



# NORTH DAKOTA

Insurance Department

## Licensing Information Handbook

Effective as of September 1, 2019

Register online at <http://www.prometric.com/northdakota/insurance>

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**Providing License Examinations for the State of North  
Dakota**

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# Introduction

## ***A Message from the Department***

Congratulations on your decision to pursue a career in the insurance industry!

This Insurance Licensing Information Handbook is designed to acquaint you with the process of earning your license to sell insurance services and products in North Dakota and to assist you in preparation for licensure exams. Detailed outlines of the material you must master to pass the exams are presented in the following materials.

As you study to become an insurance producer, you can look forward to a fulfilling career with many responsibilities and rewards. Your foremost responsibility is to provide fair, efficient and knowledgeable service to North Dakota consumers. To achieve this goal, you will be responsible for complying with North Dakota's insurance laws and regulations, which require a lifelong commitment to continuing education. The producer expertise and technical knowledge that you acquire throughout your career will determine the quality of service you are able to provide your community.

Your reward will be the privilege of serving in a field that will not only provide you with an opportunity to make a comfortable living but will also allow you to contribute to the security of North Dakota families, farms and businesses. Insurance is something people use to protect their most valuable possessions- their homes, health, farms, automobiles, businesses and even their loved ones. Most North Dakotans carry some kind of insurance and they depend on it in times of need, which is why impeccable conduct and thorough knowledge of this highly technical field are also important.

Once you have successfully completed your exams, you will be eligible to apply to the Insurance Department for your license. The Department will evaluate your application in accordance with the state's laws and regulations, and if it is determined that you meet all requirements mandated by state law, you will be issued a license.

If you have questions about the exams, please feel free to contact Prometric at the address and phone number included in this bulletin. If you have questions about licensing, you may contact the Department at (701) 328- 2440. Our Producer Licensing Division would be happy to assist you.

I wish you the very best of luck in your efforts and look forward to working with you in the future. Sincerely,



Jon Godfread  
Commissioner

## At a Glance

This handbook provides information about the examination and licensing process for obtaining a resident insurance license. You should read this Licensing Handbook, including the examination content outlines, prior to taking an exam. If interested in applying for a nonresident license, you can apply online via NIPR at [www.nipr.com](http://www.nipr.com) or an NIPR authorized business partner.



### Overview of Licensing Process

Follow these main steps if you are interested in obtaining an insurance license.

- 1 Read the information** on the Department's website for the type of license you desire to make sure you meet all the requirements.  
<https://www.nd.gov/ndins/producers>
- 2 Review this handbook** to determine which exam(s) you need to pass, if any, for the type(s) of license you require. Prepare for your exam, using this bulletin and materials from other sources. The content outlines at the back of this guide are the basis for the exams.
- 3 Register and schedule** your exam. The easiest way to schedule is online at [www.prometric.com/northdakota/insurance](http://www.prometric.com/northdakota/insurance). Phone; fax and mail options are also available.
- 4 Bring the required identification** to the test center and take the exam(s). You will receive your results immediately after the exam.
- 5 You must pass your exam then** apply for your license at <http://www.nipr.com/>  
Certain types of licenses require submission of fingerprints as part of the application package. Please see the chart below in North Dakota licensing requirements to determine if this is a requirement and detailed information on the fingerprint requirements and options in the section Apply for your license.
- 6** If you fail the examination, you will need to retake the exam. If you fail one portion of a two-part exam, you must retake and pass **ONLY** that failed portion. The retake must occur within one year of passing the first portion. You may retest an unlimited number of times.

**Note** Passing an exam does not guarantee that you will receive a license. If you take an exam unnecessarily or are found unqualified, the exam fee will NOT be refunded.



### To get answers not provided in this handbook

**Visit our Website:**

<http://www.prometric.com/northdakota/insurance>

**Frequently Asked Questions are available:**

<https://www.prometric.com/en-us/clients/insurance/Documents/northdakota/NDInsuranceExamFAQs.pdf>

**Direct licensing-related questions to:**

**North Dakota Insurance Department Producer Licensing  
Division**

Phone: (701) 328-2440

E-mail: [ndlicensing@nd.gov](mailto:ndlicensing@nd.gov)

Website: <https://www.nd.gov/ndins/producers>

**Direct questions and requests for information about exams to:**

**Prometric**

7941 Corporate Drive

Nottingham, MD 21236

Phone: 800.896.2272

TDD User: 800.790.3926

Website: <http://www.prometric.com/northdakota/insurance>

# North Dakota Licensing Requirements

The North Dakota legislature may amend the statutes and the Department of Insurance may promulgate changes to administrative code or policies as necessary. Licensees must remain aware of changes in law, code and Department policies that affect their activities.

## Types of Licenses

The Department grants licenses specifying one or more lines of license authority. (<https://www.nd.gov/ndins/producers>)

<b>First Time Test Takers</b>		
<b>Exam Name</b>	<b>Prometric Exam Code</b>	<b>Cost</b>
Life and Annuity Insurance Part I – Product	1351	\$49
Life and Annuity Insurance Part II - Laws and Regulations	1352	
Accident and Health Insurance Part I – Product	1353	\$49
Accident and Health Insurance Part II - Laws and Regulations	1354	
Property Insurance Part I – Product	1356	\$49
Property Insurance Part II - Laws and Regulations	1357	
Casualty Insurance Part I – Product	1358	\$49
Casualty Insurance Part II - Laws and Regulations	1359	
Personal Lines	1365	\$43
Bail Bonds	1363	\$43
Consumer Credit	1361	\$43
Crop Hail	1362	\$43
Legal Expense	1364	\$43
Public Adjuster	1366	\$49
Fingerprinting Administration Fee		\$15

<b>Retake of the two-part exam</b>		
<b>Exam Name</b>	<b>Prometric Exam Code</b>	<b>Cost</b>
Life and Annuity Insurance Part I – Product	1351	\$49
Life and Annuity Insurance Part II - Laws and Regulations	1352	\$49
Accident and Health Insurance Part I – Product	1353	\$49
Accident and Health Insurance Part II - Laws and Regulations	1354	\$49
Property Insurance Part I – Product	1356	\$49
Property Insurance Part II - Laws and Regulations	1357	\$49
Casualty Insurance Part I – Product	1358	\$49
Casualty Insurance Part II - Laws and Regulations	1359	\$49

\* Fingerprints are not required if you are adding a line of authority to an existing license.

Consult the Producer page of the Insurance Licensing Section Website (<https://www.nd.gov/ndins/producers>) for detailed application requirements.

**Note: Long-term care Training & Continuing Education**

Accident and health insurance producers (resident or nonresident) who wants to sell, solicit or negotiate long-term care insurance must first complete eight hours of North Dakota-approved **long-term care training (LTCT)** and must complete four hours of North Dakota-approved LTCT during each two-year period. A resident licensee can apply hours of LTCT toward satisfying North Dakota's CE requirement if the course has been approved in North Dakota. Nonresidents can satisfy the LTCT requirement if they completed substantially similar courses in another state.

**Note: Annuity Training & Continuing Education**

Life insurance producers (resident or nonresident) who wants to sell, solicit or negotiate annuities must first complete four hours of North Dakota-approved annuity training. A resident licensee can apply hours of annuity training toward satisfying North Dakota's CE requirement if the course is also a North Dakota approved CE course. Both residents and nonresidents can satisfy the annuity training requirement if they completed substantially similar courses in another state.

***Moving to  
North Dakota***

If you hold a resident insurance license in another state and are **relocating to North Dakota**, you must submit a license application to the Department within 90 days after canceling the resident license in your former state to avoid having to pass a North Dakota insurance exam. New residents who held a resident license in their previous resident state in the last 90 days are exempt from examination requirements for the lines held on that license. New residents must submit an application for a North Dakota resident license. An applicant for a North Dakota resident license cannot hold an active resident license in another state. The new resident can submit the application electronically. If the new resident holds an active non-resident license in North Dakota, a paper application should be submitted and no fee is required.

***Fingerprint  
Requirement***

Prometric will submit candidate fingerprints. The application is submitted electronically, and the fingerprints are mailed. You are not required to submit fingerprints if you are adding a line of authority to an existing resident North Dakota producer license or you are reinstating a resident producer license that expired within the previous 12 months. **The Noncriminal Justice Agency Guide is located in the bulletin near the last page.**

The North Dakota Insurance Department and the Federal Bureau of Investigations (FBI) use the fingerprints to conduct criminal history background checks. See the "Applying for your license" section on page 16-17 for details on how to satisfy the fingerprint requirement.



Prometric offers a fingerprinting service at its North Dakota test centers. Please refer to the Fingerprinting service under Apply for your license below.

## ***Fees***

The following fees may apply to your license application:

- **Examination fee** charged by Prometric, depending upon the exam you take – see the Exam Registration Form.
- **Fingerprinting fee** charged by Prometric (\$15) or the amount charged by another producer fingerprinting service that scans fingerprints using LiveScan technology equipment (fees vary). **We recommend you do not schedule your fingerprint appointment until you have passed your licensing exam. You will not be fingerprinted if you do not pass your exam, as all fees are non-refundable.** If you want Prometric to scan your fingerprints immediately after you pass your exam, you must register for the fingerprinting processing service. **As long as candidates have an appointment and have paid for the fingerprinting service, they are allowed to submit fingerprints immediately following a passing exam. We don't collect payment directly at the site.**
- **BCI Processing fee of \$41.25. This MUST be paid with a company check, personal check, money order or cashier's check made payable to the North Dakota Attorney General. Credit cards will not be accepted. Prometric will mail the check, along with your fingerprints and the consent form, to the North Dakota Insurance Department.**
- NIPR accepts payment by credit card, check or money order. **Cash is not accepted.** If you apply online using a NIPR website, payment is accepted by credit card or electronic check.

**Note:** North Dakota license fees are subject to change. The FBI fingerprint processing fee may change at any time.

## Scheduling Your Exam

### Exam Restriction

If you fail the examination, you will need to retake the exam. If you fail one portion of a two-part exam, you must retake and pass **ONLY** that failed portion. The retake must occur within one year of passing the first portion. You may retest an unlimited number of times.

**Note:** Examination fees are not refundable or transferable. The examination fee is valid for one year from the date of payment.

Prometric provides computerized testing through its multistate testing network. **You may take the exam at any Prometric test center in the United States.** Follow the instructions here to register and schedule an appointment.

**Testing Accommodations.** If you require an Americans with Disabilities Act (ADA) accommodation(s) or English as Second Language (ESL) additional time, see the “**Testing Accommodations**” Section below **before** scheduling your exam.

### Register and Schedule

#### Online

**Register and Schedule Online—it saves time and it’s easy!**

You can easily schedule your exam online at any time using our Internet Registration Service by going to:

- 1 [www.prometric.com/northdakota/insurance](http://www.prometric.com/northdakota/insurance)
- 2 Click on **Schedule Your Test** and follow the prompts.

#### By Fax or Mail

You may **fax** the completed Exam Registration Form found at the end of this handbook to Prometric to 1.800.347.9242. You must also include the completed Credit Card Payment Form (Visa, MasterCard or American Express). The cardholder’s signature must be on the Form.

**OR**

You may **mail** the completed Exam Registration Form and the appropriate exam fee to the address on the form. When registering by mail, you may pay the exam fee by Visa, MasterCard or American Express. **Personal checks and cash are not accepted.** If paying by credit card, you must also include the completed Credit Card Payment Form (Visa, MasterCard or American Express). The cardholder’s signature must be on the Form.

#### By Phone

If you are unable to schedule online, you may schedule the examination by calling 800-896-2272 between 8 a.m. and 5 p.m. (Eastern Time), Monday through Friday, and between 10 a.m. and 5 p.m. (Eastern Time), Saturday and Sunday. Please have your exam information and credit card information for payment available.

## Reschedule and Cancellation

To reschedule your existing exam appointment, you must contact Prometric 24 hours prior to the exam appointment date in order to avoid forfeiting your exam fee. If you need to reschedule or confirm your appointment, please go to <http://www.prometric.com/northdakota/insurance>.

If you cancel your appointment less than 24 hours before your exam or fail to appear for your appointment, you will forfeit your examination fee(s). **Exam registration fees are not refundable or transferable.**

## If Absent or Late for Your Appointment

If you miss your appointment, or arrive more than 30 minutes late and are not allowed to test, you will forfeit your exam fee(s).

**Holidays** Testing generally does not occur on federal holidays. Additional state holidays may be observed in the state where you schedule the exam appointment.

## Emergency Closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone; however, you may check for testing site closures by checking our website at <https://www.prometric.com/en-us/pages/siteclosure.aspx> or calling Prometric at (866) 370-3411. If the site is closed, the exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for the appointment, you will forfeit the exam fees and must reschedule and pay another exam fee.

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## Testing Accommodations

**ADA Accommodation.** Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge. Prometric makes every effort to provide reasonable testing accommodations that enable all test takers to take examinations.

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If you require testing accommodations under the Americans with Disabilities Act (ADA), please complete and submit a Testing Accommodation Request Form online at <https://www.prometric.com/en-us/for-test-takers/prepare-for-test-day/pages/arrange-testing-accommodations.aspx>, or contact Prometric at (888) 226-9406 to obtain an Accommodation Request Form.

