



NORTH DAKOTA

Insurance Department

Licensing Information Handbook

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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 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. You can schedule by phone at **1-800-896-2272**.
- 4 Bring the required identification** to the appointment 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

North Dakota Insurance Department Producer Licensing Division

Phone: (701) 328-2440

E-mail: ndlicensing@nd.gov

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

For questions about Remote Proctored exams:

Phone: 1+800-896-2272

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.

The Department grants licenses specifying one or more lines of license authority.

(<https://www.nd.gov/ndins/producers>)

Types of Licenses

First Time Test Takers		
Exam Name	Prometric Exam Code	Cost
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

Retake of the two-part exam		
Exam Name	Prometric Exam Code	Cost
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

Fingerprinting Update:

While fingerprinting can still be done at Prometric Test Centers, fingerprinting can also be done at the following locations. If you get fingerprinted at a non-Prometric site you will be responsible for sending the appropriate payment and fingerprinting card to the state.

Prometric will submit candidate fingerprints if you fingerprint in a Prometric test center. 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.

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

By Phone

Schedule your exam by calling our Pro-Proctor team at **1+800-896-2272**.

Remote Proctored locations: You may take your exam at your home, or place of work. Your location must be:

- Indoors, in a walled room, well-lit area with a closed door and free of noise and distractions.
- Alone
- At a table free of pens, paper, electronic devices and study materials.

To take an exam in your place of work, additional steps may need to take depending upon your company's security settings. For details on choosing this pathway, please call 1+800-896-2272 to learn more.

You will be using your personal computer. Your computer must meet our **minimum system requirements**:

- Windows 7
- Current version of Google Chrome
- 0.5 mbps internet connection
- Disconnected from a docking station, plugged directly into a power source
- Contain or be connected to a moveable web-camera
- Only one monitor is allowed. Computers with additional monitors must be configured in advance to support only one monitor.
- Ensure you are on the same computer and in the same location for the exam, where you performed the first system check.

To see if your computer and network will allow testing through ProProctor™ visit <https://rpcandidate.prometric.com/> and complete the system check.

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 remotely proctored exam appointment, please call 1+800-896-2272.

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.

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.

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.

Preparing for Your Exam

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.

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.

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>

Practice Exams

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

<https://www.prometric.com/insurance-practice-test>

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.

You do not need any computer experience or typing skills to take your exam. After you schedule an appointment, you will receive an e-mail confirmation, with:

- ProProctor™ User Guide

You should complete the system check, and installation of the ProProctor™ application in advance of your test day. While you are not physically travelling to a test center, we recommend that you use the 30 minutes prior to your appointment to review the testing regulations and Environment Do's and Don'ts and prepare to launch the Exam. The exam may not be launched more than 15 minutes prior to your appointment time, and may not be launched more than 15 minutes after your appointment time.

Before starting the exam, you will receive a personalized introduction to the testing system.

Identification required: Only a valid, unexpired, government-issued ID that is in good condition, and bears both your photograph and signature will be accepted.





Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

Important If candidate fails any portion of the examination, they will need to retake **ONLY** that failed portion. A passing score is valid for one year. For a two- portion examination if candidates fails one portion, they must pass that portion within one year of passing the first, passed portion. Candidate may retest an unlimited number of times.

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

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

Test Center Regulations

Copyrighted questions. All test questions are the property of Prometric 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. The Remote Proctor (RP) and/or Security Agent (SA) is authorized to dismiss you from the test session for a violation of any of the Testing Regulations, including exhibiting abusive behavior towards the RP or SA. If you are found to have violated any of the regulations during your exam, the RP is required to notify Prometric and your test sponsor.

