose to mail your change, the notice must be submitted on a current Change of Address form, available by calling the Department or from the Department's Web site at [www.lidi.state.la.us](http://www.lidi.state.la.us). A \$50 fine is imposed if an individual or firm fails to notify the Department of these changes within the required time.

**E-mail address.** The Department has implemented notification of pertinent information to producers by e-mail. If your e-mail address is on file in this office, you will receive information periodically regarding your license. Therefore, please keep us informed of any changes to your business e-mail address as well as all other addresses. E-mail addresses can also be updated electronically at [www.lidi.state.la.us](http://www.lidi.state.la.us).

**Certification requests.** Resident producers and public or claims adjusters needing current proof of licensing in Louisiana for purposes of nonresident licensing in other states or for purposes of securing appointments with insurers, are advised to request a Letter of Certification. A Letter of Certification provides current license status, indicates a licensee is in "good standing" and gives other relevant information. Letters of Certification may be downloaded from the Department's Web site at [www.lidi.state.la.us](http://www.lidi.state.la.us) free of charge.

**Duplicate photo licenses.** Duplicate photo license cards are available through Prometric for \$30 per license type. For more information and a copy of the Request for Duplicate Louisiana Insurance Photo License form, go to Prometric's Web site at [www.prometric.com/louisiana](http://www.prometric.com/louisiana), or contact Prometric at 800.871.6457.

**Producer temporary license.** A temporary license may be issued to a producer for a period not to exceed 180 days to:

- The surviving spouse, next of kin, administrator, executor, employee or legal guardian of a licensee who is deceased or who becomes disable.
- A member or employee of a partnership or officer or employee of a corporation licensee, upon the death or disability of an individual registered under the partnership or corporation license.
- The designee of a licensee entering active service in the U.S. Armed Forces.

## ***Exam content outlines***

The following outlines describe the content of each of the Louisiana insurance examinations. The outlines are the basis of the examinations. The examination will contain questions on the subjects contained in the outline. The percentages indicate the relative weight assigned to each section of the examination. For example, 10 percent means that 5 questions will be drawn from the section on a 50-question exam, 10 will be drawn on a 100-question exam and 15 will be drawn on a 150-question exam.

Note that Sections 1.0 and 2.0 (Insurance Regulation and General Insurance) are common to many of the exams. Details of these two sections are presented only once, immediately below. Similarly, combination exams contain all of the content of the single-line exams they combine and you are referred to the single-line outlines for details. Note, however, that the section weights differ. You should refer to the outline of the exam you plan to take for the individual section weights. Customized outlines are available through our Web site at [www.prometric.com/louisiana](http://www.prometric.com/louisiana).

## Section 1.0: Insurance Regulation and Section 2.0: General Insurance

**One or both of the following sections are common to outlines for Series 14-01 through 14-08, 14-10, 14-11, 14-13 and 14-16.**

Individual section percentages are located with the particular series outline. Be sure to study material that covers Sections 1.0 and 2.0 in addition to particular line(s) you are studying.

### 1.0 Insurance Regulation

#### 1.1 Licensing

- Types of licensees (22:1137, 1212(F))
  - Individual producer (22:1132(6), 1136(A))
  - Business entity (22:1132(2), 1136(B))
  - Resident versus nonresident (22:1136, 1138, 1146)
  - Temporary (22:1141)
- Maintenance and duration
  - Expiration (22:1137(B))
  - Renewal (22:1137(C))
  - Change of address (22:1137(G))
  - Assumed names (22:1140)
  - Reporting of actions (22:1149)
  - Continuing education requirements (22:1193; Rule 10 Sec 703, 705)
- Disciplinary actions
  - Hearings (22:1216, 1351-1367)
  - Cease and desist order (22:1217)
  - License probation, suspension, revocation, or refusal to issue or renew (22:1142)
  - Penalties with or without suspension of license (22:1217, 1217.1)

#### 1.2 State regulation

- Commissioner's general duties and powers (22:2, 1215)
- Company regulation
  - Certificate of authority (22:35, 37)
  - Unfair claims settlement practices (22:1214(14))
  - Appointment (22:1144)
  - Termination of appointment (22:1145)
- Producer regulation
  - Controlled business (22:1134(C))
  - Shared commissions (22:1143)
  - Payment to unlicensed entities (22:1148)

- Unfair trade practices (22:1214)
  - Misrepresentation (22:1214(1, 18))
  - False advertising (22:1214(2))
  - Defamation (22:1214(3))
  - Boycott, coercion and intimidation (22:1214(4))
  - False financial statements (22:1214(5))
  - Unfair discrimination (22:1214(7))
  - Rebating (22:1214(8))
- Examination of books and records (22:1215, 1301, 1309)
- Insurance fraud (22:1214(13), 1241-1247.1)
- Privacy of Consumer Financial Information (Reg 76 Sec 9901-.9933, .9945-.9953)

#### 1.3 Federal regulation

- Fair Credit Reporting Act (15 USC 1681-1681d)
- Fraud and false statements (18 USC 1033, 1034)

### 2.0 General Insurance

#### 2.1 Concepts

- Risk management key terms
    - Risk
    - Exposure
    - Hazard
    - Peril
    - Loss
  - Methods of handling risk
    - Avoidance
    - Retention
    - Sharing
    - Reduction
    - Transfer
  - Elements of insurable risks
    - Adverse selection
    - Law of large numbers
    - Reinsurance
- #### 2.2 Insurers
- Types of insurers
    - Stock companies
    - Mutual companies
    - Fraternal benefit societies
    - Self insurers
    - Surplus lines
  - Private versus government insurers
  - Authorized versus unauthorized insurers
  - Domestic, foreign and alien insurers
  - Financial status (independent rating service)
  - Marketing (distribution) systems

#### 2.3 Producers and general rules of agency

- Insurer as principal
- Producer/insurer relationship
- Authority and powers of producers
- Express

- Implied
- Apparent
- Responsibilities to the applicant/insured

#### 2.4 Contracts

- Elements of a legal contract
  - Offer and acceptance
  - Consideration
  - Competent parties
  - Legal purpose
- Distinct characteristics of an insurance contract
  - Contract of adhesion
  - Aleatory contract
  - Personal contract
  - Unilateral contract
  - Conditional contract
- Legal interpretations affecting contracts
  - Ambiguities in a contract of adhesion
  - Reasonable expectations
  - Indemnity
  - Utmost good faith
  - Representations/ misrepresentations
  - Warranties
  - Concealment
  - Fraud
  - Waiver and estoppel

### Series 14-01 Exam for Life Insurance

**100 questions – Two-hour time limit**

#### 1.0 Insurance Regulation 10%

(See Page 21)

#### 2.0 General Insurance 5%

(See Page 21)

#### 3.0 Life Insurance Basics 30%

##### 3.1 Insurable interest (22:612, 613, 614.1, 616)

##### 3.2 Personal uses of life insurance

- Survivor protection
- Estate creation
- Cash accumulation
- Liquidity
- Estate conservation
- Viatical settlements (22:191-200.1)

##### 3.3 Determining amount of personal life insurance

- Human life value approach
- Needs approach
  - Types of information gathered
  - Determining lump-sum needs
  - Planning for income needs

##### 3.4 Business uses of life insurance

- Buy-sell funding



Key person

Executive bonuses

### 3.5 Classes of life insurance policies

Group versus individual

Ordinary versus industrial (home service)

Permanent versus term

Participating versus

nonparticipating

Fixed versus variable life

insurance and annuities

Regulation of variable

products (SEC, NASD and

Louisiana) (22:1500;

Reg 37:XIII.7705, .7715,

.8309)

### 3.6 Premiums

Factors in premium

determination

Mortality

Interest

Expense

Premium concepts

Net single premium

Gross annual premium

Premium payment mode

### 3.7 Producer responsibilities

Solicitation and sales

presentations

Advertising (Reg

37:XIII.4101-.4123)

Prohibited advertising of

Life and Health Insurance

Guaranty Association

(22:1395.18(A))

Illustrations (Reg

37:XIII.3301-.3323)

Policy summary

Guaranty association

disclaimer

(22:1395.18(B-D);

Reg 37:XIII.901-.909)

Suitability

Life insurance policy cost

comparison methods

Replacement (Reg

37:XIII.8901-.8925)

Use and disclosure of

insurance information

Field underwriting

Notice of information

practices

Application procedures

Delivery

Policy review

Effective date of coverage

Premium collection

Statement of good health

Delivery receipt

requirements

(22:170(A)(10)(b), (c))

### 3.8 Individual underwriting by the insurer

Information sources and

regulation

Application

Producer report

Attending physician

statement

Investigative consumer

(inspection) report

Medical Information Bureau

(MIB)

Medical examinations and

lab tests including HIV

(RL 40:1300.11, .13, .14)

Selection criteria and unfair

discrimination (22:652,

1214(7))

Classification of risks

Preferred

Standard

Substandard

Declined

## 4.0 Life Insurance Policies 15%

### 4.1 Term life insurance

Level term

Annual renewable term

Level premium term

Decreasing term

### 4.2 Whole life insurance

Continuous premium (straight

life)

Limited payment

Single premium

### 4.3 Flexible premium policies

Adjustable life

Universal life

### 4.4 Specialized policies

Joint life (first-to-die)

Juvenile life

### 4.5 Group life insurance

Characteristics of group plans

Types of plan sponsors

Group underwriting

requirements

Group standard provisions

(22:176)

Conversion to individual policy

(22:176(10-12))

### 4.6 Credit life insurance (individual versus group)

## 5.0 Life Insurance Policy Provisions, Options and Riders 24%

### 5.1 Standard provisions (22:170)

Ownership

Assignment (22:642)

Entire contract (22:170(A)(3))

Modifications

Right to examine (free look)

(22:170(A)(10))

Payment of premiums

Grace period (22:170(A)(1))

Reinstatement (22:170(A)(9))

Incontestability (22:170(A)(2))

Misstatement of age

(22:170(A)(4))

Exclusions (22:170(B))

Interest on life insurance

proceeds (22:182)

Settlement of death benefit

(22:656)

Backdating of policies (22:171)

### 5.2 Beneficiaries

Designation options

Individuals

Classes

Estates

Minors

Trusts

Succession

Revocable versus irrevocable

Common disaster clause

Spendthrift clause

### 5.3 Settlement options

Cash payment

Interest only

Fixed-period installments

Fixed-amount installments

Life income

Single life

Joint and survivor

### 5.4 Nonforfeiture options

Cash surrender value

Extended term

Reduced paid-up insurance

### 5.5 Policy loan and withdrawal options

Cash loans

Automatic premium loans

Withdrawals or partial

surrenders

### 5.6 Dividend options

Cash payment

Reduction of premium payments

Accumulation at interest

One-year term option

Paid-up additions

Paid-up insurance

### 5.7 Disability riders

Waiver of premium

Waiver of cost of insurance

Disability income benefit

Payor benefit life/disability

(juvenile insurance)

### 5.8 Accelerated (living) benefit provision/rider (Reg 37:XIII.1501-.1523)

Conditions for payment

Effect on death benefit

### 5.9 Riders covering additional insureds

Spouse/other-insured term rider

Children's term rider

Family term rider

### 5.10 Riders affecting the death benefit amount

Accidental death

Guaranteed insurability

Cost of living

Return of premium

## 6.0 Annuities 10%

### 6.1 Annuity principles and concepts

Accumulation period versus

annuity period



Owner, annuitant and beneficiary  
Insurance aspects of annuities

## **6.2 Immediate versus deferred annuities**

Single premium immediate annuities (SPIAs)  
Deferred annuities  
Premium payment options  
Nonforfeiture  
Surrender charges  
Death benefits

## **6.3 Annuity (benefit) payment options**

Life contingency options  
Pure life versus life with guaranteed minimum  
Single life versus multiple life

Annuities certain (types)

## **6.4 Annuity products**

Fixed annuities  
General account assets  
Interest rate guarantees (minimum versus current)  
Level benefit payment amount  
Equity indexed annuities  
Market value adjusted annuities

## **6.5 Uses of annuities**

Lump-sum settlements  
Qualified retirement plans  
Group versus individual annuities  
Personal uses  
Individual retirement annuities (IRAs)  
Tax-deferred growth  
Retirement income  
Education funds  
Interest only income  
Using tax advantage of exclusion ratio to fund purchase of other insurance

## **7.0 Federal Tax Considerations for Life Insurance and Annuities 3%**

### **7.1 Taxation of personal life insurance**

Amounts available to policyowner  
Cash value increases  
Dividends  
Policy loans  
Surrenders  
Amounts received by beneficiary  
General rule and exceptions  
Settlement options  
Values included in insured's estate

### **7.2 Modified endowment contracts (MECs)**

Modified endowment versus life insurance  
Seven-pay test

Distributions

## **7.3 Taxation of non-qualified annuities**

Individually-owned  
Accumulation phase (including taxation issues)  
Annuity phase and the exclusion ratio  
Distributions at death  
Corporate-owned

## **7.4 Taxation of individual retirement annuities (IRAs)**

Traditional IRAs  
Contributions and deductible amounts  
Premature distributions (including taxation issues)  
Annuity phase benefit payments  
Values included in the annuitant's estate  
Amounts received by beneficiary

Roth IRAs  
Contributions and limits  
Distributions

## **7.5 Rollovers and transfers (IRAs and qualified plans)**

## **7.6 Section 1035 exchanges**

## **8.0 Qualified Plans 3%**

### **8.1 General requirements**

### **8.2 Federal tax considerations**

Tax advantages for employers and employees  
Taxation of distributions (age-related)

### **8.3 Plan types, characteristics and purchasers**

Simplified employee pensions (SEPs)  
Self-employed plans (HR 10 or Keogh plans)  
Profit-sharing and 401(k) plans  
SIMPLE plans  
403(b) tax-sheltered annuities (TSAs)

## **Series 14-02 Exam for Health and Accident Insurance**

**100 questions – Two-hour time limit**

## **1.0 Insurance Regulation 10%**

(See Page 21)

## **2.0 General Insurance 8%**

(See Page 21)

## **3.0 Health Insurance Basics 17%**

### **3.1 Definitions of perils**

Accidental injury

Sickness

## **3.2 Principal types of losses and benefits**

Loss of income from disability  
Medical expense  
Dental expense  
Long-term care expense

## **3.3 Classes of health insurance policies**

Individual versus group  
Private versus government  
Limited versus comprehensive

## **3.4 Limited policies**

Limited perils and amounts  
Required notice to insured  
Types of limited policies  
Accident-only  
Specified (dread) disease  
Hospital indemnity (income)  
Credit disability  
Prescription drugs  
Vision care

## **3.5 Common exclusions from coverage**

## **3.6 Producer responsibilities in individual health insurance**

Marketing requirements  
Advertising (Rule 37:XI.1301-.1337)  
Prohibited advertising of Life and Health Insurance Guaranty Association (22:1395.18(A))  
Sales presentations  
Guaranty association disclaimer (22:1395.18(B-D); Reg 37:XIII.901-.909)  
Field underwriting  
Nature and purpose  
Disclosure of information about individuals  
Application procedures  
Requirements at delivery of policy (22:212(7)(b, c))  
Common situations for errors/omissions

## **3.7 Individual underwriting by the insurer**

Underwriting criteria  
Sources of underwriting information  
Application  
Producer report  
Attending physician statement  
Investigative consumer (inspection) report  
Medical Information Bureau (MIB)  
Medical examinations and lab tests including HIV consent (RL 40:1300.11, .13, .14)  
Unfair discrimination (22:213.6, 652, 1214(7))  
Genetic testing (22:213.7; Reg 37:XIII.4511, .4513)  
Classification of risks

Preferred  
Standard  
Substandard  
Declined

### 3.8 Considerations in replacing health insurance

Pre-existing conditions (22:215.6(E))  
Pre-existing condition exclusion regulation (22:215.6(E); Reg 37:XIII.9107(K),(L))  
Benefits, limitations and exclusions  
Underwriting requirements  
Producer liability for errors and omissions

## 4.0 Individual Health Insurance Policy General Provisions 9%

### 4.1 Required provisions (22:213(A))

Entire contract; changes (22:213(A)(1))  
Time limit on certain defenses (22:213(A)(13))  
Grace period (22:213.3)  
Reinstatement (22:213(A)(2))  
Claim procedures (22:213(A)(3-7, 14); 22:250.32, 250.33, 657)  
Physical examinations and autopsy (22:213(A)(8))  
Legal action (22:213(A)(11))  
Consent of beneficiary (22:213(A)(10))  
Cancellation by insured (22:213(A)(9))  
Extension of time limits (22:213(A)(12))

### 4.2 Other provisions (22:213(B))

Change of occupation (22:213(B)(1))  
Misstatement of age (22:213(B)(2))  
Other insurance in this insurer (22:213(B)(3))  
Insurance with other insurers (22:213(B)(4))  
Unpaid premium (22:213(B)(6))  
Cancellation (22:213(B)(7))  
Conformity with state statutes (22:213(B)(8))  
Illegal occupation (22:213(B)(9))  
Intoxicants and narcotics (22:213(B)(10))

### 4.3 Other general provisions

Right to examine (free look) (22:212(7)(a))  
Insuring clause  
Consideration clause  
Military suspense provision (RL 29:407)

