



VERMONT

Department of Financial Regulation

Licensing Information Handbook

Effective as of April 1, 2020

Register online at www.prometric.com/vermont/insurance



Publishing by Prometric

Providing License Examinations for the State of Vermont

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Introduction

A Message from the Department

This handbook provides you with information about the process of taking an examination and becoming licensed by the Vermont Department of Financial Regulation (the Department). It also contains information that is useful **after** you become licensed. We suggest you keep this bulletin for future reference. Additional information about each license type and electronic application information is available on the Department's Web site.

The Department has contracted with Prometric LLC, to conduct its examination program. We wish you well in preparing for your examination and remind you that by law Producers and Workers' Compensation Adjusters are required to take continuing education.

Overview of Licensing Process

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 this handbook to learn about examination and licensing requirements.
- 2.** If you don't already have a profile with CMS, now is the time to create one.
- 3.** Register and schedule your exam by phone (at this time to schedule any ProProctor exams you must call 800.868.6113 between 8 a.m. and 9 p.m. Eastern time Monday through Friday).
- 4.** Review the examination content outlines, which can be found at the end of this document. The content outlines in this guide are the basis for the exams.
- 5.** Take the scheduled examination, bringing required identification to the test center.
- 6.** Apply for your license through the Department at: dfr.vermont.gov



To get answers not provided in this handbook

Visit our Website: www.prometric.com/vermont/insurance

Frequently Asked Questions are available:

<https://www.prometric.com/sites/default/files/2019-09/vtinsuranceexamfaqs.pdf>

LICENSING INFORMATION

Vermont Department of Financial Regulation

89 Main Street, Montpelier, VT 05620-3101

Phone: 802.828.3303

Web site: dfr.vermont.gov

For questions about Remote Proctored exams:

Phone: 800.868.6113

Vermont Licensing Requirements

This section describes:

- The types of licenses offered and their requirements.
- Examination waivers.

Types of Licenses and Requirements

Pursuant to Vermont Statutes Annotated Title 8, Chapter 131, the Vermont Department of Financial Regulation is authorized to issue the license types listed below to qualified candidates to sell or provide insurance services and products in Vermont. Each license granted by the Department is valid only for the line/lines of authority named on the license.

License Type	Description
Insurance Producer	Any individual who intends to sell, solicit or negotiate insurance. An insurance producer must be appointed by an insurer if the producer intends to act as an agent of the insurer.
Limited Lines Producer	Any individual or partnership who is authorized by the Commissioner to solicit or negotiate contracts for a particular line of insurance that does not require the professional competency demanded for an insurance producer's license. Limited Lines include credit, crop, rental, surety and travel.
Adjuster	Any individual who investigates claims and negotiates settlement of claims arising under policies of insurance in behalf of insurers under such policies, or who advertises or solicits business from insurers as an adjuster.
Public Adjuster	Any individual who investigates claims and negotiates settlement of claims arising under policies of insurance on behalf of the insured under such policies, or who advertises or solicits business as such adjuster.
Appraiser	Any individual who, for compensation, appraises the loss or damage under policies of automobile insurance in behalf of the insurers under such policies.
Consultant	Any individual who, for a fee, holds himself or herself out to the public as engaged in the business of offering any advice, counsel, opinion or service with respect to the benefits, advantages or disadvantages promised under any policy of insurance that could be issued in this state. A consultant may not concurrently hold a producer license.
Life Settlement Broker	Vermont Law defines a Life Settlement Broker to mean a natural person who is working exclusively on behalf of a policy owner and, for a fee, commission, or other valuable consideration, offers or attempts to negotiate life settlement contracts between an owner and one or more life settlement providers.
Managing General Agent	Any individual who manages all or part of the insurance business of an insurer and acts as a producer for such insurer, and who, either separately or together with affiliates, produces directly or indirectly and underwrites an amount of gross written premium greater than or equal to five percent of the policyholder surplus of the insurer in any one quarter or year; and adjusts or pays claims in excess of \$10,000; or negotiates reinsurance on behalf of such insurer.
Reinsurance Intermediary Broker	Any individual, other than an officer or employee of the ceding insurer, who solicits, negotiates or places reinsurance cessions or retro-cessions on behalf of a ceding insurer without the authority or power to bind reinsurance on behalf of such insurer.
Reinsurance Intermediary Manager	Any individual who has authority to bind or manage all or part of the assumed reinsurance business of a reinsurer, including the management of a separate division, department or underwriting office, and acts as a producer for such reinsurer whether known as a reinsurance intermediary-manager, manager or other similar term.
Surplus Lines Insurance Broker	Any individual who solicits, negotiates or procures a policy of insurance with an insurance company not licensed to transact business in this state, which cannot be procured from insurers licensed to do business in this state.