Producer documentation of the disability must be submitted with the Accommodation Request Form to aid Prometric in determining the appropriate testing accommodations. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

**ESL Accommodation.** All examinations are given in English. If English is not your primary language, you may qualify for additional time for the test by requesting an ESL Authorization from Prometric. To request an ESL authorization, please submit:

A personal letter requesting the authorization; and a letter from the English instructor or sponsoring

company (on company letterhead), certifying that English is not your primary language.

Please fax documents to **800.347.9242** and allow **three (3) days** for processing. If your request is approved, Prometric may extend the time limit on your examination to time-and-one-half or 150% of the normal time limit. Prometric will inform you by mail whether your request for accommodation is approved. You should not schedule your exam until you have received the confirmation email. Exams scheduled before the ESL request has been approved will not include extra time.

**Test Centers**

You may take the exam at any Prometric test center in the United States.

**Test center locations are subject to change. Be sure to verify the address of and directions to the test center before you leave for the exam. Go to <http://www.prometric.com/northdakota/insurance> and click on "Check appointment availability" to confirm the address and get directions.**

**Test Centers in North Dakota include:**

<b>ND Test Centers</b>	
<p><b>Bismarck, Mandan</b>                      4503 Coleman St                      Suite #207                      Bismarck, North Dakota 58503</p>	<p><b>Minot- Minot State University</b>                      Minot State University                      Academic Testing Center, Administration 361                      500 University Avenue West                      Minot, ND 58707</p>
<p><b>University of North Dakota</b>                      2891 Second Ave North                      McCannel Hall Rm 190                      Grand Forks, North Dakota 58202</p>	<p><b>Fargo- 13<sup>th</sup> Ave</b>                      705 13<sup>th</sup> Ave E.                      Suite 202                      West Fargo, North Dakota 58078</p>

## Preparing for Your Exam

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

- An overview of the exam content outlines.
- Information about study materials.
- An explanation of how to take a practice exam.

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### **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. An overview of each exam content outline appears at the end of this handbook.

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

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### **Study Materials**

The Department of Insurance does not provide study materials, cannot recommend any supplier for study materials and does not evaluate the quality of any training course or study material. You are free to use the materials of your choice to prepare for the exam. Different publishers provide materials to assist you in preparing for insurance licensing exams. These materials take different approaches and you should choose one that meets your needs.

**General recommendations.** You may obtain recommendations for study materials and pre-licensing study courses from insurance companies, the company or agency you plan to work for, or local insurance and agents' associations. Information is also available at the following link: <https://www.nd.gov/ndins/apply-license>

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***Practice Exams***

To take a practice exam, select or copy link below to your browser:

<https://www.prometric.com/en-us/clients/insurance/Pages/practice-exam.aspx>

While practice exams contain general, non-state specific insurance questions, they are created in the same format and use the same question types as the actual licensure exams. Practice exams are designed to help you become familiar with the computer-based testing process.

During the practice exam, you will get immediate feedback to correct and incorrect responses as well as overall feedback at the end of the session just as you would during the actual exam. Practice exams are available for:

- (LIPA) Life Insurance Producer/Agent Practice Exam in English only
- (HIPA) Health Insurance Producer/Agent Practice Exam in English only
- (PIPA) Property & Casualty Insurance Producer Practice Exam in English only

There is **no cost** to take Prometric Practice Exams!

# Taking Your Exam

Knowing what to expect when taking the 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 on the exam.
- A guide to understanding the exam results.
- Information about appeals.

## The Testing Process

The exam will be administered by computer; you are not required to have any computer experience or typing skills to take the exam.

**Arrival.** You should arrive at least **30 minutes before** the scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification and complete all security checks.

**Identification Required.** You must present a valid form of identification before taking the test. The identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, passport, or military identification card).
- Contain **both** a current photo and signature
- Exactly match 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 will be required to pay another **full examination fee** before making another appointment. If you cannot provide the identification listed above, contact Prometric **before** scheduling the appointment to arrange an alternative way to meet this requirement.

## Test Center Regulations

**Copyrighted Questions.** All test questions are the property of Prometric LLC and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

To ensure that all candidates are tested under similar conditions, the following regulations and procedures will be enforced at each test center. Failure to follow any of these security procedures may result disqualification from taking an examination.

- 1** While in the test center, you will be continuously monitored by video. During your examination, you will also be monitored by physical walk-throughs and through an observation window. All testing sessions are video and audio recorded.
- 2** You must present valid (unexpired) and acceptable ID(s) in order to take your test. (See "Identification required" in the previous section).
- 3** You will be scanned with a metal detector wand prior to every entry into the test room. If you refuse, you cannot test.

- 4 You will be required to raise your pants legs above your ankles, empty and turn all pockets inside-out and raise shirt sleeves above your wrists prior to every entry into the test room.
- 5 If you are wearing eyeglasses, you will be required to remove them for visual inspection to ensure they don't contain a recording device. Large jewelry items must be stored in your locker due to concerns over concealed recording devices.
- 6 You must sign the test center roster each time you leave the test room. You must also sign back in and show your ID to the Test Center Administrator (TCA) in order to re-enter the test room.
- 7 You are **prohibited** from communicating, publishing, reproducing, or transmitting any part of your test, in any form or by any means, verbal or written, for any purpose.
- 8 You **must not** talk to other candidates or refer to their screens, testing materials, or written notes in the test room.
- 9 You **must not** use written notes, published materials, or other testing aids.
- 10 You are **allowed** to bring soft ear plugs or center-supplied tissues into the test room.
- 11 Light clothing items removed for comfort such as sweaters, suit jackets, scarves, etc., must be hung on the examinee's chair, not placed in laps or on the workstation desktop. Outerwear such as heavy coats, parkas, rain coats, etc., is not permitted in the test room.
- 12 You **must not** bring any personal/ unauthorized items into the testing room. Such items include but are not limited to outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cellular telephones, recording devices, and photographic equipment. Weapons are not allowed at any Prometric test center. You will be asked to empty and turn your pockets inside out prior to every entry into the test room to confirm that you have no prohibited items.
- 13 You **must** return all materials issued to you by the test center administrator ("TCA") at the end of your test.
- 14 You are not allowed to use any electronic device or phone during breaks.
- 15 If you have a medical condition that may require you to access food or medicine during your exam session, you must store those items separately from other items you place in the test center locker. You must inform the TCA **before** you retrieve the food or medicine, and the TCA will observe you obtaining the item from the locker. You are not allowed to access any item other than food or medicine needed for a medical reason.
- 16 You must conduct yourself in a civil manner at all times when on the premises of the test center. Exhibiting abusive behavior towards the TCA or any other staff member of the test center may result in examination disqualification and criminal prosecution.

**Note** Failure to follow any of these security procedures may result in the disqualification of the examination. Prometric reserves the right to audio and videotape any examination session.

For more information on Prometric test center regulations, please visit:  
[www.prometric.com/en-us/for-test-takers/prepare-for-test-day/documents/TestCenterRegulations.pdf](http://www.prometric.com/en-us/for-test-takers/prepare-for-test-day/documents/TestCenterRegulations.pdf)

**Please note:** 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.

### **Question Types**

The examination contains four-option multiple-choice questions. These questions are designed to be as clear and concise as possible while testing knowledge and comprehension of insurance concepts as well as the application of the insurance concepts. The design of the exam ensures that those who possess the required knowledge of the specific insurance line of authority being tested should perform well on the examination for which they prepared.

### **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**

Which one of the following is a type of health insurance policy designed to replace the wages of an insured that is unable to work due to an accident or sickness?

- \* 1. Disability Income Insurance Policy
- 2. Employer-Sponsored Group Major Medical Policy
- 3. Hospital Expense Insurance Policy
- 4. Special Risk Policy

#### **Format 2— Incomplete Sentence**

Benefits under workers' compensation insurance are payable:

- 1. For bodily injury that is accidental or intentional
- \* 2. Regardless of the liability of the employer
- 3. Unless safety rules are violated
- 4. Up to a maximum of 30 percent of weekly wages

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

A life insurance policy may include provisions that do all of the following EXCEPT:

- 1. Restrict coverage if death is caused by suicide
- 2. Require evidence of insurability to reinstate coverage
- \* 3. Extend the contestable period beyond two years
- 4. Adjust proceeds if the insured's age is misstated on the application

### **Experimental Questions**

The examination may include some experimental questions that will not be scored. If present, they are distributed throughout the examination and will not be identified as such. These are used to gather statistical information on the questions before they are added to the examination as scored items. These experimental questions **will not** be counted for or against you in the final examination score.

You will be helping us help future test takers by completing 5 experimental test questions in your exam. We plan to use the experimental questions on future exams based on your performance.

The questions will:

- be randomly distributed within your test
- will not be counted in your final score
- time spent on the question will not be deducted from your test time

### **Your Exam Results**

At the end of the exam, you will see a completion notice on screen. A copy of your score report will be emailed to the email address you provided at the time of scheduling. The report indicates the overall score and grade, including the

numerical percentage of questions answered correctly and whether you passed or failed.

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The report also displays the correct percentage in each major section of the exam, as defined by the exam content outline. These section scores are shown to guide you, or your employer and/or 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.

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Prometric electronically notifies the Department of Insurance of exam results within 48 hours of passing the exam. Note that exam scores are confidential and will be revealed only to you and the Department.

If you fail the examination, you will need to retake the exam. If you fail one portion of a two-part exam, you must retake and pass ONLY that failed portion. The retake must occur within one year of passing the first portion. You may retest an unlimited number of times.

**Duplicate score reports**, please use our electronic score report portal to download or print duplicate copies of your candidate score report when or as needed. Please visit <https://scorereports.prometric.com>. You will be required to enter the confirmation number of your exam and your last name to complete this task.

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## ***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 would like to submit an appeal concerning examination content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal by visiting <http://www.prometric.com/contactus>.

The Appeals Committee will review your concern and send you a written response within 20 business days of receipt.

## *Apply for Your License*

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Once you have passed your license exam (if an exam is required), you must submit your license application along with any other required paperwork and your fee. Apply online at [www.nipr.com](http://www.nipr.com).

### ***Submit Your Application***

- You must submit **your complete, NAIC Uniform Application**, either (1) through the NIPR electronic licensing system ([www.nipr.com](http://www.nipr.com)) or (2) by mailing to the North Dakota Insurance Department Producer Licensing Division. **NOTE:** NIPR applications are prioritized for processing and are processed faster than mailed paper applications.
- If you answer "Yes" to a background question on the application, **submit your written statement accompanied by corresponding court documents** (printouts from a court's web site are not acceptable):
  - as part of your NIPR electronic license application (using the Attachments Warehouse), or
  - by e-mail to [ndlicensing@nd.gov](mailto:ndlicensing@nd.gov), or
  - by mailing to the ND Insurance Department Producer Licensing Division, 600 E Blvd Ave., Dept 401, Bismarck, ND 58505.
- **Submit all other documents** either by e-mail to [ndlicensing@nd.gov](mailto:ndlicensing@nd.gov) or by delivery to ND Insurance Department Producer Licensing Division, 600 E Blvd Ave., Dept 401, Bismarck, ND 58505.

## ***Fingerprint Service***

If you want Prometric to scan your fingerprints immediately after you pass your exam, you must register for the fingerprinting processing service. We recommend you do not schedule your fingerprint appointment until you have passed your licensing exam. You will not be fingerprinted if you do not pass your exam.

**NOTE:** All fees are non-refundable.

As long as candidates have an appointment and have paid for the fingerprinting service, they are allowed to take their fingerprints then Prometric will submit them. We don't collect payment directly at the site.

**You will need to:**

- complete a Consent Form for your fingerprints
- provide your fingerprints
- provide a check for your criminal record check at the time your fingerprints are taken at the test center. The fee is \$41.25 (\$30 fee to ND Bureau of Criminal Investigation and \$11.25 fee to the Federal Bureau of Investigation) made payable to **North Dakota Attorney General**. Payment can be personal check, cashier's check or money order. Cash, Credit Card or any other form of payment will NOT be accepted.

The test center will mail the consent form, fingerprints and fee to the North Dakota Insurance Department

**Note** In some cases, based on the content of your application or the type of license for which you are applying, the NIPR application system may inform you that you need to provide additional information before the Department can process your application.

## **License Expiration**

An insurance producer's individual license expires biennially on the last day of the producer's birth month.

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## ***Maintaining Your License***

Insurance Producers are responsible for complying with North Dakota insurance laws and rules, including but not limited to timely reporting changes of address and timely renewing insurance licenses. **North Dakota law requires producers to notify the Department of an address change within 30 days.**

### **NIPR: National Insurance Producer Registry**

You can use the NIPR's website, at [www.nipr.com](http://www.nipr.com) to report changes of email, address and telephone information at no charge.

### **License Renewal**

An insurance producer may renew a license up to 90 days before the date the license expires. The licensee is solely responsible for renewing the license before its expiration. The Department will send a renewal notice to the email address on file.

If the license expires, the licensee must cease acting under the license. For up to one year after the expiration of the license, an individual may reinstate their producer license by submitting an application and paying the \$100 fee through [www.nipr.com](http://www.nipr.com). The producer must be in compliance with any continuing education requirements. A non-resident individual must reapply for an insurance producer license.

### **Insurance Continuing Education**

North Dakota requires 24 hours of continuing education and 3 hours of ethics education biennially. For specific information regarding your license type, please visit the below website.