## 5.0 Disability Income and Related Insurance 5%

### 5.1 Qualifying for disability benefits

Inability to perform duties  
Own occupation  
Any occupation  
Pure loss of income (income replacement contracts)  
Presumptive disability  
Requirement to be under physician care

### 5.2 Individual disability income insurance

Louisiana minimum benefit standards (22:230)  
Basic total disability plan  
Income benefits (monthly indemnity)  
Elimination and benefit periods  
Waiver of premium feature  
Coordination with social insurance and workers compensation benefits  
Additional monthly benefit (AMB)  
Social insurance supplement (SIS)  
Occupational versus nonoccupational coverage  
At-work benefits  
Partial disability benefit  
Residual disability benefit  
Other provisions affecting income benefits  
Cost of living adjustment (COLA) rider  
Future increase option (FIO) rider  
Relation of earnings to insurance (22:213(B)(5))  
Other cash benefits  
Accidental death and dismemberment  
Rehabilitation benefit  
Medical reimbursement benefit (nondisabling injury)  
Refund provisions  
Return of premium  
Exclusions

### 5.3 Unique aspects of individual disability underwriting

Occupational considerations  
Benefit limits  
Policy issuance alternatives

### 5.4 Group disability income insurance

Group versus individual plans  
Short-term disability (STD)  
Long-term disability (LTD)

### 5.5 Business disability insurance

Key person disability income  
Disability buy-sell policy

### 5.6 Social Security disability

Qualification for disability benefits  
Definition of disability  
Waiting period  
Disability income benefits

### 5.7 Workers compensation

Eligibility  
Benefits

## 6.0 Medical Plans 17%

### 6.1 Medical plan concepts

Fee-for-service basis versus prepaid basis  
Specified coverages versus comprehensive care  
Benefit schedule versus usual/reasonable/customary charges  
Any provider versus limited choice of providers  
Insureds versus subscribers/participants

### 6.2 Types of providers and plans

Major medical insurance (indemnity plans)  
Characteristics  
Common limitations  
Exclusions from coverage  
Provisions affecting cost to insured  
Health maintenance organizations (HMOs)  
General characteristics  
Preventive care services  
Primary care physician (PCP) versus referral (specialty) physician  
Emergency care  
Hospital services  
Other basic services  
Preferred provider organizations (PPOs)  
General characteristics  
Open panel or closed panel  
Types of parties to the provider contract  
Point-of-service (POS) plans  
Nature and purpose  
Out-of-network provider access (open-ended HMO)  
PCP referral (gatekeeper PPO)  
Indemnity plan features

### 6.3 Cost containment in health care delivery

Cost-saving services  
Preventive care  
Hospital outpatient benefits  
Alternatives to hospital services  
Utilization management  
Prospective review  
Concurrent review  
Retrospective review

### 6.4 Louisiana requirements (individual and/or group)

Eligibility requirements

Dependent child age limit  
(22:215(A)(1)(a)(vi),  
(2)(a))  
Coverage of adopted  
children (22:227)  
Newborn child coverage  
(22:215.1)  
Physically or mentally  
handicapped dependents  
(22:215(A)(2)(a), 215.2)  
Full-time student age limit  
(22:215.3, .4)  
Grandchildren coverage  
(22:215(A)(1)(a)(vi),  
(2)(a))  
Benefit offers  
Treatment for alcoholism  
and drug abuse  
(22:215.5)  
Speech, physical and  
occupational therapy  
services (22:230.1)  
Full coverage for mental  
disorders (22:669)

#### **6.5 HIPAA (Health Insurance Portability and Accountability Act) requirements**

Eligibility (22:250.1, .3)  
Guaranteed issue (22:250.12)  
Pre-existing conditions  
(22:250.2, .11)  
Creditable coverage  
(22:250.1(4), .2(A-D), .14)  
Renewability (22:250.7, .13)

#### **6.6 Medical savings accounts (MSAs)**

Definition  
Eligibility  
Contribution limits

### **7.0 Group Health Insurance 10%**

#### **7.1 Characteristics of group insurance**

Group contract  
Certificate of coverage  
Experience rating versus  
community rating

#### **7.2 Types of eligible groups**

Individual employer groups  
Multiple-Employer Trusts (METs)  
or Welfare Arrangements  
(MEWAs)  
Blanket (22:215(A))  
Associations (alumni,  
professional, other)  
Customer groups  
(depositors, creditor-  
debtor, other)  
Students

#### **7.3 Marketing considerations**

Advertising  
Regulatory  
jurisdiction/acceptable place  
of delivery

#### **7.4 Employer group health insurance**

Insurer underwriting criteria

Characteristics of group  
Plan design factors  
Administrative capability  
Eligibility for coverage  
Annual open enrollment  
Employee eligibility  
Dependent eligibility  
Coordination of benefits  
provision  
(Reg 32 Sec 301–319)  
Change of insurance companies  
or loss of coverage  
Coinsurance and deductible  
carryover  
No-loss no-gain  
Events that terminate  
coverage  
Extension of benefits  
Continuation of coverage  
under COBRA and  
Louisiana specific rules  
(22:215.7)  
Conversion privilege  
(22:215.13(G)(4), 230.2)  
Reinstatement of coverage  
for military personnel  
(RL 29:407(D))

#### **7.5 Small employer medical plans (22:228.1–.5)**

Definition of small employer  
(22:250.1(5)(e)(iii))  
Availability of coverage  
(guaranteed issue)  
(22:250.6)  
Renewability of coverage  
(guaranteed issue)  
(22:250.7)  
Disclosure requirements  
(22:228.4, 250.8)

### **8.0 Dental Insurance 1%**

#### **8.1 Types of dental plans**

Dental insurance  
Dental referral plans

#### **8.2 Indemnity plans**

Choice of providers  
Scheduled versus nonscheduled  
plans

Benefit categories

Diagnostic/preventive  
services  
Basic services  
Major services

Deductibles and coinsurance

Combination plans

Exclusions

Limitations

Predetermination of benefits

#### **8.3 Employer group dental expense**

Integrated deductibles versus  
stand-alone plans  
Minimizing adverse selection

### **9.0 Insurance for Senior Citizens and Special Needs Individuals 20%**

#### **9.1 Medicare**

Nature, financing and  
administration  
Part A — Hospital Insurance  
Individual eligibility  
requirements  
Enrollment  
Coverages and cost-sharing  
amounts  
Part B — Medical Insurance  
Individual eligibility  
requirements  
Enrollment  
Coverages and cost-sharing  
amounts  
Exclusions  
Claims terminology and  
other key terms  
Part C — Medicare Advantage  
Part D — Prescription Drug  
Insurance

#### **9.2 Medicare supplements (22:224)**

Purpose (Reg 37:XIII.501)

Open enrollment (Reg  
37:XIII.530)

Standardized Medicare  
supplement plans (Reg  
37:XIII.520)

Core benefits

Additional benefits

Louisiana regulations and  
required provisions

Standards for marketing  
(Reg 37:XIII.575)

Advertising (Reg

37:XIII.570; Rule

37:XI.101–.137)

Appropriateness of

recommended purchase

and excessive insurance

(Reg 37:XIII.580)

Outline of coverage

(Reg 37:XIII.560(C))

Right to return (free look)

(Reg 37:XIII.560(A)(5))

Replacement

(Reg 37:XIII.565, .590)

Minimum benefit standards

(Reg 37:XIII.515)

Guaranteed issue

(Reg 37:XIII.535)

Required disclosure

provisions

(Reg 37:XIII.560)

Permitted compensation

(Reg 37:XIII.555)

Renewability and

cancellation (Reg

37:XIII.515(A)(1)(e))

Continuation and conversion

requirements (Reg

37:XIII.515(A)(1)(e))

Notice of Medicare benefit

changes

(Reg 37:XIII.560(B))

Medicare Select

(Reg 37:XIII.525)

**9.3 Other options for individuals with Medicare**

- Employer group health plans
  - Disabled employees
  - Employees with kidney failure
  - Individuals age 65 and older
- Medicaid
  - Eligibility
  - Benefits

**9.4 Long-term care (LTC) insurance (22:1731–1741; Reg 37:XIII.1901–.1961)**

- LTC, Medicare and Medicaid compared
- Eligibility for benefits
- Levels of care
  - Skilled care
  - Intermediate care
  - Custodial care
  - Home health care (Reg 37:XIII.1923)
  - Adult day care
  - Respite care
- Benefit periods
- Benefit amounts
- Optional benefits
  - Guarantee of insurability
  - Return of premium
- Qualified LTC plans
- Exclusions
- Underwriting considerations
- Louisiana regulations and required provisions
  - Advertising (Reg 37:XIII.1941)
  - Standards for marketing (Reg 37:XIII.1943)
  - Outline of coverage (22:1736(G); Reg 37:XIII.1955)
  - Suitability (Reg 37:XIII.1945)
  - Shoppers guide (Reg 37:XIII.1957)
  - Right to return (free look) (22:1736(F))
  - Replacement (Reg 37:XIII.1925, .1947)
  - Benefit standards (22:1736)
  - Benefit triggers (Reg 37:XIII.1951, .1953)
  - Required disclosure provisions (Reg 37:XIII.1913)
  - Nonforfeiture (Reg 37:XIII.1949)
  - Pre-existing conditions (22:1736(C))
  - Inflation protection (Reg 37:XIII.1919)
  - Unintentional lapse (Reg 37:XIII.1911)

**9.5 Louisiana Health Insurance Association (22:231–242)**

- Eligibility (22:237)
- Coverages and limits (22:240(A), (B))

- Exclusions (22:240(E))
- Deductibles and coinsurance (22:240(F)(4))

**10.0 Federal Tax Considerations for Health Insurance 3%**

**10.1 Personally-owned health insurance**

- Disability income insurance
- Medical expense insurance
- Long-term care insurance

**10.2 Employer group health insurance**

- Disability income (STD, LTD)
  - Benefits subject to FICA
- Medical and dental expense
- Long-term care insurance
- Accidental death and dismemberment

**10.3 Medical expense coverage for sole proprietors and partners**

**10.4 Business disability insurance**

- Key person disability income
- Buy-sell policy

**10.5 Medical savings accounts (MSAs)**

**Series 14-03  
Exam for Life, Health and Accident Insurance**

**150 questions – 2.5-hour time limit**

For the detailed outline of the following subject matter, refer to the like-named sections in the Series 14-01 Life outline beginning on Page 21 and in the Series 14-02 Health and Accident outline beginning on Page 23.

**1.0 Insurance Regulation 6%**

(See Page 21)

**2.0 General Insurance 5%**

(See Page 21)

**3.0 Life Insurance Basics 13%**

**4.0 Life Insurance Policies 8%**

**5.0 Life Insurance Policy Provisions, Options and Riders 13%**

**6.0 Annuities 5%**

**7.0 Federal Tax Considerations for Life Insurance and Annuities 2%**

**8.0 Qualified Plans 2%**

**9.0 Health Insurance Basics 10%**

**10.0 Individual Health Insurance Policy General Provisions 5%**

**11.0 Disability Income and Related Insurance 3%**

**12.0 Medical Plans 9%**

**13.0 Group Health Insurance 6%**

**14.0 Dental Insurance 1%**

**15.0 Insurance for Senior Citizens and Special Needs Individuals 11%**

**16.0 Federal Tax Considerations for Health Insurance 1%**

**Series 14-04  
Exam for Property Insurance**

**100 questions – Two-hour time limit**

**1.0 Insurance Regulation 12%**

(See Page 21)

**2.0 General Insurance 8%**

(See Page 21)

**3.0 Property Insurance Basics 17%**

**3.1 Principles and concepts**

- Insurable interest
- Underwriting
  - Function
  - Loss ratio
- Rates
  - Types
  - Loss costs
  - Components
- Hazards
  - Physical
  - Moral
  - Morale
- Causes of loss (perils)
- Named perils versus special (open) perils
- Direct loss
- Consequential or indirect loss
- Blanket versus specific insurance
- Basic types of construction
- Loss valuation
  - Actual cash value
  - Replacement cost
  - Functional replacement cost
  - Market value
  - Agreed value
  - Stated amount

**3.2 Policy structure**

- Declarations
- Definitions
- Insuring agreement or clause
- Additional/supplementary coverage
- Conditions
- Exclusions
- Endorsements

**3.3 Common policy provisions**

- Insureds — named, first named, additional
- Policy period
- Policy territory
- Cancellation and nonrenewal
- Deductibles
- Other insurance
  - Nonconcurrency
  - Primary and excess
  - Pro rata

Policy limits  
 Restoration/nonreduction of limits  
 Coinsurance  
 Vacancy or unoccupancy  
 Named insured provisions  
   Duties after loss  
   Assignment  
   Abandonment  
 Insurer provisions  
   Liberalization  
   Subrogation  
   Salvage  
   Claim settlement options  
 Third-party provisions  
   Standard mortgage clause  
   Loss payable clause  
   No benefit to the bailee

### **3.4 Louisiana laws, regulations and required provisions**

Louisiana Valued Policy Law (22:695)  
 Louisiana Insurance Guaranty Association (22:1375-1394)  
 Louisiana standard fire insurance policy (22:691)  
 Cancellation and nonrenewal (22:636)  
   Commercial (22:636.4)  
   Homeowners (22:635.3, 636.2, .6, 1471)  
 Binders (22:631, 632)  
 Loss payment (22:658)  
 Terrorism Risk Insurance Act of 2002 and Extension Act of 2005 (15 USC 6701; S467)

### **4.0 Dwelling Policy ('93) (Louisiana-Specific) 10%**

#### **4.1 Characteristics and purpose**

#### **4.2 Coverage forms — Perils insured against**

Basic  
 Broad  
 Special

#### **4.3 Property coverages**

Coverage A — Dwelling  
 Coverage B — Other structures  
 Coverage C — Personal property  
 Coverage D — Fair rental value  
 Coverage E — Additional living expense  
 Other coverages

#### **4.4 General exclusions**

#### **4.5 Conditions**

### **5.0 Homeowners ('00) Policy — Section I 20%**

#### **5.1 Coverage forms**

HO-2 through HO-6  
 HO-8

#### **5.2 Definitions**

#### **5.3 Section I — Property coverages**

Coverage A — Dwelling  
 Coverage B — Other structures  
 Coverage C — Personal property  
 Coverage D — Loss of use

Additional coverages

#### **5.4 Perils insured against**

#### **5.5 Exclusions**

#### **5.6 Conditions**

#### **5.7 Selected endorsements**

Special provisions — Louisiana (HO 01 17)  
 Limited fungi, wet or dry rot, or bacteria coverage — Louisiana (HO 03 41, HO 03 42)  
 Permitted incidental occupancies (HO 04 42)  
 Earthquake (HO 04 54)  
 Scheduled personal property (HO 04 61)  
 Ordinance or law (HO 04 77)  
 Personal property replacement cost (HO 04 90)  
 Home day care (HO 04 97)

### **6.0 Commercial Package Policy (CPP) 18%**

#### **6.1 Components of a commercial policy**

Common policy declarations  
 Common policy conditions  
 Interline endorsements  
 One or more coverage parts

#### **6.2 Commercial property ('95)**

Commercial property conditions form

Coverage forms

Building and personal property  
 Glass coverage  
 Condominium association  
 Condominium commercial unit-owners  
 Builders risk  
 Business income  
 Legal liability  
 Extra expense

Causes of loss forms

Basic  
 Broad  
 Special  
 Earthquake

Selected endorsements

Spoilage (CP 04 40)  
 Peak season limit of insurance (CP 12 30)  
 Value reporting form (CP 13 10)

#### **6.3 Commercial inland marine**

Commercial inland marine conditions form

Inland marine coverage forms

Accounts receivable  
 Bailee's customers  
 Commercial articles  
 Contractors equipment floater  
 Electronic data processing  
 Equipment dealers  
 Installation floater  
 Jewelers block  
 Signs  
 Valuable papers and records

Transportation coverages

Common carrier cargo

liability

Motor truck cargo forms

Transit coverage forms

#### **6.4 Boiler and machinery ('01)**

Equipment breakdown protection coverage form (BM 00 20)

Selected endorsements

Business income —

Report of values

(BM 15 31)

Actual cash value

(BM 99 59)

#### **6.5 Farm Coverage ('88)**

Farm property coverage forms

Coverage A — Dwellings

Coverage B — Other private structures

Coverage C — Household personal property

Coverage D — Loss of use

Coverage E — Scheduled farm personal property

Coverage F — Unscheduled farm personal property

Coverage G — Other farm structures

Mobile agricultural machinery

and equipment coverage form

Livestock coverage form

Definitions

Causes of loss (basic, broad and

special)

Conditions

Exclusions

Limits

Additional coverages

### **7.0 Businessowners ('02) Policy — Property 10%**

#### **7.1 Characteristics and purpose**

#### **7.2 Businessowners Section I — Property**

Definitions

Coverage

Causes of loss

Conditions

Limits

Deductibles

Exclusions

Optional coverages

#### **7.3 Businessowners Section III — Common Policy Conditions**

#### **7.4 Selected endorsements**

Louisiana changes (BP 01 30)

Protective safeguards (BP 04 30)

Utility services — direct damage (BP 04 56)

Utility services — time element (BP 04 57)