Important Passing an exam does not guarantee that you will be issued a license. Issuance of a license depends on review and approval of all license application materials. See the "Applying for your license" section for more information.

The basic requirements for each type of license are shown in this chart. You should read the "Applying for your license" section in this handbook for specific details relevant to the type of license you need.

Property and Casualty Adjuster and Appraiser	Workers' Compensation Adjuster	Consultants	Limited Lines Producers	Surplus Lines Brokers
<ul style="list-style-type: none"> • must have at least two years of experience in, or special training, handling loss claims, or, in the case of appraisers, in insurance loss appraising. • must pass the Vermont Workers' Compensation adjuster examination. 	<ul style="list-style-type: none"> • must have at least two years of experience in or special training handling workers' compensation claims. • must pass the Vermont Workers' Compensation adjuster examination. 	<ul style="list-style-type: none"> • may not concurrently hold a producer license and a consultant license. • must provide the Commissioner with a \$5,000 bond with an authorized corporate surety approved by the Commissioner prior to licensure. • May not employ, be employed by, or be in partnership with nor receive any payment whatsoever from any licensed insurance producer, surplus lines broker, limited lines producer, or insurer arising out of his or her activities as a consultant. • must submit for the Commissioner's approval, with their initial application, the written agreement intended for use with clients outlining the nature of the work to be performed and the fee prior to rendering any service. 	<ul style="list-style-type: none"> • may be licensed to sell credit, crop, rental, surety and travel or other limited lines producer types, as determined by the Commissioner. 	<ul style="list-style-type: none"> • must be licensed in Vermont as insurance producers qualified for the line or lines to be written • must have one or more years of experience as an insurance producer or comparable employment with an insurance company, agency or brokerage firm during the three years immediately preceding the date of application or such experience as the Commissioner may deem comparable.



Note: The results of the combination Life Accident and Health, and Property and Casualty examinations are reflected in one final score. You must pass the complete examination to qualify for a license. Do not schedule your examinations until you are familiar with all subject areas contained in the outline.

Examination Waivers

- Applicants for a limited lines producer license are not required to take an examination.
- Applicants for Title Agents license who have passed a state bar examination are not required to take the Title Examination.

Scheduling Your Exam

Registering and Scheduling Information

Prometric provides computerized testing through its multistate testing network. Follow the instructions here to register and schedule an appointment.

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

By Phone

Schedule your exam by calling our Registration and Scheduling team at 800.868.6113.

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 +1 800.868.6113 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 confirm your appointment, please go to <http://www.prometric.com/vermont/insurance>. **If you need to cancel or reschedule your exam please call 800-868-6113.**

To cancel your existing exam appointment, you must contact Prometric at least three (3) calendar days prior to your scheduled exam appointment in order to avoid

forfeiting \$40 of your original exam fee. After you cancel your exam, you must initiate a refund by going to

<https://fs6.formsite.com/Prometric/form33/index.html> and completing the refund form.

Prometric will review refund requests and email decisions to you within 7-10 business days of receipt unless further research and/or documentation are required. Prometric reserves the right to request documentation to support any illness or emergency claim. **Refund requests made via phone will not be accepted.**

If you change or cancel your appointment without proper notice, you will forfeit your examination fee(s).

If absent or late for your appointment

If you miss your appointment, or arrive 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/sites/default/files/AccommodationRequestPacket.pdf>, or contact Prometric at (888) 226-9406 to obtain an Accommodation Request Form.

Professional 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 will help you pass your examination. This section offers:

- An overview of the examination content outlines in this bulletin.
- Information about study materials.
- Information about practice exams.