<https://www.nd.gov/ndins/producers/continuing-education>

**Resident individuals who only hold a limited-line credit license, title, travel/baggage, surety, bail bonds, or legal expense do not have an insurance continuing education requirement.**

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## ***Remote Proctor***

See Pro-Proctor candidate bulletin.

# Exam Content Outlines

The following outlines give an overview of the content of each of the North Dakota insurance examinations. Each examination will include 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 10 questions will be drawn on a 100-question exam and 15 will be drawn on a 150-question exam.

An outline that includes more descriptive subsections for your exam is available online at

[www.prometric.com/northdakota/insurance](http://www.prometric.com/northdakota/insurance).

**North Dakota Examination for Life and Annuity Insurance Part I - Product Series 13-51**

**60 questions (plus 5 unscored items)**

**70 minute time limit**

**1.0 General Insurance 16% (9 Items)**

**1.1 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

**1.2 Insurers**

Types of insurers

Stock companies

Mutual companies

Fraternal benefit societies

Risk retention and risk purchasing groups

Self-insurance groups

Private versus government insurers

Admitted versus nonadmitted insurers

Domestic, foreign and alien insurers

Financial status (independent rating services)

Marketing (distribution) systems

**1.3 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

**1.4 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

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

**2.0 Life Insurance Basics 18% (11 Items)**

**2.1 Insurable interest**

**2.2 Personal uses of life insurance**

Survivor protection

Estate creation

Cash accumulation

Security

Liquidity

Estate conservation

**2.3 Life Settlement Act**

Life settlement broker authority and licensing

Disclosure to customers

Fraudulent acts

Definitions

**2.4 Determining amount of personal life insurance**

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

**2.5 Business uses of life insurance**

Buy-sell funding  
Key person  
Executive bonuses  
Corporate-owned life insurance

**2.6 Classes of life insurance policies**

Group versus individual  
Permanent versus term  
Ordinary versus industrial (home service)  
Participating versus nonparticipating  
Fixed versus variable life insurance and annuities  
Regulation of variable products (SEC, FINRA and NASD)

**2.7 Premiums**

Factors in premium determination  
Mortality  
Interest  
Expense  
Premium payment mode

**2.8 Producer responsibilities**

Solicitation and sales presentations  
Advertising  
Life and Health Insurance Guaranty Association Law  
Policy summary  
Buyer's guide  
Life insurance policy cost comparison methods  
Replacement  
Use and disclosure of insurance information

Field underwriting  
Notice of information practices  
Application procedures including backdating  
Delivery  
Policy review  
Effective date of coverage  
Premium collection  
Statement of good health  
Delivery receipt requirement

**2.9 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  
Selection criteria and unfair discrimination  
Classification of risks  
Preferred  
Standard  
Substandard

**3.0 Life Insurance Policies 16% (10 Items)**

**3.1 Term life insurance**

Level term  
Annual renewable term  
Level premium term  
Decreasing term

**3.2 Whole life insurance**

Continuous premium (straight life)  
Limited payment  
Single premium  
Graded premium  
Modified life

Interest sensitive  
Equity index

**3.3 Flexible premium policies**

Adjustable life  
Universal life  
Indexed life  
Variable life

**3.4 Specialized policies**

Joint life (first-to-die)  
Survivorship life (second-to-die)  
Juvenile life

**3.5 Group life insurance**

Characteristics of group plans  
Types of plan sponsors  
Group underwriting requirements  
Conversion to individual policy

**3.6 Credit life insurance (individual versus group)**

**4.0 Life Insurance Policy Provisions, Options and Riders 16% (10 Items)**

**4.1 Standard provisions**

Ownership  
Assignability  
Entire contract  
Modifications  
Right to examine (free look)  
Payment of premiums  
Grace period  
Reinstatement  
Incontestability  
Misstatement of age  
Exclusions  
Interest on insurance proceeds

**4.2 Beneficiaries**

Designation options  
Individuals  
Classes  
Estates  
Minors

- Trusts
- Succession
- Facility of payment clause
- Revocable versus irrevocable
- Common disaster clause
- Spendthrift clause
- 4.3 Settlement options**
- Cash payment
- Interest only
- Fixed-period installments
- Fixed-amount installments
- Life income
  - Single life
  - Joint and survivor
- 4.4 Nonforfeiture options**
- Cash surrender value
- Extended term
- Reduced paid-up insurance
- 4.5 Policy loan and withdrawal options**
- Cash loans
- Automatic premium loans
- Withdrawals or partial surrenders
- 4.6 Dividend options**
- Cash payment
- Reduction of premium payments
- Accumulation at interest
- One-year term option
- Paid-up additions
- 4.7 Disability riders**
- Waiver of premium/waiver of stipulated premium (universal life)
- Waiver of cost of insurance
- Disability income benefit
- Payor benefit life/disability (juvenile insurance)
- 4.8 Living benefit provisions/riders**
- Accelerated
  - Conditions for payment
  - Effect on death benefit
- Minimum standards

- Conditions for payment
- Effect on death benefit
- Long term care riders
- 4.9 Riders covering additional insureds**
- Spouse/other-insured term rider
- Children's term rider
- Family term rider
- 4.10 Riders affecting the death benefit amount**
- Accidental death
- Guaranteed insurability
- Cost of living
- Return of premium
- Long term care riders
- 5.0 Annuities 15% (9 Items)**
- 5.1 Annuity principles and concepts**
- Accumulation period versus annuity period
- Owner, annuitant and beneficiary
- Insurance aspects of annuities
- 5.2 Immediate versus deferred annuities**
- Single premium immediate annuities (SPIAs)
- Deferred annuities
  - Premium payment options
  - Nonforfeiture
  - Surrender and withdrawal charges
  - Death benefits
- 5.3 Annuity (benefit) payment options**
- Life contingency options
  - Pure life versus life with guaranteed minimum
  - Single life versus multiple life
- Annuities certain (types)
- 5.4 Annuity products**
- Fixed annuities
  - General account assets

- Interest rate guarantees (minimum versus current)
- Level benefit payment amount
- Equity indexed annuities
- Market value adjusted annuities (modified guaranteed annuities)
- Variable annuities
- 5.5 Uses of annuities**
- Long term care riders
- Lump-sum settlements
- Qualified retirement plans
  - Group versus individual annuities
- Personal uses
  - Individual retirement annuities (IRAs)
  - Tax-deferred growth
  - Retirement income
  - Education funds

**6.0 Federal Tax Considerations for Life Insurance and Annuities 10% (6 Items)**

- 6.1 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
- 6.2 Modified endowment contracts (MECs)**
- Modified endowment versus life insurance
- Seven-pay test
- Distributions
- 6.3 Taxation of non-qualified annuities**
- Individually-owned

<p>Accumulation phase (tax issues related to withdrawals)</p> <p>Annuity phase and the exclusion ratio</p> <p>Distributions at death</p> <p>Premature distributions (including taxation issues)</p> <p>Corporate-owned</p>	<p>403(b) tax-sheltered annuities (TSAs)</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>North Dakota Examination for Life and Annuity Insurance Part II - Laws and Regulations Series 13-52</b></p> <p><b>40 questions (plus 5 unscored items)</b></p> <p><b>50 minute time limit</b></p> </div>	<p>Disciplinary actions</p> <p>Refusal of license (26.1-26-39, 40, 42)</p> <p>Cease and desist order (26.1-01-03.1; 26.1-04-13)</p> <p>Suspension, revocation and probation (26.1-26-42-46)</p> <p>Penalties for violations (26.1-01-03.3; 26.1-04-13-17; 26.1-26-50, 51)</p>
<p><b>6.4 Taxation of individual retirement annuities (IRAs)</b></p> <p>Traditional IRAs</p> <p>Contributions and deductible amounts</p> <p>Premature distributions (including taxation issues)</p> <p>Annuity phase benefit payments</p> <p>Values included in the annuitant's estate</p> <p>Amounts received by beneficiary</p> <p>Roth IRAs</p> <p>Contributions and limits</p> <p>Distributions</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>1.0 Insurance Regulation 30% (12 Items)</b></p> <p><b>1.1 Licensing</b></p> </div> <p>Process (26.1-26-13.2, 13.3, 15; Reg 45-02-02-02)</p> <p>Types of licensees (26.1-26-02, 03)</p> <p>Producers (individual and business entity) (26.1-26-02, 05, 06, 07, 11)</p> <p>Producer-agent of insured (26.1-26-07)</p> <p>Producer-agent of insurer (26.1-26-06)</p> <p>Consultants (26.1-26-35, 41; Reg 45-02-02-09, 10)</p> <p>Nonresident producers (26.1-26-20, 47.1)</p> <p>Temporary (26.1-26-26)</p> <p>Maintenance and duration</p> <p>Renewal of appointments (26.1-26-32; Reg 45-02-02-07)</p> <p>Termination (26.1-26-31; Reg 45-02-02-12)</p> <p>Change of address (26.1-26-33; Reg 45-02-02-13)</p> <p>Reporting of actions (26.1-26-45.1)</p> <p>Assumed business names (26.1-26-25.1)</p> <p>Continuing education (26.1-26-31.1; Reg 45-02-04-03, 08-11, 13)</p>	<p><b>1.2 State regulation</b></p> <p>Commissioner's general duties and powers (26.1-01-03; 26.1-04-09)</p> <p>Company regulation</p> <p>Certificate of authority (26.1-02-02)</p> <p>Solvency (26.1-02-02, 03; 26.1-05-32)</p> <p>Unfair claims settlement practices (26.1-04-03(9))</p> <p>Producer regulation</p> <p>Sharing commissions (26.1-26-04)</p> <p>Company and agency regulation</p> <p>Examination of books and records (26.1-03-19.2; 26.1-26-48)</p> <p>Producer appointment (26.1-26-13.1; Reg 45-02-02-06)</p> <p>Termination of appointment (26.1-26-34; Reg 45-02-02-06)</p> <p>Unfair practices</p> <p>Misrepresentation (26.1-04-03(1), (12), 07)</p> <p>False advertising (26.1-04-03(1), (2))</p> <p>Defamation (26.1-04-03(3))</p> <p>Boycott, coercion and intimidation (26.1-04-03(4), 04)</p> <p>False financial statements (26.1-04-03(5))</p>
<p><b>6.5 Rollovers and transfers (IRAs and qualified plans)</b></p> <p><b>6.6 Section 1035 exchanges</b></p>		
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>7.0 Qualified Plans 9% (5 Items)</b></p> </div> <p><b>7.1 General requirements</b></p> <p><b>7.2 Federal tax considerations</b></p> <p>Tax advantages for employers and employees</p> <p>Taxation of distributions (age-related)</p> <p><b>7.3 Plan types, characteristics and purchasers</b></p> <p>Simplified employee pensions (SEPs)</p> <p>Self-employed plans (HR 10 or Keogh plans)</p> <p>Profit-sharing and 401(k) plans</p> <p>SIMPLE plans</p>		

Unfair discrimination (26.1-04-03(7), (11), 05)  
 Rebating (26.1-04-03(8), 05, 06)  
 Prohibited inducements (26.1-04-05, 06)  
 Twisting (26.1-04-03(1))  
 Insurance fraud regulation (26.1-02.1-01-11)  
 Consumer information privacy regulation (26.1-02-27; Reg 45-14-01-01-25)

**1.3 Federal regulation**

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

**2.0 North Dakota Laws and Regulations Pertaining to Life Insurance and Annuities 70% (28 Items)**

**2.1 Producer and company responsibilities**

Solicitation and sales presentations (Reg 45-04-01-01-07; Reg 45-04-10-01-08)  
 Advertising (Reg 45-04-10-01-08)  
 Life and Health Insurance Guaranty Association (26.1-38.1-16(1))  
 Illustrations (Reg 45-04-05-05(02))  
 Policy summary (Reg 45-04-01-03(7), 45-04-05-05-01)  
 Buyer's guide (Reg 45-04-01-03(01) Appendix, 04)  
 Field underwriting requirements  
 Insurable interest (26.1-29-09.1)  
 Notice, consent and disclosure for lab tests including HIV (Reg 45-03-11-01-05)  
 Company responsibilities  
 Verification of insurable interest (26.1-29-09.1)

Life insurance disclosure regulation (26.1-33-02)  
 Guaranty association disclaimer (26.1-38.1-16)

**2.2 Individual life insurance**

Standard provisions (26.1-33-05)  
 Entire contract (3)  
 Free look provision (26.1-33-02.1)  
 Payment of premiums (1)  
 Grace period (Reg 45-04-04-03-03-b-(02))  
 Reinstatement (8)  
 Incontestability (3)  
 Misstatement of age (5)  
 Statements of the insured (4)  
 Dividend options (6)  
 Loan provisions (7)  
 Nonforfeiture provision (26.1-33-18)  
 Exclusions 26.1-33-12  
 Suicide no defense (26.1-33-37)  
 Payment of claims and interest (9, 13)  
 Assignment (26.1-33-33)  
 Prohibited provisions including backdating (26.1-33-06)

**2.3 Group life insurance**

Standard provisions (26.1-33-11)  
 Conversion rights (26.1-33-12)

**2.4 Annuities**

Free look provision (26.1-34-01.1)  
 Nonforfeiture provision (26.1-34-02)  
 Death claim settlement and interest (26.1-34-01(5))