### **8.0 Other Coverages and Options 5%**

#### **8.1 Aviation insurance**

Aircraft hull



## EXAM CONTENT OUTLINES

### 8.2 Ocean marine insurance

- Major coverages
  - Hull insurance
  - Cargo insurance
  - Freight insurance
- Implied warranties
- Perils
- General and particular average

### 8.3 National Flood Insurance Program

- "Write your own" versus government
- Eligibility
- Coverage
- Limits
- Deductibles

### 8.4 Other policies

- Boatowners
- Difference in conditions

### 8.5 Residual markets

- Coastal plan and FAIR plan (22:1430–1430.18)

#### Series 14-05 Exam for Casualty Insurance

100 questions – Two-hour time limit

#### 1.0 Insurance Regulation 9%

(See Page 21)

#### 2.0 General Insurance 7%

(See Page 21)

#### 3.0 Casualty Insurance Basics 13%

##### 3.1 Principles and concepts

- Insurable interest
- Underwriting
  - Function
  - Loss ratio
- Rates
  - Types
  - Loss costs
  - Components
- Hazards
  - Physical
  - Moral
  - Morale
- Negligence
  - Elements of a negligent act
  - Defenses against negligence
- Damages
  - Compensatory — special versus general
  - Punitive
- Absolute liability
- Strict liability
- Vicarious liability

##### 3.2 Policy structure

- Declarations
- Definitions
- Insuring agreement or clause
- Additional/supplementary coverage
- Conditions

- Exclusions
- Endorsements

##### 3.3 Common policy provisions

- Insureds — named, first named, additional
- Policy period
- Policy territory
- Cancellation and nonrenewal
- Deductibles
- Other insurance
  - Nonconcurrency
  - Primary and excess
  - Pro rata
  - Contribution by equal shares
- Limits of liability
  - Per occurrence (accident)
  - Per person
  - Aggregate — general versus products — completed operations
  - Split
  - Combined single
- Named insured provisions
  - Duties after loss
  - Assignment
- Insurer provisions
  - Liberalization
  - Subrogation
  - Duty to defend

##### 3.4 Louisiana laws, regulations and required provisions

- Louisiana Insurance Guaranty Association (22:1375–1394)
- Cancellation and nonrenewal (22:636)
  - Commercial (22:636.4)
  - Homeowners (22:635.3, 636.2, .6, 1471)
- Binders (22:631, 632)
- Loss payment (22:658)
- Terrorism Risk Insurance Act of 2002 and Extension Act of 2005 (15 USC 6701; S467)

#### 4.0 Homeowners ('00) Policy — Section II 15%

##### 4.1 Coverage forms

- HO-2 through HO-6
- HO-8

##### 4.2 Definitions

##### 4.3 Section II — Liability

- coverages**
  - Coverage E — Personal liability
  - Coverage F — Medical payments to others
- Additional coverages

##### 4.4 Exclusions

##### 4.5 Conditions

##### 4.6 Selected endorsements

- Special provisions — Louisiana (HO 01 17)
- Limited fungi, wet or dry rot, or bacteria coverage — Louisiana (HO 03 41, HO 03 42)
- Permitted incidental occupancies (HO 04 42)
- Home day care (HO 04 97)

- Business pursuits (HO 24 71)
- Watercraft (HO 24 75)
- Personal injury — Louisiana (HO 24 81)

#### 5.0 Auto Insurance 16%

##### 5.1 Laws

- Louisiana Motor Vehicle Safety Responsibility Law (LRS 32:853–1043)
  - Required limits of liability (LRS 32:900)
- Louisiana Automobile Insurance Plan (LRS 32:1043)
- Uninsured/underinsured motorist (22:680)
  - Definitions
  - Bodily injury
  - Property damage
  - UM rejection form
  - Required limits
- Cancellation/nonrenewal (22:636.1)
  - Grounds
  - Notice
  - Notice of eligibility in assigned risk plan
- Aftermarket crash parts regulation (LRS 51:2421–2425)

##### 5.2 Personal ('05) auto policy

- Definitions
- Liability coverage
  - Bodily injury and property damage
  - Supplementary payments
  - Exclusions
- Medical payments coverage
- Uninsured motorist coverage
- Coverage for damage to your auto
  - Collision
  - Other than collision
  - Deductibles
  - Transportation expense
  - Exclusions
- Duties after an accident or loss
- General provisions
- Selected endorsements
  - Amendment of policy provisions — Louisiana (PP 01 95)
  - Towing and labor costs (PP 03 03)
  - Extended non-owned coverage (PP 03 06)
  - Miscellaneous type vehicle (PP 03 23)
  - Joint ownership coverage (PP 03 34)

##### 5.3 Commercial auto ('01)

- Commercial auto coverage forms
  - Business auto
  - Garage
  - Business auto physical damage
  - Truckers
  - Motor carrier
- Coverage form sections

Covered autos  
 Liability coverage  
 Garagekeepers coverage  
 Trailer interchange coverage  
 Physical damage coverage  
 Exclusions  
 Conditions  
 Definitions  
 Selected endorsements  
 Lessor - additional insured and loss payee (CA 20 01)  
 Mobile equipment (CA 20 15)  
 Auto medical payments coverage (CA 99 03)  
 Drive other car coverage (CA 99 10)  
 Individual named insured (CA 99 17)  
 Commercial carrier regulations  
 The Motor Carrier Act of 1980  
 Endorsement for motor carrier policies of insurance for public liability (MCS-90)

## **6.0 Commercial Package Policy (CPP) 10%**

### **6.1 Components of a commercial policy**

Common policy declarations  
 Common policy conditions  
 Interline endorsements  
 One or more coverage parts

### **6.2 Commercial general liability ('04)**

Commercial general liability coverage forms  
 Bodily injury and property damage liability  
 Personal and advertising injury liability  
 Medical payments  
 Supplementary payments  
 Who is an insured  
 Limits of liability  
 Conditions  
 Definitions  
 Exclusions  
 Occurrence versus claims-made  
 Claims-made features  
 Trigger  
 Retroactive date  
 Extended reporting periods — basic versus supplemental  
 Claim information  
 Premises and operations  
 Products and completed operations  
 Insured contract  
 Pollution liability  
 Pollution liability coverage form  
 Pollution liability limited coverage form

Pollution liability coverage extension endorsement

### **6.3 Commercial crime ('06)**

General definitions  
 Burglary  
 Theft  
 Robbery  
 Crime coverage forms  
 Commercial crime coverage forms (discovery/loss sustained)  
 Government crime coverage forms (discovery/loss sustained)  
 Coverages  
 Employee theft  
 Forgery or alteration  
 Inside the premises — theft of money and securities  
 Inside the premises — robbery or safe burglary of other property  
 Outside the premises  
 Computer fraud  
 Funds transfer fraud  
 Money orders and counterfeit money  
 Other crime coverage  
 Extortion — commercial entities

### **6.4 Farm coverage ('88)**

Farm liability coverage forms  
 Coverage H — Bodily injury and property damage liability  
 Coverage I — Personal and advertising injury liability  
 Coverage J — Medical payments  
 Definitions  
 Conditions  
 Exclusions  
 Limits  
 Additional coverages

## **7.0 Businessowners ('02) Policy — Liability 9%**

### **7.1 Characteristics and purpose**

### **7.2 Businessowners Section II — Liability**

Business liability  
 Medical expenses  
 Limits  
 Conditions  
 Exclusions  
 Definitions

### **7.3 Businessowners Section III — Common Policy Conditions**

### **7.4 Selected endorsements**

Louisiana changes (BP 01 30)

## **8.0 Workers Compensation Insurance 13%**

### **8.1 Workers compensation laws**

Types of laws  
 Monopolistic versus competitive  
 Compulsory versus elective

Louisiana Workers Compensation Act (RL 23 Ch 10)  
 Exclusive remedy (1032)  
 Employment covered (required, voluntary) (1031, 1035, 1035.1, 1044-1047)  
 Covered injuries (1021, 1081)  
 Occupational disease (1031.1)  
 Benefits provided (1034.2, 1201, 1203, 1210, 1221, 1224, 1226, 1231-1236, 1251-1255)  
 Second injury fund (1371, 1377, 1378)  
 Federal workers compensation laws  
 Federal Employer Liability Act (FELA) (45 USC 51-60)  
 U.S. Longshore & Harbor Workers Compensation Act (33 USC 904)  
 The Jones Act (46 USC 688)

### **8.2 Workers compensation and employers liability insurance policy**

General section  
 Part One — Workers compensation insurance  
 Part Two — Employers liability insurance  
 Part Three — Other states insurance  
 Part Four — Your duties if injury occurs  
 Part Five — Premium  
 Part Six — Conditions  
 Voluntary compensation endorsement

### **8.3 Premium computation**

Job classification — payroll and rates  
 Experience modification factor  
 Premium discounts

### **8.4 Other sources of coverages**

Louisiana Workers Compensation Corporation (RL 23:1391-1393)  
 Self-insured employers and employer groups (22:1301.1; RL 23:1168, 1195)

## **9.0 Other Coverages and Options 8%**

### **9.1 Umbrella policies**

Personal  
 Commercial (CU 00 01)

### **9.2 Specialty liability insurance**

Errors and omissions  
 Professional liability  
 Director and officers liability  
 Fiduciary liability  
 Liquor liability

## EXAM CONTENT OUTLINES

### 9.3 Surplus lines

Definitions and markets  
Licensing requirements

### 9.4 Surety bonds

Principal, obligee, surety  
Contract bonds  
License and permit bonds  
Judicial bonds

### 9.5 Other policies

Boatowners

#### Series 14-06 Exam for Property and Casualty Insurance

**150 questions – 2.5-hour time  
limit**

For the detailed outline of the following subject matter, refer to the like-named sections in the Series 14-04 Property outline beginning on Page 26 and in the Series 14-05 Casualty outline beginning on Page 28.

#### 1.0 Insurance Regulation 7%

(See Page 21)

#### 2.0 General Insurance 5%

(See Page 21)

#### 3.0 Property and Casualty Insurance Basics 16%

#### 4.0 Dwelling Policy ('93) (Louisiana-Specific) 7%

#### 5.0 Homeowners ('00) Policy 15%

#### 6.0 Auto Insurance 16%

#### 7.0 Commercial Package Policy (CPP) 11%

#### 8.0 Businessowners ('02) Policy 6%

#### 9.0 Workers Compensation Insurance 9%

#### 10.0 Other Coverages and Options 8%

#### Series 14-07 Exam for Bail Bond

**50 questions – One-hour time  
limit**

#### 1.0 Insurance Regulation 7%

(See Page 21)

#### 2.0 The Legal Framework 21%

##### 2.1 Authority

Express  
Implied  
Apparent

##### 2.2 Contracts

Elements of a legal contract  
Offer and acceptance  
Consideration  
Competent parties  
Legal purpose  
Classifications of contracts

Formal and informal  
Unilateral and bilateral  
Executory and executed  
contracts  
Express and implied  
Concealment  
Fraud

### 2.3 Court jurisdictions

Original jurisdiction  
Territorial  
Subject-matter  
Personal  
Appellate jurisdiction

### 2.4 Terminology

Acquit  
Adjudicate  
Capital offense  
Conviction  
Custody  
Defendant  
Disposition  
Extradition  
Felony  
Fugitive  
Hearing  
Incarceration  
Indictment  
Misdemeanor  
Recognizance  
Suspend  
Warrant  
Writ

#### 3.0 Bail Bond Principles and Practices 72%

##### 3.1 Parties to a surety bond

Principal  
Indemnitor for principal  
Indemnity agreement  
Obligee  
Surety

##### 3.2 Duties of bail producer

Approval  
Premium receipt

##### 3.3 Types of bonds

Personal surety bond  
(C. Cr. P. Art. 315–321)  
Corporate surety bond  
(C. Cr. P. Art. 314)  
Criminal defendant bonds  
Bail  
Appeal  
Property bond  
Nonsurety/cash

##### 3.4 Procedure

Application for bond  
(surety/defendant contract)  
Collateral security  
Premium rate (22:1404.3)  
Surety contract  
Posting the bond

##### 3.5 Court procedures

Court appearances  
Arraignment  
Trial  
Appeal  
Conditions of bail  
(C. Cr. P. Art. 326)

Prior to trial  
(C. Cr. P. Art. 330, 331)  
After conviction  
(C. Cr. P. Art. 332)  
Pending appeal  
Failure to appear (15:85)  
Revocation of bail

### 3.6 Release of surety

### 3.7 Surrender of principal (defendant) (C. Cr. P. Art. 345)

Exoneration of bond  
Return of collateral

### 3.8 Bond forfeiture

Motion  
Notice to defendant and sureties  
Judgment  
Dispersal of funds  
Time limits for appeal  
Arrest after forfeiture

#### Series 14-08 Exam for Fidelity and Surety

**50 questions – One-hour time  
limit**

#### 1.0 Insurance Regulation 17%

(See Page 21)

#### 2.0 General Insurance 13%

(See Page 21)

#### 3.0 Surety Bonds 40%

##### 3.1 Nature of surety bonds

Surety bonds versus insurance  
Parties of a surety bond  
Principal  
Obligee  
Surety

##### 3.2 Types of surety bonds

Contract bonds  
Bid  
Performance  
Payment  
Maintenance  
Miscellaneous contract  
Purpose of license and permit  
bonds  
Compliance  
Financial  
Credit  
Indemnity  
Good faith  
Public official bond  
Statutory versus common  
law or voluntary  
Individual  
Name schedule  
Position schedule  
Judicial bonds  
Attachment  
Garnishment  
Sequestration  
Stay of execution  
Release attachment  
Bail



Appeal  
Cost  
Injunction  
Dissolve injunction  
Discharge mechanic's lien  
Fiduciary bonds  
Probate  
Equity  
Federal bankruptcy court  
Federal  
Internal revenue  
Customs  
Immigrant  
Miscellaneous surety bonds  
Indemnity  
Financial guarantee  
Lost instrument  
Reclamation  
Self-insurance workers compensation  
Small Business  
Administration (SBA)  
Surety Bond Guarantee Program

#### **4.0 Fidelity Coverage 30%**

##### **4.1 Nature of fidelity bonds**

Insuring agreement  
Bond period  
Discovery period  
Limit of liability  
Aggregate  
Single loss  
Termination of coverage

##### **4.2 Employee dishonesty coverage**

Individual bonds  
Blanket  
Scheduled  
Named employee  
Specified position

##### **4.3 Financial institution bonds**

Form 14 Securities dealers  
Form 15 Finance companies  
Form 23 Credit unions  
Form 24 Banks and thrifts  
Form 25 Insurance companies  
A — Fidelity  
B — On premises  
C — In transit  
D — Forgery or alteration  
E — Securities (forgery)  
Coverage riders  
Automated teller machines (ATM)  
Computer systems  
Extortion coverage  
Fraudulent real property mortgages  
Insurers of registered checks or personal money orders  
Pension plans, ERISA compliance  
Servicing contractors  
Trading loss  
Voice initiated electronic funds transfer (VIT)

#### **Series 14-09 Exam for Industrial Fire**

**50 questions – One-hour time limit**

#### **1.0 Insurance Regulation 15%**

##### **1.1 Licensing**

Types of licensees (22:1137, 1212(F))  
Individual producer (22:1132(6), 1136(A))  
Business entity (22:1132(2), 1136(B))  
Resident versus nonresident (22:1136, 1138, 1146)  
Temporary (22:1141)  
Maintenance and duration  
Expiration (22:1137(B))  
Renewal (22:1137(C))  
Change of address (22:1137(G))  
Assumed names (22:1140)  
Reporting of actions (22:1149)  
Disciplinary actions  
Hearings (22:1216, 1351–1367)  
Cease and desist order (22:1217)  
License probation, suspension, revocation, or refusal to issue or renew (22:1142)  
Penalties with or without suspension of license (22:1217, 1217.1)

##### **1.2 State regulation**

Commissioner's general duties and powers (22:2, 1215)  
Company regulation  
Certificate of authority (22:35, 37)  
Rates (Louisiana Insurance Rating Commission) (22:1401, 1404)  
Unfair claims settlement practices (22:1214(14))  
Appointment (22:1144)  
Termination of appointment (22:1145)  
Producer regulation  
Controlled business (22:1134(C))  
Shared commissions (22:1143)  
Payment to unlicensed entities (22:1148)  
Unfair trade practices (22:1214)  
Misrepresentation (1, 18)  
False advertising (2)  
Defamation (3)  
Boycott, coercion and intimidation (4)  
Unfair discrimination (7)  
Rebating (8)

Examination of books and records (22:1215, 1301, 1309)  
Insurance fraud (22:1214(13), 22:1241–1247.1)  
Privacy of Consumer Financial Information (Reg 76 Sec 9901–9953)

##### **1.3 Federal regulation**

Fraud and false statements (18 USC 1033, 1034)

#### **2.0 General Insurance 20%**

##### **2.1 Concepts**

Risk management key terms  
Risk  
Exposure  
Hazard  
Peril  
Loss  
Methods of handling risk  
Avoidance  
Retention  
Sharing  
Reduction  
Transfer  
Elements of insurable risks  
Adverse selection  
Law of large numbers  
Reinsurance

##### **2.2 Insurers**

Types of insurers  
Stock companies  
Mutual companies  
Authorized versus unauthorized insurers  
Domestic, foreign and alien insurers  
Marketing (distribution) systems