Study Materials

Not all questions on the examinations will necessarily be covered in your study materials. The content outlines are updated periodically, and outdated study materials may not be consistent with them. Where such discrepancies exist, the outlines take precedence. **Make sure your study materials cover the topics in the outlines.**

You are free to use materials of your own choosing to prepare for the license examination. Manuals have been prepared by different publishers to assist candidates specifically in preparing for license examinations. Because of the number and the diversity of approach of these publications, **neither the Department nor Prometric reviews or approves study materials.** However, the following sources may be a starting point in your search for study materials. Be sure that the materials you use cover the topics listed in the content outline for the examination you are taking.

- 1 Kaplan Financial: 800.824.8742.
- 2 ABLE Incorporated: 800.586.2253, ext. 5638.

Vermont statutes and regulations. All examinations cover Vermont regulations and statutes. You may wish to consult a standard statute reference, which is generally available at any public or law library, or go to the Department's Web site at <http://www.dfr.vermont.gov/view/regbul> for links to Regulations and Bulletins.

Workers' compensation materials. You may contact the Department of Labor at 802.828.2286 for study material for the Vermont Workers' Compensation adjuster license or by visiting their website at <http://labor.vermont.gov/workers-compensation>.

Content Outlines Overview

The license examination for each type of license consists of questions that test knowledge of topical areas listed in the content outline for that examination. An overview of each examination content outline appears at the end of this handbook. You can view a complete outline specific to your examination online at www.prometric.com/vermont/insurance

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

Practice Exams

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

<https://tcnet1.prometric.com/Login.aspx?ibt=853298600&ClientNameSingleSite=practice-insurance>.

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 and Spanish
- (HIPA) Health Insurance Producer/Agent Practice Exam in English and Spanish
- (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 your examination may help you prepare for it. This section contains:

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

Testing Process

The exam will be administered by computer but you do not need any computer experience or typing skill 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 you can test. That identification document **must**:

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

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

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.

Personal Items

Misconduct or Disruptive Behavior

Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, 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.

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

Exam Results

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

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***

Prometric's goal is to provide a quality examination and a pleasant testing experience for every candidate. 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 www.prometric.com/contactus and clicking on "Request an Appeal".

Once submitted you will receive an email response within 20 days indicating whether your appeal has been approved.

Applying for Your License

This section offers information about:

- Applying for your license.
- License Requirements by residence.
- Licensing fees.
- Other licensing information.

Note: Applicants for Life Settlement Broker, Managing General Agent and Reinsurance Intermediary should visit the Department's website for license instructions and procedures at www.vermontinsuranceagent.info.

Applicants should visit the Department's website for more information about licensing, including FAQs.

Licensing Requirements by Residence

Resident License Requirements

Vermont residents desiring any type of insurance license must be:

- 18 years of age;
- A resident of, or actually residing in, Vermont or maintaining a principal place of business in this state; and;
- Deemed by the Commissioner of the Department of Financial Regulation to be competent, trustworthy, financially responsible, and of good personal and business reputation.



Important If a producer acts as an agent of an insurer, he or she must be appointed by the insurer as its agent. Individuals licensed as producers must be appointed by each insurer for whom they act as an agent.

New Vermont Residents

An individual who applies for an insurance producer license in this state who was previously licensed for the same lines of authority in another state shall not be required to complete any pre-licensing education or examination. This exemption is only available if the person is currently licensed in that state or if the application is received within 90 days of the cancellation of the applicant's previous license and if the prior state issues a certification that, at the time of cancellation, the applicant was in good standing in that state or the state's producer database records, maintained by the National Association of Insurance Commissioners, its affiliates or subsidiaries, indicate that the producer is or was licensed in good standing for the line of authority requested.

Licensing Fees

The initial license application must be accompanied by a **\$30 application fee** and the appropriate licensing fee. Visit the Department's Web site at www.vermontinsuranceagent.info for the fee charts under each license type.

Applying for a License Electronically

Residents can apply electronically using the NIPR website (www.nipr.com) 48 hours after passing the exam. Applying electronically significantly reduces the time for processing your application.

Paper Submissions

After passing your license examination, you **must submit**:

- A completed NAIC Uniform Application, found at the end of this handbook.
- The original score report showing passage of the appropriate examination.
- The \$30 application fee.
- The appropriate license fee.
- Adjuster, public adjuster and appraiser applicants must also submit Attachment #2 Required Certifications (available online at www.vermontinsuranceagent.info or at the end of this handbook).