**North Dakota Examination for Accident and Health Insurance Part I – Product Series 13-53**

**60 questions (plus 5 unscored items)  
 70 minute time limit**

**1.0 General Insurance 15% (9 Items)**

**1.1 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

**1.2 Insurers**

Types of insurers  
 Stock companies  
 Mutual companies  
 Fraternal benefit societies  
 Reciprocal or inter-insurance exchanges  
 Risk retention groups  
 Lloyd's associations  
 Purchasing groups  
 Private versus government insurers  
 Authorized versus unauthorized insurers  
 Domestic, foreign and alien insurers  
 Financial status (independent rating services)

Marketing (distribution) systems

**1.3 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

**1.4 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

**2.0 Health Insurance Basics 14% (8 Items)**

**2.1 Definitions of perils**

Accidental injury

Sickness

**2.2 Principal types of losses and benefits**

Loss of income from disability

Medical expense

Dental expense

Long-term care expense

**2.3 Classes of health insurance policies**

Individual versus group

Private versus government

Limited versus comprehensive

**2.4 Limited policies**

Limited perils and amounts

Required notice to insured

Types of limited policies

Accident-only

Critical illness

Specified (dread) disease

Hospital indemnity (income)

Credit disability

Blanket insurance (teams, passengers, other)

Prescription drugs

Vision care

Dental

**2.5 Common exclusions from coverage**

**2.6 Producer responsibilities in individual health insurance**

Field underwriting

Nature and purpose

Disclosure of information about individuals

Application procedures

Requirements at delivery of policy

Common situations for errors/omissions

**2.7 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)

Classification of risks

Preferred

Standard

Substandard

Declined

**2.8 Considerations in replacing health insurance**

Benefits, limitations and exclusions

Underwriting requirements

Producer's liability for errors and omissions

**3.0 Individual Health Insurance Policy General Provisions 12% (7 Items)**

**3.1 Insuring clause**

**3.2 Consideration clause**

**3.3 Renewability clause**

Noncancelable

Guaranteed renewable

Conditionally renewable

Renewable at option of insurer

Nonrenewable (cancelable, term)

**4.0 Disability Income and Related Insurance 10% (6 Items)**

**4.1 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

**4.2 Individual disability income insurance**

- 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
- Other cash benefits
  - Accidental death and dismemberment
  - Rehabilitation benefit
  - Medical reimbursement benefit (nondisabling injury)
- Refund provisions
  - Return of premium
  - Cash surrender value
- Exclusions

**4.3 Unique aspects of individual disability underwriting**

- Occupational considerations
- Benefit limits
- Policy issuance alternatives

**4.4 Group disability income insurance**

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

**4.5 Business disability insurance**

- Key employee (partner) disability income
- Business overhead expense policy
- Disability buy-sell policy

**4.6 Social Security disability**

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

**5.0 Medical Plans 10% (6 Items)**

**5.1 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

**5.2 Major medical insurance (indemnity plans)**

- Characteristics
- Common limitations
- Exclusions from coverage
- Provisions affecting cost to insured
  - Deductibles
  - Coinsurance feature
  - Copayments
  - Stop-loss feature
  - Maximum benefits

**5.3 Health maintenance organizations (HMOs)**

- General characteristics
  - Combined health care delivery and financing
  - Limited service area

- Limited choice of providers
- Gatekeeper concept
- Copayments
- Prepaid basis
- Preventive care services
- Primary care physician 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

**5.4 Cost containment in health care delivery**

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

**5.5 Health savings accounts and high deductible medical plans**

- Eligibility
- Contribution limits

**6.0 Group Health Insurance 10% (6 Items)**

**6.1 Characteristics of group insurance**

- Group contract
- Certificate of coverage
- Experience rating versus pool rating

**6.2 Types of eligible groups**

- Employment-related groups
  - Individual employer groups
  - Multiple-Employer Trusts (METs) or Welfare

- Arrangements (MEWAs)
- Associations (alumni, professional, other)
- Customer groups (depositors, creditor-debtor, other)
- 6.3 Marketing considerations**
- Advertising
- Regulatory jurisdiction/place of delivery
- 6.4 Employer group health insurance**
- Insurer underwriting criteria
- Characteristics of group
- Plan design factors
- Persistency factors
- Administrative capability
- Eligibility for coverage
- Annual open enrollment
- Employee eligibility
- Dependent eligibility
- Coordination of benefits provision
- 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 (Consolidated Omnibus Budget Reconciliation Act)

**7.0 Dental Insurance 3% (2 Items)**

**7.1 Types of dental treatment**

- Diagnostic and preventive
- Restorative
- Oral surgery
- Endodontics

- Periodontics
- Prostodontics
- Orthodontics
- 7.2 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

**7.3 Employer group dental expense**

- Integrated deductibles versus stand-alone plans
- Minimizing adverse selection

**8.0 Insurance for Senior Citizens and Special Needs Individuals 16% (10 Items)**

**8.1 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

**8.2 Medicare supplements**

- Purpose
- Open enrollment
- Standardized Medicare supplement plans
- Core benefits
- Additional benefits

**8.3 Other options for individuals with Medicare**

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

**8.4 Long-term care (LTC) policies**

- Comparison of LTC, Medicare and Medicaid
- Eligibility for benefits
- Levels of care
- Skilled care
- Custodial care
- Home health care
- Assisted living care
- Adult day care
- Respite care
- Benefit periods
- Benefit amounts
- Optional benefits
- Alternate plans of care
- Inflation protection
- Guaranteed purchase option
- Nonforfeiture
- Qualified LTC plans
- Exclusions
- Underwriting considerations

**9.0 Federal Tax Considerations for Health Insurance 10% (6 Items)**

**9.1 Personally-owned health insurance**

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

**9.2 Employer group health insurance**

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

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

**9.4 Business disability insurance**

- Key person disability income
- Buy-sell policy
- Business overhead expense

**9.5 Health Savings Accounts (HSAs)**

**North Dakota Examination for Accident and Health Insurance Part II - Laws and Regulations Series 13-54**

**40 questions (plus 5 unscored items)  
50 minute time limit**

**1.0 Insurance Regulation 25% (10 Items)**

**1.1 Licensing**

- Process (26.1-26-13.2, 13.3, 15; Reg 45-02-02-02)
- Types of licensees
- Producer (26.1-26-02, 11)
- Individual
- Business entity
  - Producer-agent of insured (26.1-26-07)

- Producer-agent of insurer (26.1-26-06)
- Consultants (26.1-26-35, 41; Reg 45-02-02-09, 10)
- Nonresident producers (26.1-26-20, 47.1)
- Temporary (26.1-26-26)
- Maintenance and duration
  - Renewal of appointments (26.1-26-32; Reg 45-02-02-07)
  - Termination (26.1-26-31; Reg 45-02-02-12)
  - Change of address (26.1-26-33; Reg 45-02-02-13)
  - Reporting of actions (26.1-26-45.1)
  - Assumed business names (26.1-26-25.1)
  - Continuing education (26.1-26-31.1; Reg 45-02-04-03, 08-11, 13)
- Disciplinary actions
  - Refusal of license (26.1-26-39, 40, 42)
  - Cease and desist order (26.1-01-03.1; 26.1-04-13)
  - Suspension, revocation and probation (26.1-26-42-46)
  - Penalties for violations (26.1-01-03.3; 26.1-04-13-17; 26.1-26-50, 51)
- 1.2 State regulation**
  - Commissioner's general duties and powers (26.1-01-03; 26.1-04-09)
  - Company regulation
    - Certificate of authority (26.1-02-02)
    - Solvency (26.1-02-02, 03; 26.1-05-32)
    - Unfair claims settlement practices (26.1-04-03(9))

- Producer regulation
  - Sharing commissions (26.1-26-04)
- Company and agency regulation
  - Examination of books and records (26.1-03-19.2; 26.1-26-48)
  - Producer appointment (26.1-26-13.1; Reg 45-02-02-06)
  - Termination of appointment (26.1-26-34; Reg 45-02-02-06)
- Unfair practices
  - Misrepresentation (26.1-04-03(1), (12), 07)
  - False advertising (26.1-04-03(1), (2))
  - Defamation (26.1-04-03(3))
  - Boycott, coercion and intimidation (26.1-04-03(4), 04)
  - False financial statements (26.1-04-03(5))
  - Unfair discrimination (26.1-04-03(7), (11), 05)
  - Rebating (26.1-04-03(8), 05, 06)
  - Prohibited inducements (26.1-04-05, 06)
  - Twisting (26.1-04-03(1))
- Insurance fraud regulation (26.1-02.1-01-11)
- Consumer information privacy regulation (26.1-02-27; Reg 45-14-01-01-25)
- 1.3 Federal regulation**
  - Fair Credit Reporting Act (15 USC 1681-1681d)
  - Fraud and false statements (18 USC 1033, 1034)

**2.0 North Dakota Laws and Regulations Pertaining to Accident and Health Insurance 75% (30 Items)**

**2.1 Individual health insurance policy provisions**

- Standard provisions (26.1-36-04(1))
  - Entire contract; changes (26.1-36-04(1)(a)(b))
  - Incontestability (26.1-36-04(1)(c))
  - Pre-existing conditions (26.1-36-04(d))
  - Grace period (26.1-36.04(e))
  - Reinstatement (26.1-36.04(f))
  - Claim procedures (26.1-36-04(1)(g) through (k) and (26.1-36-37.1))
  - Physical examinations and autopsy (26.1-36.04 (l))
  - Legal actions (26.1-36.04 (m))
  - Return of premium paid beyond month of death (26.1-36.04 (n))
  - Right to return policy (free look) (26.1-36-02.1)
- Other provisions (26.1-36-04(2))
  - Change of occupation (26.1-36-04 (a))
  - Misstatement of age 26.1-36-04(b))
  - Overinsurance (26.1-36-04(c))
  - Unpaid premium (26.1-36-04 (d))
  - Cancellation (26.1-36-04 (e))
  - Conformity with state statutes (26.1-36-04 (f))
  - Illegal occupation (26.1-36-04 (g))
  - Intoxicants and narcotics (26.1-36-04 (h))

**2.2 Group health insurance policy provisions**

- Standard provisions (26.1-36-05(1-14))

- Grace period (26.1-36-05(1))
- Incontestability (26.1-36-05(2))
- Attachment of application (26.1-36-05(3))
- Exclusions or limitations (26.1-36-05(5))
- Misstatement of age (26.1-36-05(6))
- Certificates of coverage (26.1-36-05(7))
- Claim procedures (26.1-36-05(8-12))
- Physical examination and autopsy (26.1-36-05(13))
- Legal action autopsy (26.1-36-05(14))

Other provisions

- Coordination of benefits (26.1-36-10; Reg 45-08-01.2)
- Continuation of coverage (26.1-36-23)
- Coverage of former spouse and children (26.1-36-23.1)
- Dual choice option (26.1-36-26)

**2.3 North Dakota requirements (individual and group)**

- Eligibility requirements
  - Newborn/adopted children (26.1-36-07)
  - Child coverage; non-custodial parents (26.1-36.5-03)
  - Dependent coverage (26.1-36-22)
  - Portability (26.1-36.4-04; Reg 45-06-11-01-05)
- Group mandated benefit options
  - Prescription drugs (26.1-36-06(1))
  - Chiropractic care (26.1-36-06(2))
- Marketing requirements

- Advertising (Reg 45-06-04-01)
- Life and Health Guaranty Association (26.1-38.1-16(1))
- Sales presentations (Reg 45-06-04)
- Underwriting requirements
  - Informed consent (testing of body fluids) (Reg 45-03-11-01)
  - Unfair discrimination (Reg 45-03-10-04)
- HIPAA (Health Insurance Portability and Accountability Act) requirements
  - Eligibility (Reg 45-06-12-02-01; 45-06-12-02-03)
  - Guaranteed issue (Reg 45-06-12)
  - Pre-existing conditions (26.1-36.4-03, 03.1; Reg 45-06-12-01)

**2.4 Medicare supplements**

- Standards for marketing (Reg 45-06-01.1-17)
- Open enrollment (Reg 45-06-01.1-09)
- Advertising (26.1-36.1-07; Reg 45-06-01.1-16)
- Appropriateness of recommended purchase (Reg 45-06-01.1-18)
- Outline of coverage (26.1-36.1-05; Reg 45-06-01.1-14(4))
- Right to return (free look) (26.1-36.1-06)
- Replacement (Reg 45-06-01.1-20)
- Minimum benefit standards (Reg 45-06-01.1-06.1)
- Pre-existing conditions (Reg 45-06-01.1-06.1)
- Required disclosure provisions (Reg 45-06-01.1-06.1)
- Permitted compensation arrangements (Reg 45-06-01.1-13)
- Continuation and conversion requirements

(Reg 45-06-01.1-06.1(e))  
 Notice of change (Reg 45-06-01.1-14(2))  
 Excessive or unnecessary coverage (duplication of coverage) (Reg 45-02-02-14)  
 Medicare SELECT (Reg 45-06-01.1-08)