##### **2.3 Producers and general rules of agency**

Insurer as principal  
Producer/insurer relationship  
Authority and powers of producers  
Express  
Implied  
Apparent  
Responsibilities to the applicant/insured

##### **2.4 Contracts**

Elements of a legal contract  
Offer and acceptance  
Consideration  
Competent parties  
Legal purpose  
Legal interpretations affecting contracts  
Ambiguities in a contract of adhesion  
Reasonable expectations  
Indemnity  
Utmost good faith  
Representations/ misrepresentations  
Warranties  
Concealment  
Fraud

Waiver and estoppel

### 3.0 Property Insurance Basics 25%

#### 3.1 Principles and concepts

Insurable interest  
Hazards  
Causes of loss (perils)  
Specified (named) perils  
Direct loss  
Consequential or indirect loss  
Loss valuation  
    Actual cash value  
    Replacement cost  
    Valued policy forms

#### 3.2 Policy structure

Declarations  
Definitions  
Insuring agreement or clause  
Conditions  
Exclusions  
Endorsements

#### 3.3 Common policy provisions

Insured — named, first named  
Policy period  
Policy territory  
Cancellation and nonrenewal  
Deductibles  
Other insurance  
    Pro rata  
Vacancy or unoccupancy  
Named insured provisions  
    Duties after loss  
    Assignment  
    Abandonment  
    Suit against the insurer  
Insurer provisions  
    Liberalization  
    Subrogation  
    Salvage  
    Claim settlement options  
Standard mortgage clause  
Appraisal

### 4.0 Standard Fire Policy 15%

#### 4.1 Organization of the Standard Fire Policy

Declarations  
Insuring agreement  
Conditions  
Exclusions  
Endorsements

#### 4.2 Extended coverage

### 5.0 Industrial Fire Policies 25%

#### 5.1 Dwelling policy (owner occupied)

Insuring agreement  
Definitions  
Coverage  
Perils insured against  
General exclusions  
Conditions

#### 5.2 Contents only policy

Insuring agreement  
Definitions  
Coverage

Additional personal property coverage  
Personal property not covered  
Optional coverages  
Perils insured against  
General exclusions  
Conditions

### Series 14-10 Exam for Surplus Lines Insurance

50 questions – One-hour time limit

#### 1.0 Insurance Regulation 12%

##### 1.1 Licensing regulation for surplus lines

Purpose (22:1131)  
Definitions (22:1132(18), 1212(F))  
Who may be licensed  
    Individuals (22:1136(A))  
    Business entities (22:1136(B))  
Licensing requirements (22:1137(I))  
    Current license  
    Experience  
Maintenance and duration  
    Expiration (22:1137(B))  
    Renewals (22:1137(C), 1458)  
    Change of address (22:1137(G))  
    Assumed names (22:1140)  
    Reporting of actions (22:1149)  
Continuing education (22:1193)  
Disciplinary actions  
    Hearings (22:1216, 1351–1367)  
    Cease and desist orders (22:1217)  
    Suspension and revocation (22:1267)  
    Penalties (22:1217, 1217.1)  
    Reinstatement (22:1137(D))

##### 1.2 State regulation

Commissioner's general duties and powers (22.2, 1215)  
Unfair insurance trade practices (22:1214)  
    Misrepresentation (1, 18)  
    False advertising (2)  
    Defamation of insurer (3)  
    Boycott, coercion, intimidation (4)  
    False financial statements (5)  
    Unfair discrimination (7)  
    Rebating (8)  
Unfair claim settlement practices (22:1214(14))  
Insurance fraud (22:1214(13), 22:1241–1247.1)

Privacy of Consumer Financial Information (Reg 76 Sec .9901–.9933, .9945–.9953)

### 2.0 General Insurance 8%

(See Page 21)

### 3.0 Surplus Lines Markets and Practices 80%

#### 3.1 United States nonadmitted market

Insurance exchanges  
Foreign nonadmitted market

#### 3.2 Alien insurers

London market  
    Lloyd's of London  
    Underwriters  
    Brokers  
    Other London companies  
Other alien markets  
United States trust funds

#### 3.3 Alternative markets

Captive insurers  
Risk retention groups  
Purchasing groups  
Independently procured insurance (22:1265(B))

#### 3.4 Eligible surplus lines insurers

Requirements (22:1262)  
List of approved unauthorized insurers (22:1262.1)  
Withdrawal of eligibility (22:1262.1(E), (F))  
Service of process (22:1268)

#### 3.5 Surplus lines coverages

Characteristics and uses  
Types of coverages available

#### 3.6 Requirements for placement of surplus lines insurance (22:1257)

Diligent search  
    Affidavit (22:1263.1)  
    Exempt risks (22:1269)  
Notice to insured (22:1258)  
Unauthorized insurer  
    Louisiana Insurance Guaranty Association (22:1258)  
    Stamp (22:1258)  
    Countersignature (22:1258)  
Evidence of insurance  
Premium tax itemization (22:627)

#### 3.7 Authority of surplus lines broker

Binding  
Underwriting  
Claims  
Commissions

#### 3.8 Records of licensee

Content of records (22:1263)  
Maintenance (22:1263)  
Penalties (22:1266)

#### 3.9 Surplus lines tax (22:627, 1265)

Amount  
Collection

Remittance  
Policy fees, service charges and commissions

**Series 14-11  
Exam for Title Insurance**

**50 questions – One-hour time limit**

**1.0 Insurance Regulation 12%**

(See Page 21)

**2.0 General Insurance 12%**

**2.1 Concepts**

Risk management key terms  
Risk  
Exposure  
Hazard  
Peril  
Loss  
Methods of handling risk  
Avoidance  
Retention  
Sharing  
Reduction  
Transfer  
Elements of insurable risks  
Adverse selection  
Insurable interest  
Law of large numbers  
Reinsurance

**2.2 Producers and general rules of agency**

Insurer as principal  
Producer/insurer relationship  
Authority and powers of producers  
Express  
Implied  
Apparent  
Responsibilities to the applicant/insured

**2.3 Contracts**

Elements of a legal contract  
Offer and acceptance  
Consideration  
Competent parties  
Legal purpose  
Distinct characteristics of an insurance contract  
Contract of adhesion  
Aleatory contract  
Personal contract  
Unilateral contract  
Conditional contract  
Legal interpretations affecting contracts  
Ambiguities in a contract of adhesion  
Reasonable expectations  
Indemnity  
Utmost good faith  
Representations/misrepresentations  
Warranties  
Concealment  
Fraud

Waiver and estoppel

**3.0 Real Property 25%**

**3.1 Concepts, principles and practices**

Definition of real property  
Types of real property  
Title to real property  
Marketable title

**3.2 Acquisition and transfer of real property**

Bond for deed  
Conveyances  
Encumbrances  
Adverse possession  
Expropriation  
Alluvion/dereliction  
Involuntary alienation  
Abandonment  
Foreclosures (judicial and dation en paiement)  
Judicial sales  
Claims  
Bankruptcies  
Probates  
Decedents' estates  
Intestate  
Testate  
Trusts  
Types of joint ownership  
Community property  
Joint ownership  
Acknowledgments  
Legal capacity of parties  
Individuals  
Corporations  
General partnerships  
Limited partnerships  
Fictitious names  
Trust agreements  
Limited Liability Company (LLC)

**3.3 Legal descriptions**

Types of legal descriptions  
Types of measurements used  
Language of legal descriptions  
Structure and format  
Interpretation

**3.4 Escrow principles**

Escrow terminology  
Types of escrows  
Escrow contracts  
Fiduciary responsibilities of escrow agents (22:2092.11)

**3.5 Recording**

Types of records  
Types of recording systems  
Requirements to record  
Recording steps  
Acknowledgments  
Presumptions

**4.0 Title Insurance 24%**

**4.1 Louisiana laws**

Title agent requirements (22:2092.6, 2092.6.1)  
Agent contracts (22:2092.8)

Policyholder rights and disclosure (22:2092.10)

**4.2 Title insurance principles**

Risks covered by title insurance  
Risk of error in public records  
Hidden off-record title risks  
Risk of omission and commission by agent  
Entities that can be insured; need for insurance  
Individual  
Commercial  
Interests that can be insured  
Fee simple estates  
Leasehold estates  
Servitudes  
Title insurance forms  
Commitments  
Owner's policy  
Loan policy  
Leasehold policies  
Title insurance policy structure and provisions  
Insuring provisions  
Schedule A  
Schedule B — Exceptions from coverage  
Exclusions from coverage  
Conditions and stipulations  
Endorsements

**4.3 Title searching techniques**

Hard copy index  
Computer index  
Chain sheet  
Abstract

**5.0 Title Exceptions and Procedures for Clearing Title 27%**

**5.1 Principles and concepts**

General exceptions  
Voluntary and involuntary liens  
Judgments  
Federal liens  
Taxes, assessments and tax sales  
Surveys  
Condominiums  
Water rights  
Mineral rights  
Equitable interests  
Attachments  
Executions  
Covenants  
Conditions  
Restrictions

**5.2 Special problem areas and concerns**

Redhibition  
Acknowledgments  
Mechanic's lien  
Bankruptcy  
Probate  
Good faith  
Foreclosure  
Claims against the title  
Lis pendens

## EXAM CONTENT OUTLINES

Louisiana community property principles

### 5.3 Principles of clearing title

Releases  
Assignments  
Subordinations  
Affidavits  
Reconveyances

### 5.4 Settlement or closing procedures

Real Estate Settlement Procedures Act (RESPA)  
Insured closing protection  
Lead paint disclosure

#### Series 14-13 Exam for Vehicle Physical Damage

**50 questions – One-hour time limit**

#### 1.0 Insurance Regulation 12%

(See Page 21)

#### 2.0 General Insurance 8%

(See Page 21)

#### 3.0 Property Insurance Basics 15%

##### 3.1 Principles and concepts

Insurable interest  
Causes of loss (perils)  
Direct versus indirect loss  
Loss valuation  
Actual cash value  
Replacement cost

##### 3.2 Policy structure

Declarations  
Definitions  
Insuring agreement or clause  
Additional supplementary coverage  
Conditions  
Exclusions  
Endorsements

##### 3.3 Common policy provisions

Insureds — named, first named, additional  
Policy period  
Policy territory  
Cancellation and nonrenewal  
Deductibles  
Other insurance  
Named insured provisions  
Duties after loss  
Assignment  
Abandonment  
Insurer's provisions  
Liberalization  
Subrogation  
Salvage  
Claim settlement options  
Third-party provisions  
Loss payable clause  
No benefit to the bailee

#### 4.0 Personal Auto Insurance 50%

##### 4.1 Laws

Louisiana Motor Vehicle Safety Responsibility Law (LRS 32:853–863.2, 864–910, 1021–1023, 1041–1043)  
Notice of nonrenewal/cancellation (22:636.1)  
Aftermarket crash parts regulations (LRS 51:2421–2425)

##### 4.2 Personal ('05) auto policy Definitions

Coverage for damage to your auto  
Collision  
Other than collision  
Deductibles  
Transportation expenses  
Exclusions  
Duties after an accident or loss  
General provisions  
Selected endorsements  
Amendment of policy provisions — Louisiana (PP 01 95)  
Towing and labor costs (PP 03 03)  
Miscellaneous type vehicle (PP 03 23)

#### 5.0 Commercial Auto Insurance 15%

##### 5.1 Commercial auto coverage forms

Business auto coverage form ('01)  
Section I — Covered autos  
Section III — Physical damage coverage  
Section IV — Business auto conditions  
Section V — Definitions  
Exclusions  
Endorsements  
Louisiana changes (CA 01 03)  
Louisiana changes — cancellation and nonrenewal (IL 02 77)

#### Series 14-16 Exam for Personal Lines Insurance

**100 questions – Two-hour time limit**

#### 1.0 Insurance Regulation 11%

(See Page 21)

#### 2.0 General Insurance 11%

(See Page 21)

#### 3.0 Property and Casualty Insurance Basics 17%

##### 3.1 Principles and concepts

Insurable interest  
Underwriting  
Function  
Loss ratio  
Rates  
Types  
Loss costs  
Components  
Hazards  
Physical  
Moral  
Morale  
Negligence  
Elements of a negligent act  
Defenses against negligence  
Damages  
Compensatory — special versus general  
Punitive  
Absolute liability  
Strict liability  
Vicarious liability  
Causes of loss (perils)  
Named perils versus special (open) perils  
Direct loss  
Consequential or indirect loss  
Blanket versus specific insurance  
Basic types of construction  
Loss valuation  
Actual cash value  
Replacement cost  
Functional replacement cost  
Market value  
Agreed value  
Stated amount

##### 3.2 Policy structure

Declarations  
Definitions  
Insuring agreement or clause  
Additional/supplementary coverage  
Conditions  
Exclusions  
Endorsements

##### 3.3 Common policy provisions

Insureds — named, first named, additional  
Policy period  
Policy territory  
Cancellation and nonrenewal  
Deductibles  
Other insurance  
Nonconcurrency  
Primary and excess  
Pro rata  
Limits of liability  
Per occurrence (accident)  
Per person  
Split  
Combined single  
Restoration/nonreduction of limits  
Coinsurance  
Vacancy or unoccupancy

Named insured provisions

- Duties after loss
- Assignment
- Abandonment

Insurer provisions

- Liberalization
- Subrogation
- Salvage
- Claim settlement options
- Duty to defend

Third-party provisions

- Standard mortgage clause
- Loss payable clause
- No benefit to the bailee

**3.4 Louisiana laws, regulations and required provisions**

- Louisiana Valued Policy Law (22:695)
- Louisiana Insurance Guaranty Association (22:1375-1394)
- Louisiana standard fire insurance policy (22:691)
- Cancellation and nonrenewal (22:636)
  - Homeowners (22:635.3, 636.2, .6, 1471)
- Binders (22:631, 632)
- Loss payment (22:658)

**4.0 Dwelling Policy ('93) (Louisiana-Specific) 10%**

**4.1 Characteristics and purpose**

**4.2 Coverage forms — Perils insured against**

- Basic
- Broad
- Special

**4.3 Property coverages**

- Coverage A — Dwelling
- Coverage B — Other structures
- Coverage C — Personal property
- Coverage D — Fair rental value
- Coverage E — Additional living expense
- Other coverages

**4.4 General exclusions**

**4.5 Conditions**

**5.0 Homeowners ('00) Policy 22%**

**5.1 Coverage forms**

- HO-2 through HO-6
- HO-8

**5.2 Definitions**

**5.3 Section I — Property coverages**

- Coverage A — Dwelling
- Coverage B — Other structures
- Coverage C — Personal property
- Coverage D — Loss of use
- Additional coverages

**5.4 Section II — Liability coverages**

- Coverage E — Personal liability
- Coverage F — Medical payments to others
- Additional coverages

**5.5 Perils insured against**

**5.6 Exclusions**

**5.7 Conditions**

**5.8 Selected endorsements**

- Special provisions — Louisiana (HO 01 17)
- Limited fungi, wet or dry rot, bacteria coverage — Louisiana (HO 03 41, HO 03 42)
- Permitted incidental occupancies (HO 04 42)
- Earthquake (HO 04 54)
- Scheduled personal property (HO 04 61)
- Ordinance or law (HO 04 77)
- Personal property replacement cost (HO 04 90)
- Home day care (HO 04 97)
- Business pursuits (HO 24 71)
- Watercraft (HO 24 75)
- Personal injury (HO 24 81)

**6.0 Auto Insurance 22%**

**6.1 Laws**

- Louisiana Motor Vehicle Safety Responsibility Law (LRS 32:853-863.2, 864-910, 1021-1023, 1041-1043)
  - Required limits of liability (LRS 32:900)
- Louisiana Automobile Insurance Plan (LRS 32:1043)
- Uninsured/underinsured motorist (22:680)
  - Definitions
  - Bodily injury
  - Property damage
  - UM rejection form
  - Required limits
- Cancellation/nonrenewal (22:636.1)
  - Grounds
  - Notice
  - Notice of eligibility in assigned risk plan
- Aftermarket crash parts regulation (LRS 51:2421-2425)

**6.2 Personal ('05) auto policy**

- Definitions
- Liability coverage
  - Bodily injury and property damage
  - Supplementary payments
  - Exclusions
- Medical payments
- Uninsured motorist
- Coverage for damage to your auto
  - Collision
  - Other than collision
  - Deductibles
  - Transportation expense
  - Exclusions
- Duties after an accident or loss
- General provisions
- Selected endorsements
  - Amendment of policy provisions — Louisiana (PP 01 95)

- Towing and labor costs (PP 03 03)

- Extended non-owned coverage (PP 03 06)

- Miscellaneous type vehicle (PP 03 23)

- Joint ownership coverage (PP 03 34)

**7.0 Other Coverages and Options 7%**

**7.1 Umbrella policies**

- Personal

**7.2 National Flood Insurance Program**

- "Write your own" versus government
- Eligibility
- Coverage
- Limits
- Deductibles

**7.3 Other policies**

- Boatowners

**7.4 Residual markets**

- Coastal plan and FAIR plan (22:1430-1430.17)