Please allow a minimum of 10 days for processing time prior to checking on your license status if submitted through the mail.

Nonresidents

In order to obtain a Vermont insurance license, a nonresident must hold a similar license in another state or province of Canada and must be deemed by the Commissioner to be competent, trustworthy, financially responsible, and of good personal and business reputation.

Nonresidents **MUST** apply for licensure **ELECTRONICALLY** effective September 1, 2012 using one of the electronic service providers listed below. An applicant may request a hardship exception to the submission of an electronic application. To request a hardship exception, you must submit the reason for the hardship by faxing a signed statement to 802-828-1633.

Nonresidents can process license applications electronically using NIPR (www.nipr.com).

Retaliatory fees. Producer's, surplus lines broker's, consultant's, adjuster's, appraiser's, public adjuster's, limited lines producer's, managing general agent's, reinsurance intermediary, and life settlement broker's licenses and fees are retaliatory to the applicant's state of residence. This means that a nonresident must pay the Vermont license fee, or the fee of the resident state if higher.



Note If you are seeking a nonresident Workers' Compensation adjuster license, you must take and pass the Vermont Workers' Compensation adjuster examination. You must also complete the educational or training program required by the Commissioner after your first license renewal or eligibility for renewal.

Other Licensing Information

Change of Address	Any change of business, home or mailing address must be reported to the Department within 30 days. If you have moved, but still reside in the same state or have moved from one state to another, you must submit the address change electronically using NIPR's Address Change Request (ACR) service at www.nipr.com ; OR Sircon's Producer Edge at http://www.sircon.com .
Name Change	If you need to change your name with the Department, please submit it in writing along with a copy of the documentation that supports the name change via email (dfr.producerlicensing@vermont.gov) or fax (802.828.1633).
Licensing of individuals, partnerships and corporations	Vermont statute requires individuals to be licensed and allows business entities to be licensed as insurance producers. Producers may assign their commissions to an insurance agency or to persons who do not sell, solicit or negotiate insurance.
Continuing Education	Vermont law requires insurance producers to complete 24 credit hours of continuing education (CE) every two years. For further information, contact Prometric, the Department's CE vendor, online at www.prometric.com/CE/vtceprod.htm , or at 800.532.2199
Duration of License	All licenses in Vermont expire on a common expiration date regardless of when they were issued. Vermont does not prorate fees. Producer licenses are biennial, effective from April 1 (or date of issuance) to March 31 of each odd-numbered year. All licenses must be renewed by the individual, and it is the licensee's responsibility to see that the renewal license is in effect, even if a notice is not received. Licenses other than producer licenses are biennial, and are effective from April 1 (or date of issuance) to March 31 of even-numbered years.
Business Entity Producer License	A business entity must designate a licensed producer to be responsible for the business entity's compliance with Vermont laws and regulations.
Temporary License	The Commissioner may issue a temporary insurance producer license for a period not to exceed 180 days without requiring an examination. A temporary license may be issued to the surviving spouse or court-appointed personal representative or employee, or to the administrator, executor or employee of a deceased or disabled licensed producer, to the designee of a producer who has entered active service in the armed forces of the United States of America, or in any other circumstances where the Commissioner deems that the public interest will be best served by issuing such a license.

Exam Content Outlines

The following outlines give an overview of the content of each of the Vermont 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 examination and 15 will be drawn on a 150-question examination.

An outline that includes more descriptive subsections for your examination is available online at www.prometric.com/vermont/insurance.

All citations are Vermont Insurance Statutes Title 8, unless otherwise noted. When preceded by "Reg" refer to Vermont Department Regulations, when preceded by "Bul" refer to Vermont Department Bulletins.

Vermont Producer's Examination for Life Insurance Series 14-25

100 questions (plus 5 unscored items)
2-hour time limit
Effective November 3, 2019

1.0 Insurance Regulation 14% (14 Items)

1.1 Licensing

Process (4800; 4813f)
 Types of licensees (4791)
 Resident (4800(3)(A))
 Nonresident (4800(3)(B); 4813h)
 Maintenance and duration
 Renewal and expiration (4798)
 Address change (4800(3)(F))
 Assumed business name (4813j)
 Reporting of actions (4813o)
 Continuing education requirements (4800a; Reg 2000-2 Sec 4)
 Disciplinary actions
 Denial of license (4800(3)(E))
 Cease and desist order (3661)