- 1 All exams are continuously monitored by video and audio recording.
- 2 You must present valid (unexpired) and acceptable ID(s) in order to take your test. (See "Identification required" in the previous section).
- 3 Unauthorized personal items may not be accessible while testing. Such items include, but are not limited to: outerwear, hats, food, drinks, purses, bags or briefcases, notebooks, watches, cell phones, electronic devices, or wearable technology.
- 4 Eating, drinking, smoking, and chewing gum are prohibited during the exam.
- 5 **You will be required empty and turn all pockets inside-out and raise shirt sleeves above your wrists prior to starting your exam.**
- 6 If you are wearing eyeglasses, you will be required to remove them for visual inspection to ensure they don't contain a recording device.
- 7 You must also show your ID to the Test Center Administrator (TCA) and go through the security checks after any break in testing.
- 8 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.
- 9 Written notes, published materials and other testing aids are strictly prohibited.
- 10 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 immediate testing area.
- 11 Changing location while testing, turning off lighting or audio, speaking to or receiving aid from other individuals is strictly prohibited.
- 12 You are not allowed to use any electronic device or phone during breaks.



- 13** Candidates are required to be professional, civil and respectful at all times while testing.

You are required to clear your testing area of personal items. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area.

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

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.

Personal items

Misconduct or disruptive behavior

Exam Results

At the end of your exam, you will receive a notice of completion via email. For questions regarding your exam, contact Prometric.. 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.

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

Submit Your Application

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.

- You must submit **your complete, NAIC Uniform Application**, either (1) through the NIPR electronic licensing system (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, 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 or by delivery to ND Insurance Department Producer Licensing Division, 600 E Blvd Ave., Dept 401, Bismarck, ND 58505.



Fingerprint Service

Fingerprinting Update:

While fingerprinting can still be done at Prometric Test Centers, fingerprinting can also be done at the following locations. If you get fingerprinted at a non-Prometric site you will be responsible for sending the appropriate payment and fingerprinting card to the state.

- All candidates must pass computer- based testing (CBT) before being fingerprinted.
- The exam requires separate registration and separate fee processing.
- You must create a separate appointment for fingerprinting

Notes:

- Any examinee currently licensed in another line and previously fingerprinted does not need to have fingerprints captured again. However, s/he can submit the application to NIPR via www.nipr.com. Please allow 24-48 hours for exam data to transfer.
- SFN 60699 the BCI Criminal History Record Check Request must be filled-out and mailed with the fingerprint card and required fees. Applications are completed online via www.nipr.com. Please allow 24-48 hours for exam data to transfer. The consent form can be found at this website. <https://attorneygeneral.nd.gov/public-safety/criminal-history-records/noncriminal-justice-agency-guide>

ND Fingerprint Process

- **Fingerprinting Update:**
While fingerprinting can still be done at Prometric Test Centers, fingerprinting can also be done at the following locations. If you get fingerprinted at a non-Prometric site you will be responsible for sending the appropriate payment and fingerprinting card to the state.
- TCA will collect the criminal record check fees for a total of **\$41.25** (\$30.00 fee to ND Bureau of Criminal Investigation and \$11.25 fee to Federal Bureau of Investigation); the payment of the fees must be by one personal check, cashiers check, or money order written pay to the order to North Dakota Attorney General. Credit cards and other forms of payment will not be accepted
- TCA will collect and verify the consent form is signed by the candidate. <https://attorneygeneral.nd.gov/public-safety/criminal-history-records/noncriminal-justice-agency-guide>
- TCA will collect five-finger digital prints that will be printed on fingerprint cards sent by the state and verify that they are quality prints meeting the required standards
- TCA will place consent form, fingerprint card, and criminal record check fees (\$41.25) in a sealed and secure envelope that will be mailed each day to:

**North Dakota Insurance Dept
Attn: Producer Licensing
600 E Blvd Ave - 5th Floor
Bismarck, ND 58505**



- TCA will log the contents of the envelope for tracking purposes and keep onsite in a locked file cabinet
 - Prepaid envelopes will be supplied by Prometric Site Fulfillment
 - Tracking log sheet will be provided by Channel Team



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

License Expiration

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



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 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. 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.

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.