**Series 14-17 Exam for Automobile Adjuster**

**60 questions — One-hour time limit**

**1.0 Insurance Regulation 10%**

**1.1 Licensing requirements**

- Types of licenses (22:1210.75, 1210.76, 1210.80)
  - Resident versus nonresident (22:1210.75, 1210.80)
  - Limited (22:1210.76)
- Maintenance and duration
  - Expiration (22:1210.81(B)(1))
  - Renewal (22:1210.81(B)(2))
  - Change of address (22:1210.81(C))
  - Assumed names (22:1210.81(C))
  - Reporting of actions (22:1210.86)
  - Continuing education requirements (22:1210.83)
- Disciplinary actions
  - Hearings (22:1210.82(B))
  - License probation, suspension, revocation, or refusal to issue or renew (22:1210.82(C))
  - Penalties with or without suspension of license (22:1210.82(A))
- Definitions
  - Adjuster (22:1210.71(1))
  - Business entity (22:1210.71(2))



Home state  
(22:1210.71(4))  
Individual (22:1210.71(5))  
Insurer (22:1210.71(6))  
Person (22:1210.71(7))  
Uniform individual application  
(22:1210.71(8))  
Uniform business entity application  
(22:1210.71(9))

### 1.2 Claim settlement laws and regulations

Unfair Claim Settlement Practices Act and Rules  
Deceptive Trade Practices Act  
Prompt payment of claims  
Notice of settlement of liability claims

### 1.3 State regulation

Commissioner's general duties and powers  
(22:2, 1210.71-1210.87)  
Company regulation  
Referral practices (22:1210.85)  
Unfair trade practices  
(22:1210.84)  
Unlicensed representation  
(22:1210.84(A))  
Financial interest  
(22:1210.84(B))  
Acquisition of salvage property  
(22:1210.84(C))  
Solicitation  
(22:1210.84(D),(E))  
Misrepresentation  
(22:1210.84(F))

### 1.4 Federal regulation

Fraud and false statements  
(18 USC 1033, 1034)

## 2.0 Contracts 5%

### 2.1 Elements of a legal contract

Offer and acceptance  
Consideration  
Competent parties  
Legal purpose

### 2.2 Distinct characteristics of an insurance contract

Contract of adhesion  
Aleatory contract  
Personal contract  
Unilateral contract  
Conditional contract

### 2.3 Legal interpretations affecting contracts

Ambiguities in a contract of adhesion  
Reasonable expectations  
Indemnity  
Utmost good faith  
Representations/misrepresentations  
Warranties  
Concealment  
Fraud  
Waiver and estoppel

## 3.0 Property and Casualty Insurance Basics 5%

### 3.1 Principles and concepts

Insurable interest  
Hazards  
Physical  
Moral  
Morale  
Negligence  
Elements of a negligent act  
Defenses against negligence  
Damages  
Absolute liability  
Strict liability  
Vicarious liability  
Causes of loss (perils)  
Direct loss  
Consequential or indirect loss  
Loss valuation  
Actual cash value  
Market value  
Agreed value  
Stated amount  
Diminished value

### 3.2 Policy structure

Declarations  
Definitions section  
Insuring agreement or clause  
Additional/supplementary coverage  
Conditions  
Exclusions  
Endorsements

### 3.3 Common policy provisions

Other insurance  
Nonconcurrency  
Primary and excess  
Pro rata  
Contribution by equal shares  
Limits of liability  
Per occurrence (accident)  
Per person  
Aggregate  
Split  
Combined single  
Named insured provisions  
Duties after loss  
Assignment  
Abandonment  
Insurer provisions  
Subrogation  
Salvage (LRS 22:672)  
Claim settlement options  
Third-party provisions  
Loss payable clause  
No benefit to the bailee

## 4.0 Adjusting Losses 40%

### 4.1 Role of the adjuster

Duties and responsibilities  
Good faith (LRS 22:1220)  
Immediate contact rule  
(LRS 22:658,  
1210.82(A)(17);  
1214(14))  
Staff and independent versus public adjuster

Relationship to legal profession

### 4.2 Claim reporting

Claims investigation  
Claim file documentation of events  
Types of reports  
Initial or first field  
Interim or status  
Full formal  
Adjuster versus appraiser

### 4.3 Property losses

Coverage territory  
Who is an insured  
Duties of insured after a loss  
Notice of loss to insurer  
Minimizing the loss  
Proof of loss  
Special requirements  
Production of books and records  
Abandonment  
Determining value and loss  
Burden of proof of value and loss  
Estimates  
Appraisal  
Depreciation  
Salvage  
Claim settlement options  
Payment and discharge

### 4.4 Liability losses

Investigation procedures  
Verify coverage  
Determine liability  
Gathering evidence  
Physical evidence  
Witness statements  
Determining value of intangible damages

### 4.5 Coverage problems

Dealing with coverage disputes  
Reservation of rights letter  
Nonwaiver agreement

### 4.6 Claims adjustment procedures

Settlement procedures  
Advance payments  
Draft authority  
Execution of releases  
Subrogation procedures  
Alternative dispute resolution  
Competitive estimates  
Mediation  
Negotiation

## 5.0 Auto Insurance 40%

### 5.1 Laws

Louisiana Motor Vehicle Safety Responsibility Law  
(LRS 32:853-1043)  
Required limits of liability  
(LRS 32:900)  
Louisiana Automobile Insurance Plan (LRS 32:1043)  
Uninsured/underinsured motorist  
(LRS 22:680)  
Definitions — UM/UIM  
Bodily injury

Property damage  
Economic only  
Damages  
    Compensatory —  
        special versus  
        general  
UM/UIM selection/rejection  
    form  
Required limits  
    (LRS 22:680; 32:900)  
Aftermarket crash parts  
    regulation  
    (LRS 51:2421–2425)  
Temporary, substitute, loaner,  
and rental vehicles  
    (LRS 22:671, 681)  
Louisiana Towing and Storage  
    (LRS 22:672)

## 5.2 Personal auto ('05) policy

Definitions — Private passenger  
auto  
Liability coverage  
    Insuring agreement  
    Bodily injury and property  
    damage  
    Supplementary payments  
    Exclusions  
Medical payments  
    Insuring agreement  
    Exclusions  
Uninsured/underinsured motorist  
    Insuring agreement  
    Exclusions  
Coverage for damage to your  
auto  
    Insuring agreement  
    Collision  
    Other than collision  
    Deductibles  
    Exclusions  
    Other coverages  
        Rental reimbursement  
        Accidental death  
Duties after an accident or loss  
    Notice of loss to insurer  
    Minimizing the loss  
    Proof of loss  
General provisions  
Selected endorsements  
    Amendment of policy  
        provisions—Louisiana  
        (PP 01 95)  
    Towing and labor costs  
        (PP 03 03)  
    Extended non-owned  
        coverage (PP 03 06)  
    Miscellaneous type vehicle  
        (PP 03 23)  
    Joint ownership coverage  
        (PP 03 34)  
    Named driver exclusion  
        (PP 13 43)

## 5.3 Commercial auto ('01) policy

Commercial auto coverage forms  
Business auto  
Garage  
Business auto physical  
damage  
Truckers

Motor carrier  
Coverage form sections  
Covered autos  
Liability coverage  
Garagekeepers coverage  
Trailer interchange  
coverage  
Physical damage coverage  
Exclusions  
Conditions  
Definitions — Commercial  
auto  
Selected endorsements  
Lessor — additional insured  
and loss payee  
    (CA 20 01)  
Mobile equipment  
    (CA 20 15)  
Auto medical payments  
coverage (CA 99 03)  
Drive other car coverage  
    (CA 99 10)  
Individual named insured  
    (CA 99 17)  
Commercial carrier regulations  
The Motor Carrier Act of  
1980  
Endorsement for motor  
carrier policies of  
insurance for public  
liability (MCS-90)

### Series 14-18 Exam for Comprehensive Adjuster

150 questions – 2.5-hour time  
limit

#### 1.0 Insurance Regulation 10%

##### 1.1 Licensing requirements

Types of licenses (22:1210.75,  
1210.76, 1210.80)  
Resident versus nonresident  
    (22:1210.75, 1210.80)  
Limited (22:1210.76)  
Maintenance and duration  
Expiration  
    (22:1210.81(B)(1))  
Renewal  
    (22:1210.81(B)(2))  
Change of address  
    (22:1210.81(C))  
Assumed names  
    (22:1210.81(C))  
Reporting of actions  
    (22:1210.86)  
Continuing education  
requirements  
    (22:1210.83)  
Disciplinary actions  
Hearings (22:1210.82(B))  
License probation,  
suspension, revocation,  
or refusal to issue or  
renew (22:1210.82(C))  
Penalties with or without  
suspension of license  
    (22:1210.82(A))

##### Definitions

Adjuster (22:1210.71(1))  
Business entity  
    (22:1210.71(2))  
Home state  
    (22:1210.71(4))  
Individual (22:1210.71(5))  
Insurer (22:1210.71(6))  
Person (22:1210.71(7))  
Uniform individual  
application  
    (22:1210.71(8))  
Uniform business entity  
application  
    (22:1210.71(9))

#### 1.2 Claim settlement laws and regulations

Unfair Claim Settlement  
Practices and Rules  
Deceptive Trade Practices Act  
Prompt payment of claims  
Notice of settlement of liability  
claims

#### 1.3 State regulation

Commissioner's general duties  
and powers (22:2,  
1210.71–1210.87)  
Company regulation  
Referral practices (22:1210.85)  
Unfair trade practices  
    (22:1210.84)  
Unlicensed representation  
    (22:1210.84(A))  
Financial interest  
    (22:1210.84(B))  
Acquisition of salvage  
property  
    (22:1210.84(C))  
Solicitation  
    (22:1210.84(D),(E))  
Misrepresentation  
    (22:1210.84(F))

#### 1.4 Federal regulation

Fraud and false statements  
    (18 USC 1033, 1034)

#### 2.0 Contracts 5%

##### 2.1 Elements of a legal contract

Offer and acceptance  
Consideration  
Competent parties  
Legal purpose

##### 2.2 Distinct characteristics of an insurance contract

Contract of adhesion  
Aleatory contract  
Personal contract  
Unilateral contract  
Conditional contract

##### 2.3 Legal interpretations affecting contracts

Ambiguities in a contract of  
adhesion  
Reasonable expectations  
Indemnity  
Utmost good faith  
Representations/  
misrepresentations

Warranties  
Concealment  
Fraud  
Waiver and estoppel

### 3.0 Property and Casualty Insurance Basics 5%

#### 3.1 Principles and concepts

Insurable interest  
Hazards  
Physical  
Moral  
Morale  
Negligence  
Elements of a negligent act  
Defenses against negligence  
Damages  
Compensatory—special versus general  
Punitive  
Absolute liability  
Strict liability  
Vicarious liability  
Causes of loss (perils)  
Named perils versus special (open) perils  
Direct loss  
Consequential or indirect loss  
Basic types of construction  
Loss valuation  
Actual cash value  
Replacement cost  
Recoverable depreciation  
Functional replacement cost  
Market value  
Agreed value  
Stated amount

#### 3.2 Policy structure

Declarations  
Definitions  
Insuring agreement or clause  
Additional/supplementary coverage  
Conditions  
Exclusions  
Endorsements

#### 3.3 Common policy provisions

Insureds — named, first named, additional  
Policy period  
Policy territory  
Cancellation and nonrenewal  
Deductibles  
Other insurance  
Nonconcurrency  
Primary and excess  
Pro rata  
Contribution by equal shares  
Limits of liability  
Per occurrence (accident)  
Per person  
Aggregate — general versus products — completed operations  
Split  
Combined single  
Restoration/nonreduction of limits

Coinsurance  
Vacancy or unoccupancy  
Named insured provisions  
Duties after loss  
Assignment  
Abandonment  
Insurer provisions  
Subrogation  
Salvage  
Claim settlement options  
Third-party provisions  
Standard mortgage clause  
Loss payable clause  
No benefit to the bailee

#### 3.4 Louisiana laws, regulations and required provisions

Louisiana Valued Policy Law (22:695)  
Louisiana Standard Fire Insurance Policy (22:691)

### 4.0 Adjusting Losses 25%

#### 4.1 Role of the adjuster

Duties and responsibilities  
Good faith (LRS 22:1220)  
Immediate contact rule (LRS 22:658, 1210.82(A)(17); 1214(14))

Staff and independent versus public adjuster  
Relationship to legal profession

#### 4.2 Claim reporting

Claims investigation  
Claim file documentation of events  
Types of reports  
Initial or first field  
Interim or status  
Full formal  
Adjuster versus appraiser

#### 4.3 Property losses

Coverage territory  
Who is an insured  
Duties of insured after a loss  
Notice to insurer  
Minimizing the loss  
Proof of loss  
Special requirements  
Production of books and records  
Abandonment  
Determining value and loss (LRS 22:658.2)  
Burden of proof of value and loss  
Estimates  
Depreciation  
Salvage

Claim settlement options  
Payment and discharge

#### 4.4 Liability losses

Investigation procedures  
Verify coverage  
Determine liability  
Gathering evidence  
Physical evidence  
Witness statements

Determining value of intangible damages

#### 4.5 Coverage problems

Dealing with coverage disputes  
Reservation of rights letter  
Nonwaiver agreement

#### 4.6 Claims adjustment procedures

Settlement procedures  
Advance payments  
Draft authority  
Execution of releases  
Subrogation procedures  
Alternative dispute resolution  
Appraisal  
Competitive estimates  
Mediation  
Negotiation

### 5.0 Dwelling Policy ('93) (Louisiana-Specific) 10%

#### 5.1 Characteristics and purpose

#### 5.2 Coverage forms — Perils insured against

Basic  
Broad  
Special

#### 5.3 Property coverages

Coverage A — Dwelling  
Coverage B — Other structures  
Coverage C — Personal property  
Coverage D — Fair rental value  
Coverage E — Additional living expense

#### 5.4 General exclusions

#### 5.5 Conditions

### 6.0 Homeowners ('00) Policy 10%

#### 6.1 Coverage forms

HO-2 through HO-6  
HO-8

#### 6.2 Definitions

#### 6.3 Section I — Property coverages

Coverage A — Dwelling  
Coverage B — Other structures  
Coverage C — Personal property  
Coverage D — Loss of use  
Additional coverages

#### 6.4 Section II — Liability coverages

Coverage E — Personal liability  
Coverage F — Medical payments to others  
Additional coverages

#### 6.5 Perils insured against

#### 6.6 Exclusions

#### 6.7 Conditions

#### 6.8 Selected endorsements

Special provisions — Louisiana (HO 01 17)  
Limited fungi, wet or dry rot, or bacteria coverage — Louisiana (HO 03 41, HO 03 42)  
Permitted incidental occupancies (HO 04 42)



Earthquake (HO 04 54)  
 Scheduled personal property  
 (HO 04 61)  
 Ordinance or law (HO 04 77)  
 Personal property replacement  
 cost (HO 04 90)  
 Home day care (HO 04 97)  
 Business pursuits (HO 24 71)  
 Watercraft (HO 24 75)  
 Personal injury — Louisiana  
 (HO 24 81)

## **7.0 Auto Insurance 10%**

### **7.1 Laws**

Louisiana Motor Vehicle Safety  
 Responsibility Law  
 (LRS 32:853–1043)  
 Required limits of liability  
 (LRS 32:900)  
 Louisiana Automobile Insurance  
 Plan (LRS 32:1043)  
 Uninsured/underinsured motorist  
 (LRS 22:680)  
 Definitions  
 Bodily injury  
 Property damage  
 UM/UIM selection/rejection  
 form  
 Required limits  
 Aftermarket crash parts  
 regulation  
 (LRS 51:2421–2425)  
 Temporary, substitute, loaner,  
 and rental vehicles  
 (LRS 22:671, 681)  
 Louisiana Towing and Storage  
 (LRS 22:672)

### **7.2 Personal auto ('05) policy**

Definitions — Private passenger  
 auto  
 Liability coverage  
 Insuring agreement  
 Bodily injury and property  
 damage  
 Supplementary payments  
 Exclusions  
 Medical payments  
 Insuring agreement  
 Exclusions  
 Uninsured/underinsured motorist  
 Insuring agreement  
 Exclusions  
 Coverage for damage to your  
 auto  
 Insuring agreement  
 Collision  
 Other than collision  
 Deductibles  
 Transportation expense  
 Exclusions  
 Other coverages  
 Rental reimbursement  
 Accidental death  
 Duties after an accident or loss  
 Notice of loss to insurer  
 Minimizing the loss  
 Proof of loss  
 General provisions  
 Selected endorsements

Amendment of policy  
 provisions—Louisiana  
 (PP 01 95)  
 Towing and labor costs  
 (PP 03 03)  
 Extended non-owned  
 coverage (PP 03 06)  
 Miscellaneous type vehicle  
 (PP 03 23)  
 Joint ownership coverage  
 (PP 03 34)  
 Named driver exclusion  
 (PP 13 43)