**2.5 Long-term care (LTC) insurance**

Standards for marketing (Reg 45-06-05.1-21)  
 Advertising (Reg 45-06-04)  
 Shopper's guide (Reg 45-06-05.1-28)  
 Outline of coverage (26.1-45-09; Reg 45-06-05.1-27)  
 Right to return (free look) (26.1-45-09(1))  
 Replacement (Reg 45-06-05.1-23)  
 Renewal provisions (26.1-45-05.2)  
 Contingent non-forfeiture (26.1-45-14; Reg 45-06-05.1-24)  
 Cancellation (26.1-45-05)  
 Required disclosure provisions (Reg 45-06-05.1-06; Reg 45-06-05.1-07)  
 Inflation protection (Reg 45-06-05.1-11)  
 Pre-existing conditions (26.1-45-05-06)  
 Protection against unintentional lapse (Reg 45-06-05.1-05)  
 Suitability (Reg 45-06-05.1-22)  
 Minimum home health care benefits (26.1-45-13; Reg 45-06-05.1-10)  
 Qualified long term care contracts (26.1-45-01(6); Reg 45-06-05.1-26)  
 Standards for benefit triggers (Reg 45-06-05.1-25)  
 Premium rate schedule increases (Reg 45-06-05.1-07; 45-06-05.1-01 Appendix F)

**2.6 Comprehensive Health Association of North Dakota (CHAND) (26.1-08-01-13)**

Eligibility (26.1-08-12)  
 Coverage and limits (26.1-08-06, 06.1)  
 Notification of CHAND by companies (26.1-08-11)  
 Premium amount (26.1-08-08)

**North Dakota Exam for Property Insurance Part I – Product Series 13-56**

**60 questions (plus 5 unscored items)**  
**75 minutes time limit**

**1.0 General Insurance 10% (6 Items)**

**1.1 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

**1.2 Insurers**

Types of insurers  
 Stock companies  
 Mutual companies  
 Fraternal benefit societies  
 Reciprocal or inter-insurance exchanges

Risk retention groups  
 Lloyd's associations  
 Purchasing groups  
 Private versus government insurers  
 Authorized versus unauthorized insurers  
 Domestic, foreign and alien insurers  
 Financial status (independent rating services)  
 Marketing (distribution) systems

**1.3 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

**1.4 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

**2.0 Property Insurance Basics  
 20% (12 Items)**

**2.1 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 value  
     Valued policy

**2.2 Policy structure**

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

**2.3 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  
 Appraisal  
 Arbitration  
 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

**3.0 Dwelling Policy 9% (5 Items)**

**3.1 Characteristics and purpose**

**3.2 Coverage forms — Perils insured against**

Broad  
 Special

**3.3 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

**3.4 General exclusions**

**3.5 Conditions**

**3.6 Selected endorsements**

Special provisions — North Dakota (DP 01 33)  
 Broad theft coverage (DP 04 72)  
 Dwelling under construction (DP 11 43)

**4.0 Homeowners Policy — Section I 22% (13 Items)**

**4.1 Coverage forms**

HO-3 through HO-6

**4.2 Definitions**

**4.3 Section I — Property coverages**

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

**4.4 Perils insured against**

**4.5 Exclusions**

**4.6 Conditions**

**4.7 Selected endorsements**

Special provisions — North Dakota (HO 01 33)  
 Limited fungi, wet or dry rot, or bacteria coverage (HO 04 26, HO 04 27)  
 Permitted incidental occupancies (HO 04 42)  
 Scheduled personal property (HO 04 61)  
 Personal property replacement cost (HO 04 90)  
 Home day care (HO 04 97)

**5.0 Commercial Package Policy (CPP) 14% (9 Items)**

**5.1 Components of a commercial policy**

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

**5.2 Commercial property**

Commercial property conditions form  
 Coverage forms  
     Building and personal property  
     Condominium association  
     Condominium commercial unit-owners  
     Builders risk  
     Business income  
     Legal liability  
     Extra expense  
 Causes of loss forms  
     Broad  
     Special  
 Selected endorsements  
     North Dakota changes (CP 01 14)  
     Ordinance or law (CP 04 05)  
     Spoilage (CP 04 40)  
     Peak season limit of insurance (CP 12 30)  
     Value reporting form (CP 13 10)

**5.3 Commercial inland marine**

Commercial inland marine conditions form  
 Inland marine coverage forms  
     Accounts receivable  
     Bailee's customer  
     Commercial articles  
     Contractors equipment floater  
     Electronic data processing  
     Equipment dealers  
     Installation floater

Signs  
 Valuable papers and records  
 Transportation coverages

**5.4 Commercial crime**

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 another property  
     Outside the premises  
     Computer fraud  
     Funds transfer fraud  
     Money orders and counterfeit money  
 Other crime coverage  
     Extortion — commercial entities (CR 04 03)

**5.5 Boiler and machinery**

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

**5.6 Farm coverage**

Farm property coverage form  
     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

**6.0 Businessowners Policy — Property 16% (10 Items)**

**6.1 Characteristics and purpose**

**6.2 Businessowners Section I — Property**

Coverage

Exclusions

Limits

Deductibles

Loss conditions

General conditions

Optional coverages

Definitions

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

**6.4 Selected endorsements**

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  
9% (5 Items)**

**7.1 National Flood Insurance Program**

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

**7.2 Crop insurance (hail)**

- Eligibility
- Application
- Term of coverage
- Perils insured against
- Limits of coverage

**7.3 Federal Multi-Peril Crop Insurance Programs**

- Basic crop insurance
  - Eligibility
  - Coverage level
  - Covered causes of loss
  - Application
  - Life of policy
- Multiple peril policy options
  - Levels of coverage
  - Price election
  - Optional units
- Other provisions
  - Individual crop
  - Small grain
  - Coarse grain
- Supplements
- Revenue products
  - Income Protection (IP)
  - Crop Revenue Coverage (CRC)
  - Revenue Assurance (RA)

**7.4 Boatowners**

**North Dakota Examination for Property Insurance Part II - Laws and Regulations Series 13-57**

**40 questions (plus 5 unscored items)**

**50 minute time limit**

**1.0 Insurance Regulation 35% (14 Items)**

**1.1 Licensing**

- Process (26.1-26-13.2, 13.3, 15; Reg 45-02-02, 05)
- Types of licensees
  - Producer (26.1-26-02, 11)
    - Individual
    - Business entity
  - Producer-agent of insured (26.1-26-07)
  - Consultants (26.1-26-35, 41; Reg 45-02-02-09, 10)
  - Resident versus nonresident (26.1-26-19, 20; 26.1-47.1)
  - Temporary (26.1-26-26)
- Maintenance and duration
  - Renewal (26.1-26-32; Reg 45-02-02-07)
  - Termination (26.1-26-31; Reg 45-02-02-07.1)
  - Change of address (26.1-26-33; Reg 45-02-02-13)
  - Reporting of actions (26.1-26-45.1)
  - Assumed names (26.1-26-25.1)
- Continuing education (26.1-26-31.1; Reg 45-02-04-03, 08-15)
- Disciplinary actions
  - Denial of license (26.1-26-39, 40)
  - Cease and desist order (26.1-01-03.1; 26.1-04-13)
  - Suspension, revocation and probation (26.1-26-42)
  - Penalties for violations (26.1-04-13-17; 26.1-26-50, 51)

**1.2 State regulation**

Commissioner's general duties and powers (26.1-01-03; 26.1-04-09)

Company regulation

- Certificate of authority (26.1-02-02)
- Solvency (26.1-02-3; 26.1-05-32)
- Unfair claims settlement practices (26.1-04-03)

Producer regulation

- Sharing commissions (26.1-26-04)
- Prohibited practices
  - Misrepresentation (26.1-04-03(1), (12), 07)
  - False advertising (26.1-04-03(1), (2))
  - Defamation (26.1-04-03(3))
  - Boycott, coercion and intimidation (26.1-04-03(4), 04)
  - Unfair discrimination (26.1-04-03 7 - 11)
  - Rebating (26.1-04-03(8), 05, 06)
  - Illegal inducements (26.1-04-05)
  - Twisting/churning (26.1-04-03(1))

Company and agency regulation

- Examination of books and records (26.1-03-19.2; 26.1-26-48)
- Producer appointment (26.1-26-13.1; Reg 45-02-02-06)
- Termination of appointment (26.1-26-34; Reg 45-02-02-06)
- Insurance fraud regulation (26.1-02.1-01— 11)
- Consumer information privacy regulation (26.1-02-27; Reg 45-14)

**1.3 Federal regulation**

- Fair Credit Reporting Act (15 USC 1681- 681d)
- Fraud and false statements (18 USC 1033, 1034)

**2.0 North Dakota Laws and Regulations Pertaining to Property Insurance 65% (26 Items)**

**2.1 Producer responsibilities**

- Countersignature requirement (26.1-11-07)
- Binders (26.1-39-23)

**2.2 Company responsibilities**

- Cancellation
  - Grounds (26.1-39-13)
  - Notice (26.1-39-15)
  - Conditions requiring five days' notice (26.1-39-14)
- Nonrenewal (26.1-39-16)
- Termination of agency contracts (26.1-39-22)

**2.3 Property insurance provisions**

- Valued policy law (26.1-39-05)
- Standard fire policy law (26.1-39-06)
  - Property form requirements
  - Statute of limitations
  - Examination of insured's books and records
  - Legal action against insurer
- Release of loss and claim information (Reg 45-05-04-01-04)

**2.5 North Dakota Insurance Guaranty Association (26.1-42.1-01-15)**

**North Dakota Examination for Casualty Insurance Part I – Product Series 13-58**

**60 questions (plus 5 unscored items)**

**70 minute time limit**

**1.0 General Insurance 10% (6 Items)**

**1.1 Concepts**

- Risk management key terms
  - Risk
  - Exposure
  - Hazard
  - Peril
  - Loss
- Methods of handling risk
  - Avoidance
  - Retention
  - Sharing
  - Reduction
  - Transfer

**1.2 Insurers**

- Types of insurers
  - Stock companies
  - Mutual companies
  - Fraternal benefit societies
  - Reciprocal or inter-insurance exchanges
  - Risk retention groups
  - Lloyd's associations
- Purchasing groups
- Private versus government insurers
- Authorized versus unauthorized insurers
- Domestic, foreign and alien insurers
- Financial status (independent rating services)
- Marketing (distribution) systems

**1.3 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

**1.4 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

**2.0 Casualty Insurance Basics 15% (9 Items)**

**2.1 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  
**2.2 Policy structure**  
 Declarations  
 Definitions  
 Insuring agreement or clause  
 Additional/supplementary coverages  
 Conditions  
 Exclusions  
 Endorsements  
**2.3 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  
 Arbitration  
**3.0 Homeowners Policy — Section II 17% (10 Items)**  
**3.1 Coverage forms**  
 HO-3 through HO-6  
**3.2 Definitions**  
**3.3 Section II — Liability coverages**  
 Coverage E — Personal liability  
 Coverage F — Medical payments to others  
 Additional coverages  
**3.4 Exclusions**  
**3.5 Conditions**  
**3.6 Selected endorsements**  
 Special provisions — North Dakota (HO 01 33)  
 Limited fungi, wet or dry rot, or bacteria coverage (HO 04 26, HO 04 27)  
 Permitted incidental occupancies (HO 04 42)  
 Home day care (HO 04 97)  
 Additional residence rented to others (HO 24 70)  
 Business pursuits (HO 24 71)  
 Watercraft (HO 24 75)  
 Personal injury (HO 24 82)  
**4.0 Auto Insurance 25% (15 Items)**  
**4.1 Personal auto policy**  
 Definitions  
 Liability coverage  
     Bodily injury and property damage  
     Supplementary payments

Exclusions  
 Uninsured motorists coverage  
 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 — North Dakota (PP 01 88)  
     Towing and labor costs (PP 03 03)  
     Loss payable clause (PP 03 05)  
     Extended non-owned coverage — vehicles furnished or available for regular use (PP 03 06)  
     Miscellaneous type vehicle (PP 03 23)  
     Joint ownership coverage (PP 03 34)  
**4.2 Commercial auto**  
 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)  
 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)

**5.0 Commercial Package Policy (CPP) 10% (6 Items)**

**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**

Commercial general liability coverage forms  
 Bodily injury and property damage liability  
 Personal and advertising injury liability  
 Medical payments  
 Exclusions  
 Supplementary payments  
 Who is an insured  
 Limits of insurance  
 Conditions  
 Definitions  
 Occurrence versus claims-made  
 Premises and operations  
 Products and completed operations

Insured contract  
**5.3 Farm coverage**  
 Farm liability coverage form  
 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

**6.0 Businessowners Policy — Liability 15% (9 Items)**

**6.1 Characteristics and purpose**

**6.2 Businessowners Section II — Liability**

Coverages  
 Exclusions  
 Who is an insured  
 Limits of insurance  
 General conditions  
 Definitions

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

**6.4 Selected endorsements**

Hired auto and non-owned auto liability (BP 04 04)

**7.0 Other Coverages and Options 8% (5 Items)**

**7.1 Umbrella/excess liability policies**

Personal (DL 98 01)  
 Commercial (CU 00 01)

**7.2 Specialty liability insurance**

Professional liability  
 Errors and omissions  
 Directors and officers liability  
 Employers liability  
 Fiduciary liability  
 Liquor liability

Employment practices liability  
**7.3 Surplus lines**  
 Definitions and markets  
 Licensing requirements  
**7.4 Surety bonds**  
 Principal, obligee and surety  
 Contract bonds  
 License and permit bonds  
 Judicial bonds