Suspension, revocation or nonrenewal (4804; 4806)

Penalties (3661(a)(2); 4804(d))

1.2 State regulation

Commissioner's general duties and powers (4726; 4804)
 Company regulation
 Certificate of authority (3368)
 Unfair claim settlement practices (4724(9); Reg 79-2 Sec 1-7)
 Policy forms (3541)
 Examination of records (3565)
 Producer appointment (4798(d); 4813l)
 Termination of appointment (4798(d); 4813m)
 Producer regulation
 Acting without a license (4793; 4813c)
 Shared commissions (4796)
 Trust accounts — anti-commingling (Reg 95-1; 4724(12))
 Controlled business (4795)
 Duties (4813c)
 Unfair trade practices (4724)
 Misrepresentation (4724(1, 11, 13))
 Non-guaranteed elements

False advertising (4724(2))
 Defamation (4724(3))
 Boycott, coercion and intimidation (4724(4))
 False financial statements and entries (4724(5))
 Illegal inducement (4724(6))
 Unfair discrimination (4724(7))
 Rebating (4724(8))
 Failure to maintain complaint record (4724(10))
 Failure to act as fiduciary (4724(12); Reg 95-1)
 Unsuitability (4724(16))
 Nondisclosure of fees or charges (4724(95-1))

Consumer privacy regulation (IH-2001-01)

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	Competent parties	Buy-sell funding
Methods of handling risk	Legal purpose	Key person
Avoidance	Distinct characteristics of an insurance contract	Executive bonuses
Retention	Contract of adhesion	Deferred compensation funding
Sharing	Aleatory contract	3.5 Classes of life insurance policies
Reduction	Personal contract	Group versus individual
Transfer	Unilateral contract	Ordinary (home service)
Elements of insurable risks	Legal interpretations affecting contracts	Permanent versus term
Adverse selection	Ambiguities in a contract of adhesion	Participating versus nonparticipating
Law of large numbers	Reasonable expectations	Fixed versus variable life insurance and annuities
Reinsurance	Indemnity	Regulation of variable products (SEC, FINRA and Vermont) (3855; Reg 88-3 Art VI, XI, 2001-03; Bul 121, 129)
2.2 Insurers	Utmost good faith	3.6 Premiums
Types of insurers	Representations/misrepresentations	Factors in premium determination
Captive Insurers	Warranties	Mortality
Stock companies	Concealment	Interest
Mutual companies	Fraud	Expense
Fraternal benefit societies	Waiver and estoppel	Premium concepts
Lloyd's associations		Net single premium
Risk retention groups		Gross annual premium
Private versus government insurers		Premium payment mode
Admitted versus nonadmitted insurers	3.0 Life Insurance Basics 17% (17 Items)	3.7 Producer responsibilities
Domestic, foreign and alien insurers	3.1 Insurable interest (3710)	Solicitation and sales presentations (Reg 77-2)
Financial status (independent rating services)	Power to contract	Advertising
Marketing (distribution) systems	3.2 Personal uses of life insurance	Life and Health Insurance Guaranty Association (4151-4185)
2.3 Producers and general rules of agency	Survivor protection	Illustrations (Reg 98-1)
Insurer as principal	Estate creation	Policy summary (Reg 77-2 Sec 5(A, B), Appendix B)
Producer/insurer relationship	Cash accumulation	General Rules (Reg 77-2 Sec 6 (B, C, K, L, N, O, P))
Authority and powers of producers	Liquidity	Buyer's guide (Reg 77-2 Sec 5(A, B), Appendix A)
Express	Estate conservation	
Implied	3.3 Determining amount of personal life insurance	
Apparent	Human life value approach	
2.4 Contracts	Needs approach	
Elements of a legal contract	Types of information gathered	
Offer and acceptance	Determining lump-sum needs	
Consideration	Planning for income needs	
	3.4 Business uses of life insurance	