### **7.3 Commercial auto ('01) policy**

Commercial auto coverage forms  
 Business auto  
 Garage  
 Business auto physical  
 damage  
 Truckers  
 Motor carrier  
 Coverage form sections  
 Covered autos  
 Liability coverage  
 Garagekeepers coverage  
 Trailer interchange  
 coverage  
 Physical damage coverage  
 Exclusions  
 Conditions  
 Definitions — Commercial  
 auto  
 Selected endorsements  
 Lessor – additional insured  
 and loss payee  
 (CA 20 01)  
 Mobile equipment  
 (CA 20 15)  
 Auto medical payments  
 coverage (CA 99 03)  
 Drive other car coverage  
 (CA 99 10)  
 Individual named insured  
 (CA 99 17)  
 Commercial carrier regulations  
 The Motor Carrier Act of  
 1980  
 Endorsement for motor  
 carrier policies of  
 insurance for public  
 liability (MCS-90)

## **8.0 Commercial Package Policy (CPP) 10%**

### **8.1 Components of a commercial policy**

Common policy declarations  
 Common policy conditions  
 Interline endorsements  
 One or more coverage parts

### **8.2 Commercial general liability ('04)**

Commercial general liability  
 coverage forms  
 Bodily injury and property  
 damage liability  
 Personal and advertising  
 injury liability  
 Medical payments

Supplementary payments  
 Who is an insured  
 Limits of insurance  
 Conditions  
 Definitions  
 Exclusions  
 Occurrence versus claims-made  
 Claims-made features  
 Trigger  
 Retroactive date  
 Extended reporting periods  
 — basic versus  
 supplemental  
 Claim information  
 Premises and operations  
 Products and completed  
 operations  
 Insured contract  
 Pollution liability  
 Pollution liability coverage  
 form  
 Pollution liability limited  
 coverage form  
 Pollution liability coverage  
 extension endorsement

### **8.3 Commercial property ('95)**

Commercial property conditions  
 form  
 Coverages  
 Building and personal  
 property  
 Glass coverage  
 Condominium association  
 Condominium commercial  
 unit-owners  
 Builders risk  
 Business income  
 Legal liability  
 Business interruption  
 Extra expense  
 Causes of loss forms  
 Basic  
 Broad  
 Special  
 Earthquake  
 Selected endorsements  
 Spoilage (CP 04 40)  
 Peak season limit of  
 insurance (CP 12 30)  
 Value reporting form  
 (CP 13 10)

### **8.4 Commercial crime ('06)**

General definitions  
 Burglary  
 Theft  
 Robbery  
 Crime coverage forms  
 Commercial crime coverage  
 forms (discovery/loss  
 sustained)  
 Government crime coverage  
 forms (discovery/loss  
 sustained)  
 Coverages  
 Employee theft  
 Forgery or alteration  
 Inside the premises — theft  
 of money and securities

Inside the premises —  
 robbery or safe burglary  
 of other property  
 Outside the premises  
 Computer fraud  
 Funds transfer fraud  
 Money orders and  
 counterfeit money  
 Other crime coverage  
 Extortion — commercial  
 entities

#### 8.5 Commercial inland marine

Commercial inland marine  
 conditions form  
 Inland marine coverage forms  
 Accounts receivable  
 Bailee's customers  
 Commercial articles  
 Contractors equipment  
 floater  
 Electronic data processing  
 Equipment dealers  
 Installation floater  
 Jewelers block  
 Signs  
 Valuable papers and records  
 Transportation coverages  
 Common carrier cargo  
 liability  
 Motor truck cargo forms  
 Transit coverage forms

#### 8.6 Boiler and machinery ('01)

Equipment breakdown protection  
 coverage form (BM 00 20)  
 Selected endorsements  
 Business income — Report  
 of values (BM 15 31)  
 Actual cash value  
 (BM 99 59)

#### 8.7 Farm coverage ('88)

Farm property coverage forms  
 Coverage A — Dwellings  
 Coverage B — Other private  
 structures  
 Coverage C — Household  
 personal property  
 Coverage D — Loss of use  
 Coverage E — Scheduled  
 farm personal property  
 Coverage F — Unscheduled  
 farm personal property  
 Coverage G — Other farm  
 structures  
 Farm liability coverage forms  
 Coverage H — Bodily injury  
 and property damage  
 liability  
 Coverage I — Personal and  
 advertising injury liability  
 Coverage J — Medical  
 payments  
 Livestock coverage form  
 Mobile agricultural machinery  
 and equipment coverage form  
 Definitions  
 Causes of loss (basic, broad and  
 special)  
 Conditions  
 Exclusions

Limits  
 Additional coverages

### 9.0 Businessowners ('02) Policy 10%

#### 9.1 Characteristics and purpose

#### 9.2 Businessowners Section I —

##### Property

Definitions  
 Coverage  
 Business interruption  
 Causes of loss  
 Conditions  
 Limits  
 Deductibles  
 Exclusions  
 Optional coverages

#### 9.3 Businessowners Section II —

##### Liability

Business liability  
 Medical expenses  
 Limits  
 Conditions  
 Exclusions  
 Definitions

#### 9.4 Businessowners Section III —

##### Common Policy Conditions

#### 9.5 Selected endorsements

Louisiana changes (BP 01 30)  
 Protective safeguards (BP 04  
 30)  
 Utility services — direct damage  
 (BP 04 56)  
 Utility services — time element  
 (BP 04 57)

### 10.0 Other Coverages and Options 5%

#### 10.1 Umbrella policies

Personal  
 Commercial (CU 00 01)

#### 10.2 Surplus lines

Definitions and markets  
 Licensing requirements

#### 10.3 Ocean marine insurance

Major coverages  
 Hull insurance  
 Cargo insurance  
 Freight insurance  
 Implied warranties  
 Perils  
 General and particular average

#### 10.4 National Flood Insurance Program

"Write your own" versus NFIP  
 Direct  
 Eligibility  
 Coverage  
 Limits  
 Deductibles

#### 10.5 Other policies

Boatowners  
 Difference in conditions  
 Aircraft hull

#### 10.6 Residual markets

Louisiana Citizens  
 (LRS 22:1430-1448)

### Series 14-20 Exam for Public Adjuster

100 questions — Two-hour time  
 limit

### 1.0 Insurance Regulation 10%

#### 1.1 Licensing requirements

Qualifications (22:1210.94, .95)  
 Persons to be licensed  
 (22:1210.93)  
 Process (22:1210.94)  
 Fees (22:1078)  
 Surety bond (22:1210.101)

#### Maintenance and duration

Renewal (22:1210.99(A)(2),(3))  
 Contract requirements  
 (22:1210.104)  
 Records (22:1210.105)  
 Change of address  
 (22:1210.99(B))  
 Continuing education  
 requirements (22:1210.102)

#### Disciplinary actions

License probation, suspension,  
 revocation or refusal to issue  
 or renew (22:1210.100)  
 Penalties with or without  
 suspension of license  
 (22:1210.100(E))

#### Definitions

Business entity (22:1210.92(1))  
 First-party claim  
 (22:1210.92(3))  
 Home state (22:1210.92(4))  
 Individual (22:1210.92(5))  
 Person (22:1210.92(6))  
 Public adjuster (22:1210.92(7))  
 Public adjusting  
 (22:1210.92(8))  
 Uniform individual application  
 (22:1210.92(9))  
 Uniform business entity  
 application (22:1210.92(10))

#### 1.2 Claim settlement laws and regulations

Unfair Claim Settlement  
 Practices Act and Rules  
 (22:1211)  
 Deceptive Trade Practices Act  
 Prompt payment of claims  
 Notice of settlement of liability  
 claims

#### 1.3 State regulation

Commissioner's general duties  
 and powers (22:2, 1215)  
 Company regulation  
 Referral practices  
 (22:1210.106)  
 Unfair trade practices  
 (22:1210.104)  
 Unlicensed representation  
 (22:1210.106(C))  
 Financial interest  
 (22:1210.106(D))  
 Acquisition of salvage  
 property  
 (22:1210.106(E))

Solicitation  
(22:1210.106(B))  
Misrepresentation  
(22:1210.106(H))

#### 1.4 Federal regulation

Fraud and false statements  
(18 USC 1033, 1034)

### 2.0 Contracts 10%

#### 2.1 Elements of a legal contract

Offer and acceptance  
Consideration  
Competent parties  
Legal purpose

#### 2.2 Distinct characteristics of an insurance contract

Contract of adhesion  
Aleatory contract  
Personal contract  
Unilateral contract  
Conditional contract

#### 2.3 Legal interpretations affecting contracts

Ambiguities in a contract of adhesion  
Reasonable expectations  
Indemnity  
Utmost good faith  
Representations/  
misrepresentations  
Warranties  
Concealment  
Fraud  
Waiver and estoppel

### 3.0 Property and Casualty Insurance Basics 10%

#### 3.1 Insurance principles and concepts

Insurable interest  
Hazards  
Physical  
Moral  
Morale  
Causes of loss (perils)  
Named perils versus special (open) perils  
Direct loss  
Consequential or indirect loss  
Blanket versus specific insurance  
Basic types of construction  
Loss valuation  
Actual cash value  
Replacement cost  
Functional replacement cost  
Market value  
Agreed value  
Stated amount

#### 3.2 Policy structure

Declarations  
Definitions  
Insuring agreement or clause  
Additional/supplementary coverage  
Conditions  
Exclusions  
Endorsements

#### 3.3 Common policy provisions

Insureds — named, first named, additional  
Policy period  
Policy territory  
Cancellation and nonrenewal  
Deductibles  
Other insurance  
Nonconcurrency  
Primary and excess  
Pro rata  
Restoration/nonreduction of limits  
Vacancy or unoccupancy  
Assignment  
Third-party provisions  
Standard mortgage clause  
Loss payable clause  
No benefit to the bailee

#### 3.4 Louisiana laws, regulations and required provisions

Louisiana Valued Policy Law (22:695)  
Louisiana Standard Fire Insurance Policy (22:691)

### 4.0 Adjusting Losses 25%

#### 4.1 Role of the adjuster

Duties and responsibilities  
Good faith  
Immediate contact rule (LRS 22:658, 22:1210.104(C))  
Staff and independent versus public adjuster  
Relationship to legal profession

#### 4.2 Claim reporting

Claims investigation  
Claim file documentation of events  
Types of reports  
Initial or first field  
Interim or status  
Full formal  
Adjuster versus appraiser

#### 4.3 Property losses

Coverage territory  
Who is an insured  
Duties of insured after a loss  
Notice to insurer  
Minimizing the loss  
Proof of loss  
Special requirements  
Production of books and records  
Abandonment  
Determining value and loss (LRS 22:658.2)  
Burden of proof of value and loss  
Estimates  
Depreciation  
Salvage  
Claim settlement options  
Payment and discharge

#### 4.4 Coverage problems

Dealing with coverage disputes  
Reservation of rights letter

Nonwaiver agreement

#### 4.5 Claims adjustment procedures

Settlement procedures  
Advance payments  
Draft authority  
Execution of releases  
Subrogation procedures  
Alternative dispute resolution  
Appraisal  
Competitive estimates  
Mediation  
Negotiation

### 5.0 Dwelling Policy ('93) (Louisiana-Specific) 10%

#### 5.1 Characteristics and purpose

#### 5.2 Coverage forms — Perils insured against

Basic  
Broad  
Special

#### 5.3 Property coverages

Coverage A — Dwelling  
Coverage B — Other structures  
Coverage C — Personal property  
Coverage D — Fair rental value  
Coverage E — Additional living expense  
Other coverages

#### 5.4 General exclusions

#### 5.5 Conditions

### 6.0 Homeowners ('00) Policy 10%

#### 6.1 Coverage forms

HO-2 through HO-6  
HO-8

#### 6.2 Definitions

#### 6.3 Section I — Property coverages

Coverage A — Dwelling  
Coverage B — Other structures  
Coverage C — Personal property  
Coverage D — Loss of use  
Additional coverages

#### 6.4 Perils insured against

#### 6.5 Exclusions

#### 6.6 Conditions

#### 6.7 Selected endorsements

Special provisions — Louisiana (HO 01 17)  
Limited fungi, wet or dry rot, or bacteria coverage — Louisiana (HO 03 41, HO 03 42)  
Permitted incidental occupancies (HO 04 42)  
Earthquake (HO 04 54)  
Scheduled personal property (HO 04 61)  
Ordinance or law (HO 04 77)  
Personal property replacement cost (HO 04 90)  
Home day care (HO 04 97)

**7.0 Commercial Package Policy (CPP) 10%**

**7.1 Components of a commercial policy**

Common policy declarations  
Common policy conditions  
Interline endorsements  
One or more coverage parts

**7.2 Commercial property ('95) policy**

Commercial property conditions form  
Coverage forms  
Building and personal property  
Glass coverage  
Condominium association  
Condominium commercial unit-owners  
Builders risk  
Business income  
Legal liability  
Business interruption  
Extra expense  
Causes of loss forms  
Basic  
Broad  
Special  
Earthquake  
Selected endorsements  
Spoilage (CP 04 40)  
Peak season limit of insurance (CP 12 30)  
Value reporting form (CP 13 10)

**7.3 Commercial inland marine**

Commercial inland marine conditions form  
Inland marine coverage forms  
Accounts receivable  
Bailee's customers  
Commercial articles  
Contractors equipment floater  
Electronic data processing  
Equipment dealers  
Installation floater  
Jewelers block  
Signs  
Valuable papers and records

**7.4 Boiler and machinery ('01) policy**

Equipment breakdown protection coverage form (BM 00 20)  
Selected endorsements  
Business income — Report of values (BM 15 31)  
Actual cash value (BM 99 59)

**7.5 Farm coverage ('88) policy**

Farm property coverage forms  
Coverage A — Dwellings  
Coverage B — Other private structures  
Coverage C — Household personal property  
Coverage D — Loss of use

Coverage E — Scheduled farm personal property  
Coverage F — Unscheduled farm personal property  
Coverage G — Other farm structures  
Livestock coverage form  
Mobile agricultural machinery and equipment coverage form  
Definitions  
Cause of loss (basic, broad, and special)  
Conditions  
Exclusions  
Limits  
Additional coverages

**8.0 Businessowners ('02) Policy — Property 10%**

**8.1 Characteristics and purpose**

**8.2 Businessowners Section I — Property**

Definitions  
Coverage  
Business interruption  
Causes of loss  
Conditions  
Limits  
Deductibles  
Exclusions  
Optional coverages

**8.3 Businessowners Section III — Common Policy Conditions**

**8.4 Selected endorsements**

Louisiana changes (BP 01 30)  
Protective safeguards (BP 04 30)  
Utility services — direct damage (BP 04 56)  
Utility services — time element (BP 04 57)

**9.0 Other Coverages 5%**

**9.1 Ocean marine insurance**

Major coverages  
Hull insurance  
Cargo insurance  
Freight insurance  
Implied warranties  
Perils  
General and particular average

**9.2 National Flood Insurance Program**

"Write your own" versus NFIP  
Direct  
Eligibility  
Coverage  
Limits  
Deductibles

**9.3 Other policies**

Boatowners  
Difference in conditions  
Aircraft hull

**9.4 Residual markets**

Louisiana Citizens (LRS 22:1430-1448)

**Series 14-21  
Exam for Personal Lines Adjuster**

**100 questions — Two-hour time limit**

**1.0 Insurance Regulation 10%**

**1.1 Licensing requirements**

Types of licenses (22:1210.75, 1210.76, 1210.80)  
Resident versus nonresident (22:1210.75, 1210.80)  
Limited (22:1210.76)  
Maintenance and duration  
Expiration (22:1210.81(B)(1))  
Renewal (22:1210.81(B)(2))  
Change of address (22:1210.81(C))  
Assumed names (22:1210.81(C))  
Reporting of actions (22:1210.86)  
Continuing education requirements (22:1210.83)  
Disciplinary actions  
Hearings (22:1210.82(B))  
License probation, suspension, revocation, or refusal to issue or renew (22:1210.82(C))  
Penalties with or without suspension of license (22:1210.82(A))  
Definitions  
Adjuster (22:1210.71(1))  
Business entity (22:1210.71(2))  
Home state (22:1210.71(4))  
Individual (22:1210.71(5))  
Insurer (22:1210.71(6))  
Person (22:1210.71(7))  
Uniform individual application (22:1210.71(8))  
Uniform business entity application (22:1210.71(9))

**1.2 Claim settlement laws and regulations**

Unfair Claim Settlement Practices Act and Rules  
Deceptive Trade Practices Act  
Prompt payment of claims  
Notice of settlement of liability claims

**1.3 State regulation**

Commissioner's general duties and powers (22:2, 1210.71-1210.87)  
Company regulation  
Referral practices (22:1210.85)  
Unfair trade practices (22:1210.84)

Unlicensed representation  
(22:1210.84(A))  
Financial interest  
(22:1210.84(B))  
Acquisition of salvage  
property  
(22:1210.84(C))  
Solicitation  
(22:1210.84(D),(E))  
Misrepresentation  
(22:1210.84(F))

#### 1.4 Federal regulation

Fraud and false statements  
(18 USC 1033, 1034)

### 2.0 Contracts 5%

#### 2.1 Elements of a legal contract

Offer and acceptance  
Consideration  
Competent parties  
Legal purpose

#### 2.2 Distinct characteristics of an insurance contract

Contract of adhesion  
Aleatory contract  
Personal contract  
Unilateral contract  
Conditional

#### 2.3 Legal interpretations affecting contracts

Ambiguities in a contract of  
adhesion  
Reasonable expectations  
Indemnity  
Utmost good faith  
Representations/  
misrepresentations  
Warranties  
Concealment  
Fraud  
Waiver and estoppel