**7.5 Boatowners**

**North Dakota Examination for Casualty Insurance Part II - Laws and Regulations Series 13-59**

**40 questions (plus 5 unscored items)**  
**50 minute time limit**

**1.0 Insurance Regulation 25% (10 Items)**

**1.1 Licensing**

Process (26.1-26-13.2, 13.3, 15; Reg 45-02-02-02)  
 Types of licensees  
 Producer (26.1-26-02, 11)  
 Individual  
 Business entity  
 Producer-agent of insured (26.1-26-07)  
 Producer-agent of insurer (26.1-26-06)  
 Consultants (26.1-26-35, 41; Reg 45-02-02-09, 10)  
 Nonresident producers (26.1-26-20, 47.1)  
 Temporary (26.1-26-26)  
 Maintenance and duration  
 Renewal of appointments (26.1-26-32; Reg 45-02-02-07)

Termination (26.1-26-31; Reg 45-02-02-12)

Change of address (26.1-26-33; Reg 45-02-02-13)

Reporting of actions (26.1-26-45.1)

Assumed business names (26.1-26-25.1)

Continuing education (26.1-26-31.1; Reg 45-02-04-03, 08-11, 15)

Disciplinary actions

Refusal of license (26.1-26-39, 40, 42)

Cease and desist order (26.1-01-03.1; 26.1-04-13)

Suspension, revocation and probation (26.1-26-42)

Penalties for violations (26.1-01-03.3; 26.1-04-13-17; 26.1-26-50, 51)

**1.2 State regulation**

Commissioner's general duties and powers (26.1-01-03; 26.1-04-09)

Company regulation

Certificate of authority (26.1-02-02)

Solvency (26.1-02-03; 26.1-05-32)

Unfair claims settlement practices (26.1-04-03)

Producer regulation

Sharing commissions (26.1-26-04)

Company and agency regulation

Examination of books and records (26.1-03-19.2; 26.1-26-48)

Producer appointment (26.1-26-13.1; Reg 45-02-02-06)

Termination of appointment (26.1-

26-34; Reg 45-02-02-06)

Unfair practices

Misrepresentation (26.1-04-03(1), (12), 07)

False advertising (26.1-04-03(1), (2))

Defamation (26.1-04-03(3))

Boycott, coercion and intimidation (26.1-04-03(4), 04)

False financial statements (26.1-04-03(5))

Unfair discrimination (26.1-04-03(7), (11), 05)

Rebating (26.1-04-03(8), 05, 06)

Prohibited inducements (26.1-04-05, 06)

Twisting (26.1-04-03(1))

Insurance fraud regulation (26.1-02.1-01-11)

Consumer information privacy regulation (26.1-02-27; Reg 45-14)

**1.3 Federal regulation**

Fair Credit Reporting Act (15 USC 1681-1681d)

Fraud and false statements (18 USC 1033, 1034)

**2.0 North Dakota Laws and Regulations Pertaining to Casualty Insurance 75% (30 Items)**

**2.1 Producer responsibilities**

Countersignature requirement (26.1-11-07)

Binders (26.1-39-23)

**2.2 Company responsibilities**

Cancellation

Grounds (26.1-39-13)

Notice (26.1-39-15)

Conditions requiring five days' notice (26.1-39-14)

Nonrenewal (26.1-39-16)

Termination of agency contracts (26.1-39-22)

**2.3 Casualty insurance provisions**

Legal action against insurer (26.1-39-06)

Release of loss and claim information (Reg 45-05-04-01-04)

**2.4 Terrorism Risk Insurance Act of 2002 and Extension Act of 2005 (15 USC 6701; S467)**

**2.5 Auto insurance**

Financial responsibility requirements Auto Accident Reparations Act — personal injury protection (26.1-41))

Medical expenses

Rehabilitation expenses

Work loss

Replacement services loss

Survivors income loss

Survivors replacement services loss

Funeral expenses

Added personal injury protection coverage (optional excess benefits) (26.1-41-04)

Uninsured and underinsured motorist coverage (26.1-40-15.1-15.7)

Reduction of benefits; priority of payment (26.1-40-15.4)

Motor vehicle rental coverage (mandated auto rental coverage) (26.1-40-17.1)

Exclusion of named persons from coverage (26.1-40-16)

Benefit payments to relatives (26.1-40-16.1)

Primary and excess coverage (26.1-40-17)

Cancellation—grounds and notice (26.1-40-02, 03, 04, 06, 07)

Nonrenewal—grounds and notice (26.1-40-05, 06, 07)

Warranties (26.1-40)

**2.6 North Dakota Automobile Insurance Plan** (Reg 45-05-07-03)

**2.7 Statute of limitations** (26.1-41-19)

**2.8 North Dakota Insurance Guaranty Association** (26.1-42.1-01-15)

**North Dakota Examination for Consumer Credit Insurance Series 13-61**

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**60 questions (plus 5 unscored items)**

**70 minute time limit**

**1.0 Insurance Regulation 10% (6 Items)**

**1.1 Licensing**

Process (26.1-26-13.2, 13.3, 15; Reg 45-02-02-02)

Types of licensees (26.1-26-03)

Producers (individual and business entity) (26.1-26-02, 05, 06, 07, 11)

Producer-agent of insured (26.1-26-07)

Producer-agent of insurer (26.1-26-06)

Consultants (26.1-26-35, 41; Reg 45-02-02-09, 10)

Nonresident producers (26.1-26-20, 47.1)

Temporary (26.1-26-26)

Maintenance and duration

Renewal of appointments (26.1-26-32; Reg 45-02-02-07)

Termination (26.1-26-31; Reg 45-02-02-12)

Change of address (26.1-26-33; Reg 45-02-02-13)

Reporting of actions (26.1-26-45.1)

Assumed business names (26.1-26-25.1)

Continuing education (26.1-26-31.1; Reg 45-02-04-03, 08-11, 13)

Disciplinary actions

Refusal of license (26.1-26-39, 40, 42)

Cease and desist order (26.1-01-03.1; 26.1-04-13)

Suspension, revocation and probation (26.1-26-42-46)

Penalties for violations (26.1-01-03.3; 26.1-04-13-17; 26.1-26-50, 51)

**1.2 State regulation**

Commissioner's general duties and powers (26.1-01-03; 26.1-04-09)

Company regulation

Certificate of authority (26.1-02-02)

Solvency (26.1-02-02, 03; 26.1-05-32)

Unfair claims settlement practices (26.1-04-03(9))

Producer regulation

Sharing commissions (26.1-26-04)

Company and agency regulation

Examination of books and records (26.1-03-19.2; 26.1-26-48)

Producer appointment (26.1-26-13.1; Reg 45-02-02-06)

Termination of appointment (26.1-26-34; Reg 45-02-02-06)

Unfair practices

Misrepresentation (26.1-04-03(1), (12), 07)

False advertising (26.1-04-03(1), (2))

Defamation (26.1-04-03(3))

Boycott, coercion and intimidation (26.1-04-03(4), 04)

False financial statements (26.1-04-03(5))

Unfair discrimination (26.1-04-03(7), (11), 05)

Rebating (26.1-04-03(8), 05, 06)

Prohibited inducements (26.1-04-05, 06)

Twisting (26.1-04-03(1))

Insurance fraud regulation (26.1-02.1-01-11)

Consumer information privacy regulation (26.1-02-27; Reg 45-14-01-01-25)

**1.3 Federal regulation**

Fair Credit Reporting Act (15 USC 1681-1681d)

Fraud and false statements (18 USC 1033, 1034)

**2.0 General Insurance 10% (6 Items)**

**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  
 Reciprocal or inter-insurance exchanges  
 Risk retention groups  
 Lloyd's associations

Purchasing groups  
 Private versus government insurers  
 Authorized versus unauthorized insurers  
 Domestic, foreign and alien insurers  
 Financial status (independent rating services)  
 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

**3.0 Consumer Credit Insurance Basics 40% (24 Items)**

**3.1 Nature of consumer credit insurance**

Parties involved  
     Debtor/insured  
     Creditor/beneficiary  
     Insurer  
 Advantages for debtors and for creditors  
 Markets  
     Banks and savings and loan associations  
     Credit unions  
     Finance companies  
     Credit card companies  
     Automobile dealers and manufacturers  
     Retailers  
 Types of credit covered (closed-end versus open-end)

**3.2 Coverage characteristics**

Group versus individual coverage  
 Underwriting considerations  
     Eligibility of groups  
     Underwriting of the debtor/insured (group and individual)  
     Evidence of insurability  
 Duration of coverage (loan period versus truncated)  
 Premiums  
     Basis and payment of premiums

Single premium versus monthly outstanding balance  
 Group policy general provisions  
     Right to examine (free look) (26.1-37-07(7))  
     Grace period (26.1-33-11(1); 26.1-36-05(1))  
     Incontestability (26.1-33-11(2); 26.1-36-05(2))  
     Entire contract (26.1-33-11(3); 26.1-36-05(3))  
     Conditions to require evidence of insurability (26.1-33-11(4); 26.1-36-05(4))  
     Certificate of insurance (26.1-37-07(3))

**Benefit payments**

Effect on insured's debt  
 Payment of excess benefits

**3.3 Regulation**

North Dakota regulation  
     Approval of policy forms (26.1-30-19)  
     Amounts to be insured (26.1-37-05)  
     Term of insurance (26.1-37-06)  
     Premium rates (26.1-37-08; Reg 45-07-01.1-03, 04, 05, 06, 07)  
     Premium refunds (26.1-37-08, 26.1-37-06, 08(2); Reg 45-07-01.1-08)  
     Disclosure requirements (26.1-37-07(1)(2))  
     Coercion of debtors (26.1-04-04)  
     Choice of insurer (26.1-37-14)  
     Life and Health Insurance Guaranty Association (26.1-38.1-16(1))

**4.0 Types of Consumer Credit Insurance 40% (24 Items)**

**4.1 Credit life insurance**

- Eligibility and guaranteed issue amount (Reg 45-07-01.1-04(2)(c, d))
- Gross coverage versus net payoff coverage
- Types of insurance coverages
  - Decreasing term
  - Level term
  - Monthly outstanding balance
  - Joint credit life
- Exclusions allowed (Reg 45-07.01.1-04(2)(a))
  - War or act of war
  - Suicide
  - Pre-existing condition
  - Terminal illness

**4.2 Credit disability insurance**

- Eligibility and guaranteed issue amount (Reg 45-07-01.1-05(5)(d, e, g))
- Qualifying for benefits
  - Sickness or injury
  - Definition of disability (own occupation versus any occupation)
- Total and permanent (Reg 45-07-01.1-05(5)(c))
- Elimination period (retroactive versus nonretroactive)
- Benefit period (loan period versus critical period)
- Benefit amount
- Common exclusions (Reg 45-07-01.1-05(5)(a))
  - Pre-existing conditions
  - Intentionally self-inflicted injury

- Normal pregnancy
- War or act of war

**4.3 Credit property insurance**

- Eligibility
- Insured event (Reg 45-07-01.1-07(2))
- Benefit conditions

**4.4 Credit involuntary unemployment insurance**

- Eligibility of the individual insured (Reg 45-07-01.1-06(3))
- Qualifying for benefits (Reg 45-07-01.1-06(2))
  - Definition of involuntary unemployment
  - Elimination period
  - Retroactive coverage
  - Benefit period
- Benefit amount (Reg 45-07-01.1-06(2)(b))
- Excluded forms of unemployment (Reg 45-07-01.1-06(2)(a))

**4.5 Guaranteed automobile protection (GAP) insurance**

- Eligibility
- Insured event
- Benefit conditions

**North Dakota Examination for Crop-Hail Insurance Series 13-62**

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**60 questions (plus 5 unscored items)**

**70 minute time limit**

**1.0 Insurance Regulation 10% (6 Items)**

**1.1 Licensing**

- Process (26.1-26-13.2, 13.3, 15; Reg 45-02-02-02)
- Types of licensees (26.1-26-03)
  - Producers (individual and business entity)

- (26.1-26-02, 05, 06, 07, 11)

Producer-agent of insured (26.1-26-07)

Producer-agent of insurer (26.1-26-06)

Consultants (26.1-26-35, 41; Reg 45-02-02-09, 10)

Nonresident producers (26.1-26-20, 47.1)

Temporary (26.1-26-26)

Maintenance and duration

Renewal of appointments (26.1-26-32; Reg 45-02-02-07)

Termination (26.1-26-31; Reg 45-02-02-12)

Change of address (26.1-26-33; Reg 45-02-02-13)

Reporting of actions (26.1-26-45.1)

Assumed business names (26.1-26-25.1)

Continuing education (26.1-26-31.1; Reg 45-02-04-03, 08-11, 13)

Disciplinary actions

Refusal of license (26.1-26-39, 40, 42)

Cease and desist order (26.1-01-03.1; 26.1-04-13)

Suspension, revocation and probation (26.1-26-42-46)

Penalties for violations (26.1-01-03.3; 26.1-04-13-17; 26.1-26-50, 51)

**1.2 State regulation**

Commissioner's general duties and powers (26.1-01-03; 26.1-04-09)

Company regulation

Certificate of authority (26.1-02-02)