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	Use and disclosure of insurance information	Single premium
Needs approach	Field underwriting	Graded premium
Types of information gathered	Notice of information practices	Modified life
Determining lump-sum needs	Application procedures including backdating	Interest sensitive
Planning for income needs	Delivery	Equity index
2.5 Business uses of life insurance	Policy review	3.3 Flexible premium policies
Buy-sell funding	Effective date of coverage	Adjustable life
Key person	Premium collection	Universal life
Executive bonuses	Statement of good health	Indexed life
Corporate-owned life insurance	Delivery receipt requirement	Variable life
2.6 Classes of life insurance policies	2.9 Individual underwriting by the insurer	3.4 Specialized policies
Group versus individual	Information sources and regulation	Joint life (first-to-die)
Permanent versus term	Application	Survivorship life (second-to-die)
Ordinary versus industrial (home service)	Producer report	Juvenile life
Participating versus nonparticipating	Attending physician statement	3.5 Group life insurance
Fixed versus variable life insurance and annuities	Investigative consumer (inspection) report	Characteristics of group plans
Regulation of variable products (SEC, FINRA and NASD)	Medical Information Bureau (MIB)	Types of plan sponsors
2.7 Premiums	Medical examinations and lab tests including HIV	Group underwriting requirements
Factors in premium determination	Selection criteria and unfair discrimination	Conversion to individual policy
Mortality	Classification of risks	3.6 Credit life insurance (individual versus group)
Interest	Preferred	4.0 Life Insurance Policy Provisions, Options and Riders 16% (10 Items)
Expense	Standard	4.1 Standard provisions
Premium payment mode	Substandard	Ownership
2.8 Producer responsibilities	3.0 Life Insurance Policies 16% (10 Items)	Assignability
Solicitation and sales presentations	3.1 Term life insurance	Entire contract
Advertising	Level term	Modifications
Life and Health Insurance Guaranty Association Law	Annual renewable term	Right to examine (free look)
Policy summary	Level premium term	Payment of premiums
Buyer's guide	Decreasing term	Grace period
Life insurance policy cost comparison methods	3.2 Whole life insurance	Reinstatement
Replacement	Continuous premium (straight life)	Incontestability
	Limited payment	Misstatement of age
		Exclusions
		Interest on insurance proceeds
		4.2 Beneficiaries
		Designation options
		Individuals

Classes	Conditions for payment	Fixed annuities
Estates	Effect on death benefit	General account assets
Minors	Minimum standards	Interest rate guarantees (minimum versus current)
Trusts	Conditions for payment	Level benefit payment amount
Succession	Effect on death benefit	Equity indexed annuities
Facility of payment clause	Long term care riders	Market value adjusted annuities (modified guaranteed annuities)
Revocable versus irrevocable	4.9 Riders covering additional insureds	Variable annuities
Common disaster clause	Spouse/other-insured term rider	5.5 Uses of annuities
Spendthrift clause	Children's term rider	Long term care riders
4.3 Settlement options	Family term rider	Lump-sum settlements
Cash payment	4.10 Riders affecting the death benefit amount	Qualified retirement plans
Interest only	Accidental death	Group versus individual annuities
Fixed-period installments	Guaranteed insurability	Personal uses
Fixed-amount installments	Cost of living	Individual retirement annuities (IRAs)
Life income	Return of premium	Tax-deferred growth
Single life	Long term care riders	Retirement income
Joint and survivor	5.0 Annuities 15% (9 Items)	Education funds
4.4 Nonforfeiture options	5.1 Annuity principles and concepts	6.0 Federal Tax Considerations for Life Insurance and Annuities 10% (6 Items)
Cash surrender value	Accumulation period versus annuity period	6.1 Taxation of personal life insurance
Extended term	Owner, annuitant and beneficiary	Amounts available to policyowner
Reduced paid-up insurance	Insurance aspects of annuities	Cash value increases
4.5 Policy loan and withdrawal options	5.2 Immediate versus deferred annuities	Dividends
Cash loans	Single premium immediate annuities (SPIAs)	Policy loans
Automatic premium loans	Deferred annuities	Surrenders
Withdrawals or partial surrenders	Premium payment options	Amounts received by beneficiary
4.6 Dividend options	Nonforfeiture	General rule and exceptions
Cash payment	Surrender and withdrawal charges	Settlement options
Reduction of premium payments	Death benefits	Values included in insured's estate
Accumulation at interest	5.3 Annuity (benefit) payment options	6.2 Modified endowment contracts (MECs)
One-year term option	Life contingency options	Modified endowment versus life insurance
Paid-up additions	Pure life versus life with guaranteed minimum	Seven-pay test
4.7 Disability riders	Single life versus multiple life	Distributions
Waiver of premium/waiver of stipulated premium (universal life)	Annuities certain (types)	
Waiver of cost of insurance	5.4 Annuity products	
Disability income benefit		
Payor benefit life/disability (juvenile insurance)		
4.8 Living benefit provisions/riders		
Accelerated		