### 3.0 Property and Casualty Insurance Basics 5%

#### 3.1 Principles and concepts

Insurable interest  
Hazards  
Physical  
Moral  
Morale  
Negligence  
Elements of a negligent act  
Defenses against negligence  
Damages  
Compensatory—special  
versus general  
Punitive  
Absolute liability  
Strict liability  
Vicarious liability  
Causes of loss (perils)  
Named perils versus special  
(open) perils  
Direct loss  
Consequential or indirect loss  
Basic types of construction  
Loss valuation  
Actual cash value

Replacement cost  
Recoverable depreciation  
Functional replacement cost  
Market value  
Agreed value  
Stated amount

#### 3.2 Policy structure

Declarations  
Definitions  
Insuring agreement or clause  
Additional/supplementary  
coverage  
Conditions  
Exclusions  
Endorsements

#### 3.3 Common policy provisions

Insureds — named, first named,  
additional  
Policy period  
Deductibles  
Other insurance  
Nonconcurrency  
Primary and excess  
Pro rata  
Contribution by equal  
shares  
Limits of liability  
Per occurrence (accident)  
Per person  
Aggregate — general versus  
products — completed  
operations  
Split  
Combined single  
Restoration/nonreduction of  
limits  
Coinsurance  
Vacancy or unoccupancy  
Named insured provisions  
Duties after loss  
Assignment  
Abandonment  
Insurer provisions  
Subrogation  
Salvage  
Claim settlement options  
Third-party provisions  
Standard mortgage clause  
Loss payable clause  
No benefit to the bailee

#### 3.4 Louisiana laws, regulations and required provisions

Louisiana Valued Policy Law  
(22:695)  
Louisiana Standard Fire  
Insurance Policy (22:691)

### 4.0 Adjusting Losses 30%

#### 4.1 Role of the adjuster

Duties and responsibilities  
Good faith (LRS 22:1220)  
Immediate contact rule  
(LRS 22:658,  
1210.82(A)(17);  
1214(14))  
Staff and independent versus  
public adjuster  
Relationship to legal profession

#### 4.2 Claim reporting

Claims investigation  
Claim file documentation of  
events  
Types of reports  
Initial or first field  
Interim or status  
Full formal  
Adjuster versus appraiser

#### 4.3 Property losses

Coverage territory  
Who is an insured  
Duties of insured after a loss  
Notice to insurer  
Minimizing the loss  
Proof of loss  
Special requirements  
Production of books and  
records  
Abandonment  
Determining value and loss  
(LRS 22:658.2)  
Burden of proof of value  
and loss  
Estimates  
Depreciation  
Salvage  
Claim settlement options  
Payment and discharge

#### 4.4 Liability losses

Investigation procedures  
Verify coverage  
Determine liability  
Gathering evidence  
Physical evidence  
Witness statements  
Determining value of intangible  
damages

#### 4.5 Coverage problems

Dealing with coverage disputes  
Reservation of rights letter  
Nonwaiver agreement

#### 4.6 Claims adjustment procedures

Settlement procedures  
Advance payments  
Draft authority  
Execution of releases  
Subrogation procedures  
Alternative dispute resolution  
Appraisal  
Competitive estimates  
Mediation  
Negotiation

### 5.0 Dwelling Policy ('93) (Louisiana-Specific) 20%

#### 5.1 Characteristics and purpose

#### 5.2 Coverage forms — Perils insured against

Basic  
Broad  
Special

#### 5.3 Property coverages

Coverage A — Dwelling  
Coverage B — Other structures  
Coverage C — Personal property  
Coverage D — Fair rental value



Coverage E — Additional living expense

#### 5.4 General exclusions

#### 5.5 Conditions

### 6.0 Homeowners ('00) Policy 25%

#### 6.1 Coverage forms

HO-2 through HO-6  
HO-8

#### 6.2 Definitions

#### 6.3 Section I — Property coverages

Coverage A — Dwelling  
Coverage B — Other structures  
Coverage C — Personal property  
Coverage D — Loss of use  
Additional coverages

#### 6.4 Section II — Liability coverages

Coverage E — Personal liability  
Coverage F — Medical payments to others  
Additional coverages

#### 6.5 Perils insured against

#### 6.6 Exclusions

#### 6.7 Conditions

#### 6.8 Selected endorsements

Special provisions — Louisiana (HO 01 17)  
Limited fungi, wet or dry rot, or bacteria coverage — Louisiana (HO 03 41, HO 03 42)  
Permitted incidental occupancies (HO 04 42)  
Earthquake (HO 04 54)  
Scheduled personal property (HO 04 61)  
Ordinance or law (HO 04 77)  
Personal property replacement cost (HO 04 90)  
Home day care (HO 04 97)  
Business pursuits (HO 24 71)  
Watercraft (HO 24 75)  
Personal injury — Louisiana (HO 24 81)

### 7.0 Other Coverages and Options 5%

#### 7.1 Umbrella policies

Personal

#### 7.2 Surplus lines

Definitions and markets  
Licensing requirements

#### 7.3 National Flood Insurance Program

"Write your own" versus NFIP  
Direct  
Eligibility  
Coverage  
Limits  
Deductibles

#### 7.4 Other policies

Aircraft hull  
Boatowners  
Difference in conditions  
Inland Marine

#### 7.5 Residual markets

Louisiana Citizens  
(LRS 22:1430-1448)

### Series 14-22 Exam for Commercial Lines Adjuster

100 questions – Two-hour time limit

### 1.0 Insurance Regulation 10%

#### 1.1 Licensing requirements

Types of licenses (22:1210.75, 1210.76, 1210.80)  
Resident versus nonresident (22:1210.75, 1210.80)  
Limited (22:1210.76)

Maintenance and duration  
Expiration

(22:1210.81(B)(1))

Renewal

(22:1210.81(B)(2))

Change of address

(22:1210.81(C))

Assumed names

(22:1210.81(C))

Reporting of actions

(22:1210.86)

Continuing education requirements

(22:1210.83)

Disciplinary actions

Hearings (22:1210.82(B))

License probation,

suspension, revocation, or refusal to issue or renew (22:1210.82(C))

Penalties with or without suspension of license

(22:1210.82(A))

Definitions

Adjuster (22:1210.71(1))

Business entity

(22:1210.71(2))

Home state

(22:1210.71(4))

Individual (22:1210.71(5))

Insurer (22:1210.71(6))

Person (22:1210.71(7))

Uniform individual

application

(22:1210.71(8))

Uniform business entity

application

(22:1210.71(9))

#### 1.2 Claim settlement laws and regulations

Unfair Claim Settlement Practices Act and Rules  
Deceptive Trade Practices Act  
Prompt payment of claims  
Notice of settlement of liability claims

#### 1.3 State regulation

Commissioner's general duties and powers (22:2, 1210.71-1210.87)

Company regulation

Referral practices (22:1210.85)

Unfair trade practices

(22:1210.84)

Unlicensed representation

(22:1210.84(A))

Financial interest

(22:1210.84(B))

Acquisition of salvage

property (22:1210.84(C))

Solicitation

(22:1210.84(D),(E))

Misrepresentation

(22:1210.84(F))

#### 1.4 Federal regulation

Fraud and false statements

(18 USC 1033, 1034)

### 2.0 Contracts 5%

#### 2.1 Elements of a legal contract

Offer and acceptance

Consideration

Competent parties

Legal purpose

#### 2.2 Distinct characteristics of an insurance contract

Contract of adhesion

Aleatory contract

Personal contract

Unilateral contract

Conditional contract

#### 2.3 Legal interpretations affecting contracts

Ambiguities in a contract of

adhesion

Reasonable expectations

Indemnity

Utmost good faith

Representations/

misrepresentations

Warranties

Concealment

Fraud

Waiver and estoppel

### 3.0 Property and Casualty Insurance Basics 5%

#### 3.1 Principles and concepts

Insurable interest

Hazards

Physical

Moral

Morale

Negligence

Elements of a negligent act

Defenses against negligence

Damages

Compensatory-special

versus general

Punitive

Absolute liability

Strict liability

Vicarious liability

Causes of loss (perils)

Named perils versus special

(open) perils

Direct loss

Consequential or indirect loss  
 Basic types of construction  
 Loss valuation  
     Actual cash value  
     Replacement cost  
     Recoverable depreciation  
     Functional replacement cost  
     Market value  
     Agreed value  
     Stated amount

### 3.2 Policy structure

Declarations  
 Definitions  
 Insuring agreement or clause  
 Additional/supplementary coverage  
 Conditions  
 Exclusions  
 Endorsements

### 3.3 Common policy provisions

Insureds — named, first named, additional  
 Policy period  
 Deductibles  
 Other insurance  
     Nonconcurrency  
     Primary and excess  
     Pro rata  
     Contribution by equal shares  
 Limits of liability  
     Per occurrence (accident)  
     Per person  
     Aggregate — general versus products — completed operations  
     Split  
     Combined single  
 Restoration/nonreduction of limits  
 Coinsurance  
 Vacancy or unoccupancy  
 Named insured provisions  
     Duties after loss  
     Assignment  
     Abandonment  
 Insurer provisions  
     Subrogation  
     Salvage  
     Claim settlement options  
 Third-party provisions  
     Standard mortgage clause  
     Loss payable clause  
     No benefit to the bailee

### 3.4 Louisiana laws, regulations and required provisions

Louisiana Valued Policy Law (22:695)  
 Louisiana Standard Fire Insurance Policy (22:691)

## 4.0 Adjusting Losses 30%

### 4.1 Role of the adjuster

Duties and responsibilities  
 Good faith (LRS 22:1220)  
 Immediate contact rule (LRS 22:658, 1210.82(A)(17); 1214(14))

Staff and independent versus public adjuster  
 Relationship to legal profession

### 4.2 Claim reporting

Claims investigation  
 Claim file documentation of events  
 Types of reports  
     Initial or first field  
     Interim or status  
     Full formal  
     Adjuster versus appraiser

### 4.3 Property losses

Coverage territory  
 Who is an insured  
 Duties of insured after a loss  
     Notice to insurer  
     Minimizing the loss  
     Proof of loss  
     Special requirements  
     Production of books and records  
     Abandonment  
 Determining value and loss (LRS 22:658.2)  
     Burden of proof of value and loss  
     Estimates  
     Depreciation  
     Salvage  
 Claim settlement options  
 Payment and discharge

### 4.4 Liability losses

Investigation procedures  
     Verify coverage  
     Determine liability  
 Gathering evidence  
     Physical evidence  
     Witness statements  
 Determining value of intangible damages

### 4.5 Coverage problems

Dealing with coverage disputes  
 Reservation of rights letter  
 Nonwaiver agreement

### 4.6 Claims adjustment procedures

Settlement procedures  
     Advance payments  
     Draft authority  
     Execution of releases  
 Subrogation procedures  
 Alternative dispute resolution  
     Appraisal  
     Competitive estimates  
     Mediation  
     Negotiation

## 5.0 Commercial Package Policy (CPP) 25%

### 5.1 Components of a commercial policy

Common policy declarations  
 Common policy conditions  
 Interline endorsements  
 One or more coverage parts

### 5.2 Commercial general liability ('04)

Commercial general liability coverage forms  
     Bodily injury and property damage liability  
     Personal and advertising injury liability  
     Medical payments  
     Supplementary payments  
     Who is an insured  
     Limits of liability  
     Conditions  
     Definitions  
     Exclusions  
 Occurrence versus claims-made  
 Claims-made features  
     Trigger  
     Retroactive date  
     Extended reporting periods — basic versus supplemental  
     Claim information  
 Premises and operations  
 Products and completed operations  
 Insured contract  
 Pollution liability  
     Pollution liability coverage form  
     Pollution liability limited coverage form  
     Pollution liability coverage extension endorsement

### 5.3 Commercial property ('95)

Commercial property conditions form  
 Coverages  
     Building and personal property  
     Glass coverage  
     Condominium association  
     Condominium commercial unit-owners  
     Builders risk  
     Business income  
     Extra expense  
     Business interruption  
 Causes of loss forms  
     Basic  
     Broad  
     Special  
     Earthquake  
 Selected endorsements  
     Spoilage (CP 04 40)  
     Peak season limit of insurance (CP 12 30)  
     Value reporting form (CP 13 10)

### 5.4 Commercial crime ('06)

General definitions  
     Burglary  
     Theft  
     Robbery  
 Crime coverage forms  
     Commercial crime coverage forms (discovery/loss sustained)



Government crime coverage forms (discovery/loss sustained)  
 Coverages  
 Employee theft  
 Forgery or alteration  
 Inside the premises — theft of money and securities  
 Inside the premises — robbery or safe burglary of other property  
 Outside the premises  
 Computer fraud  
 Funds transfer fraud  
 Money orders and counterfeit money  
 Other crime coverage  
 Extortion — commercial entities

#### 5.5 Commercial inland marine

Commercial inland marine conditions form  
 Inland marine coverage forms  
 Accounts receivable  
 Bailee's customers  
 Commercial articles  
 Contractors equipment floater  
 Electronic data processing  
 Equipment dealers  
 Installation floater  
 Jewelers block  
 Signs  
 Valuable papers and records  
 Transportation coverages  
 Common carrier cargo liability  
 Motor truck cargo forms  
 Transit coverage forms

#### 5.6 Boiler and machinery ('01)

Equipment breakdown protection coverage form (BM 00 20)  
 Selected endorsements  
 Business income — Report of values (BM 15 31)  
 Actual cash value (BM 99 59)

#### 5.7 Farm coverage ('88)

Farm property coverage forms

Coverage A — Dwellings  
 Coverage B — Other private structures  
 Coverage C — Household personal property  
 Coverage D — Loss of use  
 Coverage E — Scheduled farm personal property  
 Coverage F — Unscheduled farm personal property  
 Coverage G — Other farm structures  
 Farm liability coverage forms  
 Coverage H — Bodily injury and property damage liability  
 Coverage I — Personal and advertising injury liability  
 Coverage J — Medical payments  
 Livestock coverage form  
 Mobile agricultural machinery and equipment coverage form  
 Definitions  
 Causes of loss (basic, broad and special)  
 Conditions  
 Exclusions  
 Limits  
 Additional coverages

#### 6.0 Businessowners ('02) Policy 20%

##### 6.1 Characteristics and purpose

##### 6.2 Businessowners Section I — Property

Definitions  
 Coverage  
 Business interruption  
 Causes of loss  
 Conditions  
 Limits  
 Deductibles  
 Exclusions  
 Optional coverages

##### 6.3 Businessowners Section II — Liability

Business liability  
 Medical expenses

Who is an insured  
 Limits of insurance  
 General conditions  
 Exclusions  
 Definitions

#### 6.4 Businessowners Section III — Common Policy Conditions

##### 6.5 Selected endorsements

Louisiana changes (BP 01 30)  
 Protective safeguards (BP 04 30)  
 Utility services — direct damage (BP 04 56)  
 Utility services — time element (BP 04 57)

#### 7.0 Other Coverages and Options 5%

##### 7.1 Umbrella policies

Commercial (CU 00 01)

##### 7.2 Surplus lines

Definitions and markets  
 Licensing requirements

##### 7.3 Ocean marine insurance

Major coverages  
 Hull insurance  
 Cargo insurance  
 Freight insurance  
 Implied warranties  
 Perils  
 General and particular average

##### 7.4 National Flood Insurance Program

"Write your own" versus NFIP  
 Direct  
 Eligibility  
 Coverage  
 Limits  
 Deductibles

##### 7.5 Other policies

Boatowners  
 Difference in conditions  
 Aircraft hull

##### 7.6 Residual markets

Louisiana Citizens  
 (LRS 22:1430-1448)

# License application and forms

This section provides printable copies of various forms and information that may be needed or helpful for completing them. It contains the following:

- Licensing application checklist.
- Louisiana Department of Insurance Application Form.
- Exam registration form.