Solvency (26.1-02-02, 03; 26.1-05-32)

Unfair claims settlement practices (26.1-04-03(9))

Producer regulation

Sharing commissions (26.1-26-04)

Company and agency regulation

Examination of books and records (26.1-03-19.2; 26.1-26-48)

Producer appointment (26.1-26-13.1; Reg 45-02-02-06)

Termination of appointment (26.1-26-34; Reg 45-02-02-06)

Unfair practices

Misrepresentation (26.1-04-03(1), (12), 07)

False advertising (26.1-04-03(1), (2))

Defamation (26.1-04-03(3))

Boycott, coercion and intimidation (26.1-04-03(4), 04)

False financial statements (26.1-04-03(5))

Unfair discrimination (26.1-04-03(7), (11), 05)

Rebating (26.1-04-03(8), 05, 06)

Prohibited inducements (26.1-04-05, 06)

Twisting (26.1-04-03(1))

Insurance fraud regulation (26.1-02.1-01-11)

Consumer information privacy regulation (26.1-02-27; Reg 45-14-01-01-25)

**1.3 Federal regulation**

Fair Credit Reporting Act (15 USC 1681-1681d)

Fraud and false statements (18 USC 1033, 1034)

**2.0 General Insurance 10% (6 Items)**

**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

Reciprocal or inter-insurance exchanges

Risk retention groups

Lloyd's associations

Purchasing groups

Private versus government insurers

Authorized versus unauthorized insurers

Domestic, foreign and alien insurers

Financial status (independent rating services)

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

**3.0 Crop Insurance (Hail) 30% (18 Items)**

**3.1 Eligibility**

Insureds

Insurable crops

**3.2 Application**

Binder

Declarations section

Required signatures

Required information

Provision for company rejection

**3.3 Term of coverage**

Effective date

Inception of coverage  
 Expiration  
 Cancellation

**3.4 Perils insured against**

**3.5 Exclusions**

**3.6 Limits of coverage**

Insurable value  
 Percentage plan  
 Deductibles  
 Reduction of insurance

**3.7 Other provisions**

Replanting clause  
 Acreage variation  
 Transit coverage  
 Fire department service charge  
 Pro rata liability clause  
 Fire and lightning coverage  
 Windrowed crops  
 Catastrophe loss award  
 Assignment

**3.8 Claim settlement practices**

Notice of loss  
 Insured's duties after loss  
 Appraisal/arbitration

**3.9 Companion plan**

**4.0 Federal Multi-Peril Crop Insurance Programs 50% (30 Items)**

**4.1 Basic crop insurance**

Eligibility  
     Insureds  
     Insurable crops  
 Actuarial document books  
 Yield guarantee  
     Actual production history (APH)  
     Assigned yield  
     Transitional yield  
 Coverage level  
 Market price percentage  
 Covered causes of loss  
 Application  
 Basic unit  
 Administrative fee

Production records  
 Acreage reporting  
 Late planting agreement option  
 Disqualification of producer  
 Life of policy  
     Continuous  
     Cancellation  
     Termination

**4.2 Multiple peril policy options**

Levels of coverage  
 Price election  
 Optional units  
 High-risk land exclusion  
 Hail/fire exclusion  
 Replant payments  
 Late planting coverage  
 Prevented planting coverage  
 Transfer of coverage  
 Assignment of indemnity

**4.3 Other provisions and types of coverage**

Individual crop  
 Small grain  
 Coarse grain  
 Priorities of conflicts between provisions  
 Duties after loss  
     Insured  
     Insurer  
 Supplements

**North Dakota Examination for Bail Bonds Series 13-63**

**60 questions (plus 5 unscored items)**

**70 minute time limit**

**1.0 Insurance Regulation 23% (14 Items)**

**1.1 Licensing**

Commissioner's general duties and powers (26.1-01-03; 26.1-04-09)  
 Process (26.1-26-11.1, 13.1, 13.2, 13.3, 15; Reg 45-02-02-02, 05)  
 Persons to be licensed (26.1-26.6-03, 04)  
 Requirements (26.1-26-13.1-13.3; 26.1-26.6-02)  
 Appointment (26.1-26-13.1; 26.1-26.6-01; Reg 45-02-02-06)  
 Maintenance and duration  
     Renewal of appointments (26.1-26-32; Reg 45-02-02-07)  
     Termination (26.1-26-31; Reg 45-02-02-12)  
     Termination of appointment (26.1-26-34; Reg 45-02-02-06)  
     Change of address (26.1-26-33; Reg 45-02-02-13)  
     Reporting of actions (26.1-26-45.1)  
     Assumed business names (26.1-26-25.1)  
 Disciplinary actions  
     Refusal of license (26.1-26-39, 40, 42)  
     Cease and desist orders (26.1-01-03.1; 26.1-04-13)  
     Suspension, revocation and probation (26.1-26-42-46; 26.1-26.6-05)  
     Penalties for violations (26.1-01-03.3; 26.1-04-13-17; 26.1-26-50, 51)  
 Commissions (26.1-26-04)  
 Examination of books and records (26.1-03-19.2; 26.1-26-48)

- Unfair practices
  - Misrepresentation (26.1-04-03(1), (12), 07)
  - False advertising (26.1-04-03(1), (2))
  - Defamation (26.1-04-03(3))
  - Boycott, coercion and intimidation (26.1-04-03(4), 04)
  - False financial statements (26.1-04-03(5))
  - Unfair discrimination (26.1-04-03(7), (11))
- Insurance fraud regulation (26.1-02.1-01-11)
- Consumer information privacy regulation (26.1-02-27; Reg 45-14-01-01-25)

**1.2 Bail bondsman regulation**

- Employees (26.1-26.6-05(1)(h))
- Prohibited conduct (26.1-26.6-05)
  - Referral of attorney ((1)(a))
  - Solicitation where prisoners are confined ((1)(c))
  - Rebates ((1)(e))
  - Signing bond in blank ((3))
- Compensation (26.1-26.6-08)

**1.3 Federal regulation**

- Fraud and false statements (18 USC 1033, 1034)

**2.0 The Legal Framework 18% (11 Items)**

**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
- Mittimus
- Recognizance
- Revoke
- Suspend
- Warrant
- Writ

**3.0 Bail Bond Principles and Practices 59% (35 Items)**

**3.1 Parties to a surety bond**

- Principal
  - Indemnitor for principal
  - Indemnity agreement
- Obligee
- Surety

**3.2 Duties of a bail bond agent**

- Premium receipt
- Power of attorney
- Collateral and trust obligations (26.1-26.6-05(4))

**3.3 Types of bonds**

- Personal surety bond
- Corporate surety bond
- Criminal defendant bonds
  - Bail
  - Appeal
  - Supersedeas
  - Habeas corpus
  - Property bond
  - Nonsurety/cash
  - Ten percent surety

**3.4 Procedure**

- Application for bond (Surety/defendant contract)
- Collateral security
- Surety contract
- Posting the bond
- Informational notice

**3.5 Court procedures**

- Court appearances
  - Arraignment
  - Trial
  - Appeal
- Conditions of release (ND Rules of Criminal Procedure - Rule 46)
  - Prior to trial
  - Pending appeal
- Failure to appear (26.1-26.6-09)

Revocation of bail

**3.6 Release of surety**

**3.7 Surrender of principal (defendant) (26.1-26.6-07)**

- Exoneration of bond
- Return of premium
- Return of collateral

**3.8 Bond forfeiture**

- Motion

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

**North Dakota Examination for Legal Expense Insurance Series 13-64**  
**60 questions (plus 5 unscored items)**  
**70 minute time limit**

**1.0 Insurance Regulation 20% (12 Items)**

**1.1 Licensing**

Authority (26.1-19-10)  
 Resident producers )  
 Process (26.1-26-13.1—13.3, 15; Reg 45-02-02-02, 05)  
 Maintenance and duration  
     Renewal of appointments (26.1-26-32; Reg 45-02-02-07)  
     Termination (26.1-26-31; Reg 45-02-02-12)  
     Change of address (26.1-26-33; Reg 45-02-02-13)  
     Reporting of actions (26.1-26-45.1)  
     Assumed business names (26.1-26-25.1)  
 Disciplinary actions  
     Refusal of license (26.1-26-39, 40, 42)  
     Cease and desist order (26.1-01-03.1; 26.1-04-13)  
     Suspension, revocation and probation (26.1-26-42-46)  
     Penalties for violations (26.1-01-03.3; 26.1-04-13-17; 26.1-26-50, 51)

**1.2 State regulation**

Commissioner's general duties and powers (26.1-01-03; 26.1-04-09)  
 Certificate of authority (26.1-19-04-06)  
 Sponsor's powers (26.1-19-07)  
 Contracts (26.1-19-08)  
 Examination of books and records (26.1-19-14)  
 Violations (26.1-19-16)  
 Unfair practices  
     False or misleading information (26.1-19-11(1))  
     Nonrenewal of coverage (26.1-19-11(2))  
     Prohibited terms (26.1-19-11(3))  
     Infringement of professional judgment (26.1-19-09)  
 Complaint system (26.1-19-12)  
 Consumer information privacy regulation (26.1-02-27; Reg 45-14-01-01-25)

**1.3 Federal regulation**

Fraud and false statements (18 USC 1033, 1034)

**2.0 General Insurance 12% (7 Items)**

**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  
     Reciprocal or inter-insurance exchanges  
     Risk retention groups  
     Lloyd's associations

Purchasing groups  
 Private versus government insurers  
 Authorized versus unauthorized insurers  
 Domestic, foreign and alien insurers  
 Financial status (independent rating services)  
 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

**3.0 Nature of Legal Expense Coverage Plans 68% (41 Items)**

**3.1 General legal terms**

Civil action  
 Criminal action  
 Defendant  
 Defense  
 Docket  
 Felony  
 Misdemeanor  
 Plaintiff  
 Pleading  
 Proceeding  
 Prosecution  
 Respondent

**3.2 Legal issues**

Independent judgment of lawyers  
 Overriding duty to client-insured  
 Legal code of ethics  
 Client confidences  
 Attorney conflicts of interest  
 Multiple clients  
 Family disputes  
 Requirement of disclosure  
 Plan members versus plan sponsor

**3.3 Provider systems and design**

Closed panels

Open panels  
 Modified open panels

**3.4 Types of plans**

Administrators  
 Insurance company plans  
 Legal Service Organization (LSO) (26.1-19-01-18)  
 Legal expense plans (26.1-43-01-03)  
 Individual  
 Group  
 Referral and discount plans  
 Access plans  
 Comprehensive plans

**3.5 Persons covered**

Policyholder/participant/member/named insured  
 Spouse  
 Dependents  
 Others

**3.6 Enrollment basis**

Cafeteria plans  
 Group enrollment (contributory/noncontributory)

**3.7 Basis of payment and claims service**

Indemnity contract versus prepaid legal services  
 Usual, customary and reasonable fees  
 Single fee arrangement  
 Capitation  
 Proofs of claim  
 Coordination of benefit

**3.8 Potential benefits**

Consultation  
 Advice/assistance  
 Phone contact  
 Document review and preparation  
 Negotiation  
 Consumer matters  
 Defense  
 Criminal  
 Civil

Administrative hearings

**3.9 Limitations on coverages provided**

Deductibles  
 Dollar amount  
 Waiting periods  
 Maximum dollar coverage  
 Per coverage  
 Per hour  
 Per document  
 Per annum  
 Fully covered or fully insured  
 Territory (state, national and international)  
 Period covered by payment of premium

**3.10 Possible exclusions**

Plaintiff actions  
 Pre-existing conditions  
 Business legal matters  
 Class actions, interventions and amicus curiae filings  
 Preparing and filing tax returns  
 Judgments, penalties and fines  
 Filing fees, court costs and court reporter fees  
 Legal benefits available from another legal benefit  
 Matters for which a contingency fee is charged  
 Alcohol-related or drug-related traffic violations  
 Duplication of services  
 Employment related  
 Intra-family disputes

**North Dakota Examination for Personal Lines Insurance Series 13-65**

**100 questions (plus 5 unscored items)**

**120 minute time limit**

**1.0 Insurance Regulation 11%  
(11 Items)**

**1.1 Licensing**

- Process (26.1-26-13.2, 13.3, 15; Reg 45-02-02-02)
- Types of licensees
- Producer (26.1-26-02, 11)
  - Individual
  - Business entity
  - Producer-agent of insured (26.1-26-07)
  - Producer-agent of insurer (26.1-26-06)
- Consultants (26.1-26-35, 41; Reg 45-02-02-09, 10)
- Nonresident producers (26.1-26-20, 47.1)
- Temporary (26.1-26-26)
- Maintenance and duration
  - Renewal of appointments (26.1-26-32; Reg 45-02-02-07)
  - Termination (26.1-26-31; Reg 45-02-02-12)
  - Change of address (26.1-26-33; Reg 45-02-02-13)
  - Reporting of actions (26.1-26-45.1)
  - Assumed business names (26.1-26-25.1)
  - Continuing education (26.1-26-31.1; Reg 45-02-04-03, 08-15)
- Disciplinary actions
  - Refusal of license (26.1-26-39, 40, 42)
  - Cease and desist order (26.1-01-03.1; 26.1-04-13)
  - Suspension, revocation and probation (26.1-26-42-46)
  - Penalties for violations (26.1-01-03.3;