6.3 Taxation of non-qualified annuities

Individually-owned

Accumulation phase
(tax issues related
to withdrawals)Annuity phase and the
exclusion ratio

Distributions at death

Premature
distributions
(including taxation
issues)

Corporate-owned

6.4 Taxation of individual retirement annuities (IRAs)

Traditional IRAs

Contributions and
deductible amountsPremature
distributions
(including taxation
issues)Annuity phase benefit
paymentsValues included in the
annuitant's estateAmounts received by
beneficiary

Roth IRAs

Contributions and
limits

Distributions

6.5 Rollovers and transfers (IRAs and qualified plans)**6.6 Section 1035 exchanges****7.0 Qualified Plans 9% (5 Items)****7.1 General requirements****7.2 Federal tax considerations**Tax advantages for
employers and
employeesTaxation of distributions
(age-related)**7.3 Plan types, characteristics and purchasers**Simplified employee
pensions (SEPs)Self-employed plans (HR
10 or Keogh plans)Profit-sharing and 401(k)
plans

SIMPLE plans

403(b) tax-sheltered
annuities (TSAs)**North Dakota Examination for Life and Annuity Insurance Part II - Laws and Regulations Series 13-52****40 questions (plus 5 unscored items)****50 minute time limit****1.0 Insurance Regulation 30% (12 Items)****1.1 Licensing**Process (26.1-26-13.2,
13.3, 15; Reg 45-02-02-02)

Types of licensees (26.1-26-02, 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
regulationExamination 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 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/custom
ary 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

Prosthodontics

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

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 Casualty Insurance Basics 15% (9 Items)

2.1 Principles and concepts

Insurable interest

Underwriting	Contribution by equal shares	Personal injury (HO 24 82)
Function	Limits of liability	4.0 Auto Insurance 25% (15 Items)
Loss ratio	Per occurrence (accident)	4.1 Personal auto policy
Rates	Per person	Definitions
Types	Aggregate-general versus products-completed operations	Liability coverage
Loss costs	Split	Bodily injury and property damage
Components	Combined single	Supplementary payments
Hazards	Named insured provisions	Exclusions
Physical	Duties after loss	Uninsured motorists coverage
Moral	Assignment	Coverage for damage to your auto
Morale	Insurer provisions	Collision
Negligence	Liberalization	Other than collision
Elements of a negligent act	Subrogation	Deductibles
Defenses against negligence	Duty to defend	Transportation expenses
Damages	Arbitration	Exclusions
Compensatory-special versus general	3.0 Homeowners Policy – Section II 17% (10 Items)	Duties after an accident or loss
Punitive	3.1 Coverage forms	General provisions
Absolute liability	HO-3 through HO-6	Selected endorsements
Strict liability	3.2 Definitions	Amendment of policy provisions — North Dakota (PP 01 88)
Vicarious liability	3.3 Section II — Liability coverages	Towing and labor costs (PP 03 03)
2.2 Policy structure	Coverage E — Personal liability	Loss payable clause (PP 03 05)
Declarations	Coverage F — Medical payments to others	Extended non-owned coverage — vehicles furnished or available for regular use (PP 03 06)
Definitions	Additional coverages	Miscellaneous type vehicle (PP 03 23)
Insuring agreement or clause	3.4 Exclusions	Joint ownership coverage (PP 03 34)
Additional/supplementary coverages	3.5 Conditions	4.2 Commercial auto
Conditions	3.6 Selected endorsements	Commercial auto coverage forms
Exclusions	Special provisions — North Dakota (HO 01 33)	Business auto
Endorsements	Limited fungi, wet or dry rot, or bacteria coverage (HO 04 26, HO 04 27)	Garage
2.3 Common policy provisions	Permitted incidental occupancies (HO 04 42)	Business auto physical damage
Insureds — named, first named, additional	Home day care (HO 04 97)	Truckers
Policy period	Additional residence rented to others (HO 24 70)	Motor carrier
Policy territory	Business pursuits (HO 24 71)	
Cancellation and nonrenewal	Watercraft (HO 24 75)	
Deductibles		
Other insurance		
Nonconcurrency		
Primary and excess		
Pro rata		