## Louisiana Department of Insurance Licensing Checklist

For Individual Resident and Nonresident Applicants

Producer Applicant	
Resident	Nonresident
<input type="checkbox"/> Form 1136A	<input type="checkbox"/> Form 1136A
<input type="checkbox"/> License Fee	<input type="checkbox"/> Nonresidents do not need to submit a Letter of Certification or printout from the Producer Database (PDB) as long as their current information is available on the PDB
<input type="checkbox"/> License requiring exam: Mail applications and fees to Prometric	<input type="checkbox"/> License Fee
<input type="checkbox"/> License not requiring exam: Mail application and fees to the Louisiana Department of Insurance	<input type="checkbox"/> Mail application and fees to the Louisiana Department of Insurance
<input type="checkbox"/> Prelicensing certificate needed to sit for exam (course must be completed successfully no more than 12 months prior to taking the exam per Rule 9)	<input type="checkbox"/> Variable Contract applicants must be registered with the NASD and file NASD U-4 status report and be appointed by sponsor for life insurance
<input type="checkbox"/> Variable Contract applicants must file NASD U-4 status report and be appointed by sponsor for life insurance	
Surplus Lines Broker Applicant	
Resident	Nonresident
<input type="checkbox"/> Form 1136A	<input type="checkbox"/> Form 1136A
<input type="checkbox"/> Have at least two years of property and casualty insurance experience with an insurer or be a licensed insurance producer for two years. If not a producer, you must submit, on company letterhead, evidence of two years of property and casualty experience	<input type="checkbox"/> Nonresidents do not need to submit a Letter of Certification or printout from the Producer Database (PDB) as long as their current information is available on the PDB
<input type="checkbox"/> License Fee - \$250	<input type="checkbox"/> License Fee - \$250
<input type="checkbox"/> Mail application and fees to Prometric	<input type="checkbox"/> Mail application and fees to the Louisiana Department of Insurance

Claims Adjuster Applicant	
Resident	Nonresident
<input type="checkbox"/> Form 1136A	<input type="checkbox"/> Form 1136A
<input type="checkbox"/> License Fee of \$55	<input type="checkbox"/> Nonresidents do not need to submit a Letter of Certification or printout from the Producer Database (PDB) as long as their current information is available on the PDB
<input type="checkbox"/> License requiring exam: Mail applications and fees to Prometric	<input type="checkbox"/> License Fee of \$55
<input type="checkbox"/> License not requiring exam: Mail application and fees to the Louisiana Department of Insurance	<input type="checkbox"/> Mail application and fees to the Louisiana Department of Insurance
Public Adjuster Applicant	
Resident	Nonresident
<input type="checkbox"/> Form 1136A	<input type="checkbox"/> Form 1136A
<input type="checkbox"/> License Fee of \$55	<input type="checkbox"/> License fee of \$55
<input type="checkbox"/> Mail application and fees to Prometric	<input type="checkbox"/> Nonresidents do not need to submit a Letter of Certification or printout from the Producer Database (PDB) as long as their current information is available on the PDB
<input type="checkbox"/> Evidence of Financial Responsibility: Submit to the Department of Insurance immediately upon passing the examination a \$50,000 surety bond or irrevocable letter of credit in the amount of \$50,000 issued by a qualified financial institution. This bond or letter of credit must be approved by the Department before a Public Adjuster license may be issued. (Bond Form may be found on the Department's Web site under Adjuster Licensing.)	<input type="checkbox"/> Evidence of Financial Responsibility: Submit either a \$50,000 surety bond or irrevocable letter of credit in the amount of \$50,000 issued by a qualified financial institution authorized to do business in Louisiana. (Bond Form may be found on the Department's Web site under Adjuster Licensing.)
	<input type="checkbox"/> Mail application and fees to the Louisiana Department of Insurance

**APPLICATION FOR INDIVIDUAL RESIDENT OR NON RESIDENT  
INSURANCE PRODUCER, SURPLUS LINES BROKER, PUBLIC OR CLAIMS ADJUSTER LICENSE**

Read the application carefully and PRINT or TYPE your responses. Incomplete applications will cause delays in the licensing process. Application for licenses not requiring an exam and nonresident applications must be mailed directly to this Department.

**Check appropriate box for license requested.**

- ☐ Resident License (Check if you are a first-time application or if more than five years has elapsed since you last held a license)
- ☐ Non-Resident License (Check if you hold a resident license in another state or province of Canada)
- Identify Home State: \_\_\_\_\_
  - Identify Home State License #: \_\_\_\_\_

① Soc. Security Number		② If assigned, National Producer Number (NPN)																			
③ If applicable, NASD Individual Central Registration Depository (CRD) Number		④ Are you affiliated with a financial institution/bank? Yes <input type="checkbox"/> No <input type="checkbox"/>																			
⑤ Last Name JR./SR. etc	⑥ First Name	⑦ Full Middle Name	⑧ Date of Birth (month) ____ (day) ____ (year) ____																		
⑨ Residence/Home Address (Physical Street)	⑩ P.O. Box	⑪ City	⑫ State ⑬ Zip Code ⑭ Foreign Country																		
⑮ Home Phone Number ( ) -	⑯ Gender (Circle One) Male Female	⑰ Are you a Citizen of the United States? (Check One) Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, of which country are you a citizen?) (If No, you must supply work authorization.)																			
⑱ Business Entity Name																					
⑲ Business Address (Physical Street)	⑳ P.O. Box	㉑ City	㉒ State ㉓ Zip Code ㉔ Foreign Country																		
㉕ Business Phone Number ( ) -	㉖ Business Fax Number ( ) -	㉗ Business E-Mail Address	㉘ Business Web Site Address																		
㉙ Applicant's Mailing Address	㉚ P.O. Box	㉛ City	㉜ State ㉝ Zip Code ㉞ Foreign Country																		
㉟ a. List any other assumed, fictitious, alias, maiden or trade names under which you have used in the past to do business.																					
b. List any trade names under which you are currently doing business or intend to do business.																					
<b>Agency or Business Entity Affiliations</b>																					
㊱ List your Insurance Agency Affiliations: (Complete only if the applicant is to be licensed as an active member of the business entity)																					
FEIN _____	NPN _____	Name of Agency _____																			
FEIN _____	NPN _____	Name of Agency _____																			
FEIN _____	NPN _____	Name of Agency _____																			
<b>Employment History</b>																					
㊲ Account for all time for the past five years. Give all employment experience starting with your current employer working back five years. Include full and part-time work, self-employment, military service, unemployment and full-time education.																					
Name	From Month Year	To Month Year	Position Held																		
City State Foreign Country																					
Name	From Month Year	To Month Year	Position Held																		
City State Foreign Country																					
Name	From Month Year	To Month Year	Position Held																		
City State Foreign Country																					
Name	From Month Year	To Month Year	Position Held																		
City State Foreign Country																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px;">FISCAL DIVISION ONLY</td> <td style="width: 25%; padding: 2px;">AGENT LICENSING ONLY</td> <td style="width: 50%; padding: 2px;">FOR DEPARTMENT OF INSURANCE USE ONLY</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 2px;">Classification Number</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 2px;">Date Processed</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 2px;">Initials</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 2px;">License Number</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 2px;">Issue Date</td> </tr> </table>				FISCAL DIVISION ONLY	AGENT LICENSING ONLY	FOR DEPARTMENT OF INSURANCE USE ONLY			Classification Number			Date Processed			Initials			License Number			Issue Date
FISCAL DIVISION ONLY	AGENT LICENSING ONLY	FOR DEPARTMENT OF INSURANCE USE ONLY																			
		Classification Number																			
		Date Processed																			
		Initials																			
		License Number																			
		Issue Date																			

Place an X by the license type for which you are applying				
<input type="checkbox"/>	Producer	<input type="checkbox"/>	Surplus Lines Broker	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Public Adjuster	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Claims Adjuster	<input type="checkbox"/>

Place an X by one				
<input type="checkbox"/>	Resident License	<input type="checkbox"/>	Nonresident License	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Temporary License	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Amended License	<input type="checkbox"/>

Producer Major Lines of Authority – Place an X by the license code(s) for which you are applying					
Line of Authority	Code	Exam	Fee (Non Refundable)	Expiration Date	
<input type="checkbox"/> Life	A	Yes	\$75	April 30 <sup>th</sup> Even Years	
<input type="checkbox"/> Health & Accident	B	Yes	\$75	April 30 <sup>th</sup> Even Years	
<input type="checkbox"/> Life Health & Accident	C	Yes	\$75	April 30 <sup>th</sup> Even Years	
<input type="checkbox"/> Property	J	Yes	\$75	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Casualty	K	Yes	\$75	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Property & Casualty	LM	Yes	\$75	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Personal Lines	W	Yes	\$75	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Variable Contracts	Z	No	\$75	April 30 <sup>th</sup> Every Year	
<input type="checkbox"/> Surplus Lines	S	Yes	\$250	April 30 <sup>th</sup> Every Year	

Producer Credit Lines of Authority – Place an X by the license code(s) for which you are applying					
Line of Authority	Code	Exam	Fee (Non Refundable)	Expiration Date	
<input type="checkbox"/> Credit Life	E	No	\$75	April 30 <sup>th</sup> Even Years	
<input type="checkbox"/> Credit Health & Accident	F	No	\$75	April 30 <sup>th</sup> Even Years	
<input type="checkbox"/> Credit Life Health & Accident	EF	No	\$75	April 30 <sup>th</sup> Even Years	
<input type="checkbox"/> Credit Property & Casualty	R	No	\$75	April 30 <sup>th</sup> Odd Years	

Producer Limited Lines of Authority – Place an X by the license code(s) for which you are applying					
Line of Authority	Code	Exam	Fee (Non Refundable)	Expiration Date	
<input type="checkbox"/> Industrial Fire	O	Yes	\$75	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Bail Bond	P+	Yes	\$75	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Vehicle Physical Damage	M	Yes	\$75	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Fidelity & Surety	P	Yes	\$75	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Title	N	Yes	\$75	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Industrial Life Health & Accident	D	No	\$75 initial line and \$35 each additional line	April 30 <sup>th</sup> Even Years	
<input type="checkbox"/> Home Service	H	No	\$75 initial line and \$35 each additional line	April 30 <sup>th</sup> Even Years	
<input type="checkbox"/> Travel	I	No	\$75 initial line and \$35 each additional line	April 30 <sup>th</sup> Even Years	
<input type="checkbox"/> Baggage	Q	No	\$75 initial line and \$35 each additional line	April 30 <sup>th</sup> Odd Years	

Claims Adjuster Lines of Authority – Place an X by the license code(s) for which you are applying					
Line of Authority	Code	Exam	Fee (Non Refundable)	Expiration Date	
<input type="checkbox"/> Automobile	G1	Yes	\$55	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Personal Lines	G2	Yes	\$55	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Commercial Lines	G3	Yes	\$55	April 30 <sup>th</sup> Odd Years	
<input type="checkbox"/> Comprehensive	G4	Yes	\$55	April 30 <sup>th</sup> Odd Years	

☐ **Claims Adjusters Only** - an individual who has been actively engaged in the business of adjusting insurance claims for at least three consecutive years in this state or has five total years of adjusting experience may apply to the commissioner for a license without passing the examination. In order to receive an exemption, the individual must have the required experience in each line of authority applying for. If you wish to apply for this exemption please check the Department's website under Adjuster Licensing at [www.lti.state.la.us](http://www.lti.state.la.us) for detailed information.

Public Adjuster – Place an X by the license code for which you are applying					
Line of Authority	Code	Exam	Fee (Non Refundable)	Expiration Date	
<input type="checkbox"/> Public Adjuster	G5	Yes	\$55	April 30 <sup>th</sup> Odd Years	

**Licensing fees are nonrefundable and nontransferable.**

Regardless of the date of issue, all life, health & accident licenses expire on April 30 of the even-numbered years, all property & casualty licenses expire on April 30 of the odd-numbered years and all Public and Claims Adjuster licenses expire on April 30 of odd-numbered years.

☐ **Producers Only:** To avoid having to renew this license, I wish to have my license issued for May 1, and I understand that I cannot sell, solicit or negotiate insurance policies until May 1.

☐ **Nonresidents Only:** If you **DO NOT** find your license type listed above, you must provide the license type and qualifications you hold in your home state. You do not need to submit a Letter of Certification or printout from the Producer Database (PDB) as long as your current information is available on the PDB. License Type \_\_\_\_\_.



### Background Information

68 The Applicant must read the following very carefully and answer every question. All copies of documents must be certified. All written statements submitted by the Applicant must include an original signature.

1. Have you ever been convicted of, or are you currently charged with, committing a crime, whether or not adjudication was withheld? Yes \_\_\_ No \_\_\_

"Crime" includes a misdemeanor, felony or a military offense. You may exclude misdemeanor traffic citations and juvenile offenses.  
 "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, or having been given probation, a suspended sentence or a fine.

If you have a felony conviction, have you applied for a waiver as required by 18 USC 1033? N/A \_\_\_ Yes \_\_\_ No \_\_\_

If so, was that waiver granted? (Attach copy of 1033 waiver approved by home state.) N/A \_\_\_ Yes \_\_\_ No \_\_\_

If you answer yes, you must attach to this application:

- a) a written statement explaining the circumstances of each incident,
- b) a certified copy of the charging document, and
- c) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.

2. Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license? Yes \_\_\_ No \_\_\_

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, placed on probation or surrendering a license to resolve an administrative action. "Involved" also means being named as a party to an administrative or arbitration proceeding which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may exclude terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license and explaining the circumstances of each incident,
- b) a certified copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.

3. Has any demand been made or judgment rendered against you for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Only include individual bankruptcies that involve funds held on behalf of others. Yes \_\_\_ No \_\_\_

If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment, and/or type and location of bankruptcy.

4. Have you been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement? Yes \_\_\_ No \_\_\_

If you answer yes, identify the jurisdiction(s): \_\_\_\_\_

5. Are you currently a party to, or have you ever been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty? Yes \_\_\_ No \_\_\_

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident,
- b) a certified copy of the Petition, Complaint or other document that commenced the lawsuit or arbitration, and
- c) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.

6. Have you or any business in which you are or were an owner, partner, officer or director ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct? Yes \_\_\_ No \_\_\_

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
- b) certified copies of all relevant documents.

7. Do you have a child support obligation in arrears that is currently subject to a repayment agreement or are you subject to a child support related subpoena/warrant? Yes \_\_\_ No \_\_\_

If you answer yes to Question 7, by how many months are you in arrearage? \_\_\_\_\_ Months

### Applicants Certification and Attestation

39 The Applicant must read the following very carefully:

1. I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.
2. Where required by law, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
3. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
4. I further certify that, under penalty of perjury, either a) I have no child-support obligation, or b) I have a child-support obligation and I am currently in compliance with that obligation.
5. I authorize the jurisdictions to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
6. I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure.
7. For Non-Resident License Applications, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from the non-resident state.

\_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Original Applicant Signature

\_\_\_\_\_  
Full Legal Name (Printed or Typed)

### Attachments

The following attachments must accompany the application otherwise the application may be returned unprocessed or considered deficient.

1. For Non-Resident License Applications and unless otherwise noted in the State Matrix of Business Rules, a state will rely on an electronic verification of an applicant's resident license through the NAIC's Producer Database in lieu of requiring an original Letter of Certification from the resident state.
2. Any jurisdiction specific attachments listed in the State Matrix of Business Rules ([www.licenseregistry.com](http://www.licenseregistry.com)).





## Exam Registration Form for Louisiana Insurance Examinations

Last Name	First Name	Full Middle Name	Social Security Number
Residence Address (Your address of legal residence is required)			Date of Birth
City	State	ZIP Code	Daytime Phone Number (including area code) (       )
Employer (insurance company, if known)			Evening Phone Number (including area code) (       )
E-mail address			Fax Number (including area code) (       )

This form is Page 53 of the Louisiana Licensing Information Bulletin. We recommend you read the entire Bulletin.

Series	Exam Title	Exam Fee	Total
14-01	Exam for Life Insurance	\$50	\$
14-02	Exam for Health and Accident Insurance	\$50	\$
14-03	Exam for Life, Health and Accident Insurance	\$65	\$
14-04	Exam for Property Insurance	\$50	\$
14-05	Exam for Casualty Insurance	\$50	\$
14-06	Exam for Property and Casualty Insurance	\$65	\$
14-07	Exam for Bail Bond	\$50	\$
14-08	Exam for Fidelity and Surety	\$50	\$
14-09	Exam for Industrial Fire	\$50	\$
14-10	Exam for Surplus Lines Insurance	\$50	\$
14-11	Exam for Title Insurance	\$50	\$
14-13	Exam for Vehicle Physical Damage	\$50	\$
14-16	Exam for Personal Lines Insurance	\$50	\$
14-17	Exam for Automobile Adjuster	\$50	\$
14-18	Exam for Comprehensive Adjuster	\$50	\$
14-20	Exam for Public Adjuster	\$50	\$
14-21	Exam for Personal Lines Adjuster	\$50	\$
14-22	Exam for Commercial Lines Adjuster	\$50	\$
License		Fee	Total
	Producer License	\$75	\$
	Bail Bond, Producer	\$75	\$
	Surplus Lines, Broker	\$250	\$
<p style="color: red; font-size: small;">By filing this registration, you assume full responsibility for exam selection. Fees for these exams are not refundable and not transferable. If you are unsure which exam is needed for the license you are seeking, resolve this question <b>before</b> you register. Exam fees are valid for 90 days from receipt at Prometric.</p>		<b>Total Exam and License Fees</b>	<b>\$</b>

Fee may be paid by cashier's check, company check, money order, MasterCard or Visa. Make checks payable to Prometric. Please put your Social Security number on the check. Personal checks and cash are not accepted. Registration fees are not refundable. To pay by credit card, please complete the information below. Register by visiting our Web site at [www.prometric.com/louisiana](http://www.prometric.com/louisiana), calling 800.871.6457 or faxing this completed form to 800.347.9242. To register by mail, send this completed form along with the appropriate fee to:

**Prometric, ATTN: LA Insurance Exam Registration  
1260 Energy Lane, St. Paul, MN 55108**

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder



1260 Energy Lane  
St. Paul, MN 55108  
800.871.6457

***Register online at  
[www.prometric.com/louisiana](http://www.prometric.com/louisiana)***



**Register any time, day or night!**

You can register, schedule, and pay for your exam online in a secure environment, at your convenience.



**Confirm your appointment immediately!**

Your appointment is confirmed before you leave our Web site.

***Register online—it saves time and it's easy!***

**See Page 9 for details.**

**FIRST  
CLASS  
MAIL**