26.1-04-13-17;  
26.1-26-50, 51)

**1.2 State regulation**

- Commissioner's general duties and powers (26.1-01-03; 26.1-04-09)
- Company regulation
  - Certificate of authority (26.1-02-02)
  - Solvency (26.1-02-02, 03; 26.1-05-32)
  - Unfair claims settlement practices (26.1-04-03(9))
- Producer regulation
  - Sharing commissions (26.1-26-04)
- Company and agency regulation
  - Examination of books and records (26.1-03-19.2; 26.1-26-48)
  - Producer appointment (26.1-26-13.1; Reg 45-02-02-06)
  - Termination of appointment (26.1-26-34; Reg 45-02-02-06)
- Unfair practices
  - Misrepresentation (26.1-04-03(1), (12), 07)
  - False advertising (26.1-04-03(1), (2))
  - Defamation (26.1-04-03(3))
  - Boycott, coercion and intimidation (26.1-04-03(4), 04)
  - False financial statements (26.1-04-03(5))
  - Unfair discrimination (26.1-04-03(7), (11), 05)
  - Rebating (26.1-04-03(8), 05, 06)
  - Prohibited inducements (26.1-04-05, 06)
  - Twisting (26.1-04-03(1))
- Insurance fraud regulation (26.1-02.1-01-11)

Consumer information privacy regulation (26.1-02-27; Reg 45-14)

**1.3 Federal regulation**

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

**2.0 General Insurance 11%  
(11 Items)**

**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
  - Reciprocal or inter-insurance exchanges
  - Risk retention groups
  - Lloyd's associations
- Purchasing groups
- Private versus government insurers
- Authorized versus unauthorized insurers
- Domestic, foreign and alien insurers
- Financial status (independent rating services)

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

**3.0 Property and Casualty Insurance Basics 17% (17 items)**

**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 value

Valued policy

**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

Split

Combined single

Restoration/nonreduction of limits

Coinsurance

Vacancy or unoccupancy

Appraisal

Arbitration

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 North Dakota laws, regulations and required provisions**

- Producer responsibilities
  - Countersignature requirement (26.1-11-07)
  - Binders (26.1-39-23)
- Company responsibilities
  - Cancellation
    - Grounds (26.1-39-13)
    - Notice (26.1-39-15)
    - Conditions requiring five days' notice (26.1-39-14)
  - Nonrenewal (26.1-39-16)
  - Termination of agency contracts (26.1-39-22)
- Property insurance provisions
  - Valued policy law (26.1-39-05)
  - Standard fire policy (26.1-39-06)
  - Release of loss and claim information (Reg 45-05-04-01-04)
- North Dakota Insurance Guaranty Association (26.1-42.1-01-15)
- TNC 26.1-40.1

**4.0 Dwelling Policy 11% (11 Items)**

- 4.1 Characteristics and purpose**
- 4.2 Coverage forms — Perils insured against**
  - 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**
- 4.6 Selected endorsements**
  - Special provisions — North Dakota (DP 01 33)
  - Automatic increase in insurance (DP 04 11)
  - Broad theft coverage (DP 04 72)
  - Dwelling under construction (DP 11 43)

**5.0 Homeowners Policy 22% (22 Items)**

- 5.1 Coverage forms**
  - HO-3 through HO-6
- 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 — North Dakota (HO 01 33)
  - Limited fungi, wet or dry rot, or bacteria coverage (HO 04 26, HO 04 27)
  - Permitted incidental occupancies (HO 04 42)
  - Inflation guard (HO 04 46)
  - Scheduled personal property (HO 04 61)
  - Personal property replacement cost (HO 04 90)

- Home day care (HO 04 97)
- Additional residence rented to others (HO 24 70)
- Business pursuits (HO 24 71)
- Watercraft (HO 24 75)
- Personal injury (HO 24 82)

**6.0 Auto Insurance 22% (22 Items)**

- 6.1 Laws**
  - Financial responsibility requirements Auto Accident Reparations Act — personal injury protection (26.1-41))
    - Medical expenses
    - Rehabilitation expenses
    - Work loss
    - Replacement services loss
    - Survivors income loss
    - Survivors replacement services loss
    - Funeral expenses
  - Added personal injury protection coverage (optional excess benefits) (26.1-41-04)
  - Uninsured and underinsured motorist coverage (26.1-40-15.1-15.7)
    - Reduction of benefits; priority of payment (26.1-40-15.4)
  - Motor vehicle rental coverage (mandated auto rental coverage) (26.1-40-17.1)
  - Exclusion of named persons from coverage (26.1-40-16)
  - Benefit payments to relatives (26.1-40-16.1)
  - Primary and excess coverage (26.1-40-17)
  - Cancellation—grounds and notice (26.1-40-02, 03, 04, 06, 07)
  - Nonrenewal—grounds and notice (26.1-40-05, 06, 07)

North Dakota Automobile Insurance Plan (Reg 45-05-07-03)

**6.2 Personal auto policy**

Definitions

Liability coverage

Bodily injury and property damage

Supplementary payments

Exclusions

Uninsured motorists 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 — North Dakota (PP 01 88)

Towing and labor costs (PP 03 03)

Loss payable clause (PP 03 05)

Extended non-owned coverage — vehicles furnished or available for regular use (PP 03 06)

Miscellaneous type vehicle (PP 03 23)

Joint ownership coverage (PP 03 34)

**7.0 Other Coverages and Options 6% (6 Items)**

**7.1 Umbrella/excess liability policies**

Personal (DL 98 01)

**7.2 National Flood Insurance Program**

"Write your own" versus government

Eligibility

Coverage

Limits

Deductibles

**7.3 Boatowners**

**North Dakota Examination for Public Adjuster Insurance Series 13-66**

**100 questions (plus 5 unscored items)**

**120 minute time limit**

**1.0 Insurance Regulation 20% (20 Items)**

**1.1 Licensing requirements**

Qualifications

Process

Bond

Fingerprints

Superintendent's general duties and powers

**1.2 Maintenance and duration**

Renewal

Continuing education

Assumed names

Change of address (all addressed including email)

Reporting of actions

Contract requirements

Insured's right to cancel

Compensation agreement

Maximum compensation

Records

**1.3 Disciplinary actions**

Cease and desist

Suspension, revocation and nonrenewal

Penalties

**1.4 Claim settlement laws and regulations**

Unfair claim practices

Misrepresentation

Procedures for direction of payment

Suit against insurer

Prohibitions

Consumer privacy regulation

**1.5 Federal regulations**

Fraud and false statements including (18 USC 1033, 1034)

Terrorism Risk Insurance Act of 2002 and Extension Act of 2015 (15 USC 6701; S467)

**2.0 Insurance Basics 5% (5 Items)**

**2.1 Contract basics**

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

Indemnity

Utmost good faith

Representations/misrepresentations

Warranties

Concealment

Fraud

Waiver and estoppel

**2.2 Insurance principles and concepts**

Insurable interest

Hazards

Physical

Moral

Morale

Causes of loss (perils)

Named perils versus open perils (All risk)

Direct loss

Consequential or indirect loss

Blanket versus specific insurance  
 Basic types of construction  
 Loss valuation  
     Actual cash value  
     Broad evidence rule  
     Replacement cost  
     Guaranteed  
         Functional  
         Market value  
     Agreed value  
     Stated amount

**2.3 Policy structure**

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

**2.4 Common policy provisions**

Insureds — named, first named, additional, defined  
 Policy period  
 Policy territory  
 Cancellation and nonrenewal  
 Deductibles  
 Other insurance  
     Nonconcurrency  
     Primary  
     Excess  
     Pro rata  
     Contribution by equal shares  
 Policy limits  
 Reinstatement of limits  
 Coinsurance  
 Vacancy or unoccupancy  
 Assignment  
 Liberalization  
 Third-party provisions

Standard mortgage clause  
 Loss payable clause  
 No benefit to Bailee

**2.5 Certificate of insurance**

**3.0 Adjusting Losses 15% (15 Items)**

**3.1 Role of the adjuster**

Duties and responsibilities  
 Staff and independent adjuster versus public adjuster  
 Relationship to the legal professional

**3.2 Property losses**

Duties of insured after a loss  
     Notice to insurer  
     Mitigating the loss  
     Proof of loss  
     Special requirements  
     Produce books and records  
     Abandonment  
 Determining value and loss  
     Burden of proof of value and loss  
     Estimates  
     Depreciation  
     Salvage  
 Claim settlement options  
 Payment and discharge

**3.3 Claims adjustment procedures**

Settlement procedures  
     Advance payments  
     Draft authority  
 Subrogation procedures  
 Alternative dispute resolution  
     Appraisal  
     Competitive estimates  
     Negotiation  
     Releases  
     Mediator  
     Arbitrator  
 Coverage Problems

Reservation of Rights Letter  
 Non-Waiver Agreement

**4.0 Dwelling Policy 15% (15 Items)**

**4.1 Coverage forms — Perils insured against**

Broad  
 Special

**4.2 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

**4.3 General exclusions**

**4.4 Conditions**

**4.5 Selected endorsements**

Special provisions —  
 Automatic increase in insurance  
 Broad theft coverage  
 Dwelling under construction

**5.0 Homeowners Policy 15% (15 Items)**

**5.1 Coverage forms**

HO-3 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 —  
 Earthquake (HO 04 54)

Identity fraud expense (HO 04 55)  
 Scheduled personal property (HO 04 61)  
 Personal property replacement cost (HO 04 90)  
 Home business (HO 07 01)  
 Water Back Up and Sump Discharge or Overflow (HO 23 85)

**6.0 Commercial Package Policy (CPP) 14% (14 Items)**

**6.1 Components of a commercial policy**

Common policy declarations  
 Common policy conditions  
 Monoline versus package

**6.2 Commercial property**

Commercial property conditions form  
 Coverage forms  
     Building and personal property  
     Condominium association  
     Condominium commercial unit-owners  
     Builders risk  
     Business income/extra expense  
 Definitions  
 Causes of loss forms  
     Broad  
     Special  
 Selected endorsements  
     Ordinance or law (CP 04 05)  
     Spoilage (CP 04 40)  
     Earthquake and volcanic eruption (CP 10 40)  
     Flood coverage (CP 10 65)  
     Peak season limit of insurance (CP 12 30)  
     Value reporting form (CP 13 10)

**6.3 Commercial inland marine**

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

**6.4 Boiler and machinery**

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

**6.5 Farm coverage**

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  
 Cause of loss (basic, broad, and special)  
 Conditions  
 Exclusions  
 Limits  
 Additional coverages  
     Animals other than "livestock"

**7.0 Businessowners Policy 15% (15 Items)**

**7.1 Characteristics and purpose**

**7.2 Businessowners property coverage forms (standard and special)**

Coverage  
 Causes of loss  
 Exclusions  
 Who is an insured  
 Limits of insurance  
 Deductibles  
 Loss conditions  
 General conditions  
 Optional coverages  
 Additional coverages  
 Definitions

**7.3 Businessowners common policy conditions form**

**7.4 Selected endorsements**

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

**8.0 Other Coverages 1% (1 Item)**

**8.1 National Flood Insurance Program**

"Write your own" versus direct  
 Eligibility

Coverage

Flood definition

Limits

Deductibles

Increased cost of  
compliance

Proof of loss requirement

Forms

Dwelling

General

Residential  
Condominium  
Building Association  
Policy

**8.3 Other policies**

Aircraft hull

Watercraft

Difference in conditions

# Exam Registration Form

## North Dakota Insurance Examinations



To conveniently register online, please go to <http://www.prometric.com/northdakota/insurance>

Print or type clearly and neatly. Incomplete or illegible forms will not be processed.

Last Name	First Name	Middle Name	
Residence Address (Your address of legal residence is required)			
City	State	ZIP Code	Daytime Phone Number (including area code) (       )
Employer (insurance company, if known)			Evening Phone Number (including area code) (       )
E-mail address (applications without an email address may experience delays)			Fax Number (including area code) (       )
Name of Your Pre-licensing Education Course Provider			Pre-licensing Course Completion Date

<b>First Time Test Takers</b>		
<b>Exam Name</b>	<b>Prometric Exam Code</b>	<b>Cost</b>
Life and Annuity Insurance Part I – Product	1351	\$49
Life and Annuity Insurance Part II - Laws and Regulations	1352	
Accident and Health Insurance Part I – Product	1353	\$49
Accident and Health Insurance Part II - Laws and Regulations	1354	
Property Insurance Part I – Product	1356	\$49
Property Insurance Part II - Laws and Regulations	1357	
Casualty Insurance Part I – Product	1358	\$49
Casualty Insurance Part II - Laws and Regulations	1359	
Personal Lines	1365	\$43
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Crop Hail	1362	\$43
Legal Expense	1364	\$43
Public Adjuster	1366	\$49
Fingerprinting Administration Fee		\$15

<b>Retake of the two-part exam</b>		
<b>Exam Name</b>	<b>Prometric Exam Code</b>	<b>Cost</b>
Life and Annuity Insurance Part I – Product	1351	\$49
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By filing this registration, you assume full responsibility for exam selection. If you are unsure about which exam you need for the license you are seeking, resolve this question **before** you register. Fees for these exams are non-refundable and non-transferrable. Exam fees are valid for 90 days from receipt at Prometric.

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