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

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	Distinct characteristics of an insurance contract	Eligibility of groups
Reduction		Underwriting of the debtor/insured (group and individual)
Transfer	Contract of adhesion	Evidence of insurability
Elements of insurable risks	Aleatory contract	Duration of coverage (loan period versus truncated)
Adverse selection	Personal contract	Premiums
Law of large numbers	Unilateral contract	Basis and payment of premiums
Reinsurance	Conditional contract	Single premium versus monthly outstanding balance
2.2 Insurers	Legal interpretations affecting contracts	Group policy general provisions
Types of insurers	Ambiguities in a contract of adhesion	Right to examine (free look) (26.1-37-07(7))
Stock companies	Reasonable expectations	Grace period (26.1-33-11(1); 26.1-36-05(1))
Mutual companies	Indemnity	Incontestability (26.1-33-11(2); 26.1-36-05(2))
Fraternal benefit societies	Utmost good faith	Entire contract (26.1-33-11(3); 26.1-36-05(3))
Reciprocal or inter-insurance exchanges	Representations/misrepresentations	Conditions to require evidence of insurability (26.1-33-11(4); 26.1-36-05(4))
Risk retention groups	Warranties	Certificate of insurance (26.1-37-07(3))
Lloyd's associations	Concealment	Benefit payments
Purchasing groups	Fraud	Effect on insured's debt
Private versus government insurers	Waiver and estoppel	Payment of excess benefits
Authorized versus unauthorized insurers		
Domestic, foreign and alien insurers	3.0 Consumer Credit Insurance Basics 40% (24 Items)	
Financial status (independent rating services)	3.1 Nature of consumer credit insurance	
Marketing (distribution) systems	Parties involved	
2.3 Producers and general rules of agency	Debtor/insured	
Insurer as principal	Creditor/beneficiary	
Producer/insurer relationship	Insurer	
Authority and powers of producers	Advantages for debtors and for creditors	
Express	Markets	
Implied	Banks and savings and loan associations	
Apparent	Credit unions	
Responsibilities to the applicant/insured	Finance companies	
2.4 Contracts	Credit card companies	
Elements of a legal contract	Automobile dealers and manufacturers	
Offer and acceptance	Retailers	
Consideration	Types of credit covered (closed-end versus open-end)	
Competent parties	3.2 Coverage characteristics	
Legal purpose	Group versus individual coverage	
	Underwriting considerations	
		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))

Evidence of coverage
(26.1-37-07)

Claims processing
(26.1-37-13)

Federal Consumer Credit
Protection Act (Truth-in-
Lending Act) (15 USC
1601)

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 Insurance Series 13-62

**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)

<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>1.2 State regulation</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>Unfair discrimination (26.1-04-03(7), (11), 05)</p>	<p>Rebating (26.1-04-03(8), 05, 06)</p> <p>Prohibited inducements (26.1-04-05, 06)</p> <p>Twisting (26.1-04-03(1))</p> <p>Insurance fraud regulation (26.1-02.1-01-11)</p> <p>Consumer information privacy regulation (26.1-02-27; Reg 45-14-01-01-25)</p> <p>1.3 Federal regulation</p> <p>Fair Credit Reporting Act (15 USC 1681-1681d)</p> <p>Fraud and false statements (18 USC 1033, 1034)</p>	<p>Private versus government insurers</p> <p>Authorized versus unauthorized insurers</p> <p>Domestic, foreign and alien insurers</p> <p>Financial status (independent rating services)</p> <p>Marketing (distribution) systems</p> <p>2.3 Producers and general rules of agency</p> <p>Insurer as principal</p> <p>Producer/insurer relationship</p> <p>Authority and powers of producers</p> <p>Express</p> <p>Implied</p> <p>Apparent</p> <p>Responsibilities to the applicant/insured</p> <p>2.4 Contracts</p> <p>Elements of a legal contract</p> <p>Offer and acceptance</p> <p>Consideration</p> <p>Competent parties</p> <p>Legal purpose</p> <p>Distinct characteristics of an insurance contract</p> <p>Contract of adhesion</p> <p>Aleatory contract</p> <p>Personal contract</p> <p>Unilateral contract</p> <p>Conditional contract</p> <p>Legal interpretations affecting contracts</p> <p>Ambiguities in a contract of adhesion</p> <p>Reasonable expectations</p> <p>Indemnity</p> <p>Utmost good faith</p> <p>Representations/misrepresentations</p> <p>Warranties</p> <p>Concealment</p> <p>Fraud</p>
<p>2.0 General Insurance 10% (6 Items)</p> <p>2.1 Concepts</p> <p>Risk management key terms</p> <p>Risk</p> <p>Exposure</p> <p>Hazard</p> <p>Peril</p> <p>Loss</p> <p>Methods of handling risk</p> <p>Avoidance</p> <p>Retention</p> <p>Sharing</p> <p>Reduction</p> <p>Transfer</p> <p>Elements of insurable risks</p> <p>Adverse selection</p> <p>Law of large numbers</p> <p>Reinsurance</p> <p>2.2 Insurers</p> <p>Types of insurers</p> <p>Stock companies</p> <p>Mutual companies</p> <p>Fraternal benefit societies</p> <p>Reciprocal or inter-insurance exchanges</p> <p>Risk retention groups</p> <p>Lloyd's associations</p> <p>Purchasing groups</p>		

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

Revenue products

Income Protection (IP)

Crop Revenue Coverage (CRC)

Revenue Assurance (RA)

**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 (26.1-01-03.3; 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	Respondent	Usual, customary and reasonable fees
Apparent	3.2 Legal issues	Single fee arrangement
Responsibilities to the applicant/insured	Independent judgment of lawyers	Capitation
2.4 Contracts	Overriding duty to client-insured	Proofs of claim
Elements of a legal contract	Legal code of ethics	Coordination of benefit
Offer and acceptance	Client confidences	3.8 Potential benefits
Consideration	Attorney conflicts of interest	Consultation
Competent parties	Multiple clients	Advice/assistance
Legal purpose	Family disputes	Phone contact
Distinct characteristics of an insurance contract	Requirement of disclosure	Document review and preparation
Contract of adhesion	Plan members versus plan sponsor	Negotiation
Aleatory contract	3.3 Provider systems and design	Consumer matters
Personal contract	Closed panels	Defense
Unilateral contract	Open panels	Criminal
Conditional contract	Modified open panels	Civil
Legal interpretations affecting contracts	3.4 Types of plans	Administrative hearings
Ambiguities in a contract of adhesion	Administrators	3.9 Limitations on coverages provided
Reasonable expectations	Insurance company plans	Deductibles
Indemnity	Legal Service Organization (LSO) (26.1-19-01-18)	Dollar amount
Utmost good faith	Legal expense plans (26.1-43-01-03)	Waiting periods
Representations/misrepresentations	Individual	Maximum dollar coverage
Warranties	Group	Per coverage
Concealment	Referral and discount plans	Per hour
Fraud	Access plans	Per document
Waiver and estoppel	Comprehensive plans	Per annum
3.0 Nature of Legal Expense Coverage Plans 68% (41 Items)	3.5 Persons covered	Fully covered or fully insured
3.1 General legal terms	Policyholder/participant/member/named insured	Territory (state, national and international)
Civil action	Spouse	Period covered by payment of premium
Criminal action	Dependents	3.10 Possible exclusions
Defendant	Others	Plaintiff actions
Defense	3.6 Enrollment basis	Pre-existing conditions
Docket	Cafeteria plans	Business legal matters
Felony	Group enrollment (contributory/noncontributory)	Class actions, interventions and amicus curiae filings
Misdemeanor	3.7 Basis of payment and claims service	Preparing and filing tax returns
Plaintiff	Indemnity contract versus prepaid legal services	Judgments, penalties and fines
Pleading		Filing fees, court costs and court reporter fees
Proceeding		
Prosecution		

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/misre-
presentations

Warranties

Concealment	Other insurance	Settlement procedures
Fraud	Nonconcurrency	Advance payments
Waiver and estoppel	Primary	Draft authority
2.2 Insurance principles and concepts	Excess	Subrogation procedures
Insurable interest	Pro rata	Alternative dispute resolution
Hazards	Contribution by equal shares	Appraisal
Physical	Policy limits	Competitive estimates
Moral	Reinstatement of limits	Negotiation
Morale	Coinsurance	Releases
Causes of loss (perils)	Vacancy or unoccupancy	Mediator
Named perils versus open perils (All risk)	Assignment	Arbitrator
Direct loss	Liberalization	Coverage Problems
Consequential or indirect loss	Third-party provisions	Reservation of Rights Letter
Blanket versus specific insurance	Standard mortgage clause	Non-Waiver Agreement
Basic types of construction	Loss payable clause	4.0 Dwelling Policy 15% (15 Items)
Loss valuation	No benefit to Bailee	4.1 Coverage forms — Perils insured against
Actual cash value	2.5 Certificate of insurance	Broad
Broad evidence rule	3.0 Adjusting Losses 15% (15 Items)	Special
Replacement cost	3.1 Role of the adjuster	4.2 Property coverages
Guaranteed	Duties and responsibilities	Coverage A — Dwelling
Functional	Staff and independent adjuster versus public adjuster	Coverage B — Other structures
Market value	Relationship to the legal professional	Coverage C — Personal property
Agreed value	3.2 Property losses	Coverage D — Fair rental value
Stated amount	Duties of insured after a loss	Coverage E — Additional living expense
2.3 Policy structure	Notice to insurer	Other coverages
Declarations	Mitigating the loss	4.3 General exclusions
Definitions	Proof of loss	4.4 Conditions
Insuring agreement or clause	Special requirements	4.5 Selected endorsements
Additional/supplementary coverage	Produce books and records	Special provisions —
Conditions	Abandonment	Automatic increase in insurance
Exclusions	Determining value and loss	Broad theft coverage
Endorsements	Burden of proof of value and loss	Dwelling under construction
2.4 Common policy provisions	Estimates	5.0 Homeowners Policy 15% (15 Items)
Insureds — named, first named, additional, defined	Depreciation	5.1 Coverage forms
Policy period	Salvage	HO-3 through HO-6, HO-8
Policy territory	Claim settlement options	5.2 Definitions
Cancellation and nonrenewal	Payment and discharge	
Deductibles	3.3 Claims adjustment procedures	

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



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

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Exam Name	Prometric Exam Code	Cost
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Casualty Insurance Part I – Product	1358	\$49
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