Life insurance policy cost comparison methods	Substandard	Required interest (Bul 159)
Replacement (Reg 2001-3 Sec 1-10)	4.0 Life Insurance Policies 16% (16 Items)	Entire contract (3731(3))
Indexed Annuity Buyer's Guide (Bul 110)	4.1 Term life insurance	Payment of premiums (3731(1))
Indexed Life Insurance Products (Bul 121)	Level term	Grace period (3731(2))
Suitability	Annual renewable term	Reinstatement (3731(9))
Use and disclosure of insurance information	Level premium term	Incontestability (3731(4))
Field underwriting	Decreasing term	Misstatement of age (3731(5))
Notice of information practices	4.2 Whole life insurance	Payment of claims (3731(10))
Application procedures	Continuous premium (straight life)	5.2 Other provisions
Delivery	Limited payment	Power to contract (3710)
Policy review	Single premium	Assignment (3713(a, b))
Effective date of coverage	4.3 Flexible premium policies	Modifications
Premium collection	Universal life	Right to examine (free look)
Statement of good health	Indexed universal life	Exclusions
3.8 Individual underwriting by the insurer	4.4 SEC regulated policies	Representations in applications (3736)
Information sources and regulation	Variable life insurance	5.3 Beneficiaries
Application	Variable universal life	Designation options
Producer report	4.5 Specialized policies	Individuals
Attending physician statement	Joint life (first-to-die)	Classes
Investigative consumer (inspection) report	Survivorship life (second-to-die)	Estates
Medical Information Bureau (MIB)	Juvenile life	Minors
Inquiry into sexual orientation 8 V.S.A Section 4724(7)(c)	Indexed Life Products	Trusts
Medical examinations and lab tests including HIV (4724(20); Bul 138)	4.6 Group life insurance	Succession
Selection criteria and unfair discrimination (3701)	Characteristics of group plans	Revocable versus irrevocable
Classification of risks	Types of plan sponsors (3803-3810a)	Common disaster clause
Preferred	Insurability (3816)	Spenthrift clause
Standard	Assignability (3713(a, b))	5.4 Settlement options
	Conversion to individual policy (3820-3823)	Cash payment
	Portability (3810a(c))	Interest only
	4.7 Credit life insurance (individual versus group)	Interest on death benefits 8 V.S.A Section 3665(c)(2).
	5.0 Life Insurance Policy Provisions, Options and Riders 13% (13 Items)	Fixed-period installments
	5.1 Required provisions (3731)	Fixed-amount installments
		Life income
		Single life
		Joint and survivor
		Retained asset accounts

5.5 Nonforfeiture options

Cash surrender value
Extended term
Reduced paid-up insurance

5.6 Policy loan and withdrawal options

Cash loans
Automatic premium loans
Withdrawals or partial surrenders

5.7 Dividend options

Premium offset
Cash payment
Reduction of premium payments
Accumulation at interest
One-year term option
Paid-up additions
Paid-up insurance

5.8 Disability riders

Waiver of premium
Waiver of cost of insurance
Disability income benefit
Payor benefit life/disability (juvenile insurance)

5.9 Accelerated (living) benefit provision/rider

Conditions for payment
Effect on death benefit

5.10 Life settlements
(3835-3849; Reg 95-4 Sec 1-15)

Life settlement providers
Life settlement brokers
Life insurance providers
Life settlement contract provisions
Disclosure provisions
Rules of conduct

5.11 Riders covering additional insureds

Spouse/other-insured term rider
Children's term rider
Family term rider

5.12 Riders affecting the death benefit amount

Paid-up addition rider
Accidental death
Guaranteed insurability
Cost of living
Return of premium

6.0 Annuities 20% (20 Items)**6.1 Annuity principles and concepts**

Accumulation period versus annuity period
Owner, annuitant and beneficiary
Insurance aspects of annuities

6.2 Immediate versus deferred annuities

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

6.3 Annuity (benefit) payment options

Life contingency options
Pure life versus life with guaranteed minimum
Single life versus multiple life
Annuities certain (types)

6.4 Annuity products

Fixed annuities
General account assets
Interest rate guarantees (minimum versus current)
Level benefit payment amount
Equity indexed annuities
Definition
Suitability

Market value adjusted annuities

Variable annuity contracts

6.5 Uses of annuities

Lump-sum settlements
Qualified retirement plans
Group versus individual annuities
Personal uses
Individual retirement annuities (IRAs)
Tax-deferred growth
Retirement income
Education funds

7.0 Federal Tax Considerations for Life Insurance and Annuities 6% (6 Items)**7.1 Taxation of personal life insurance**

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

7.2 Modified endowment contracts (MECs)

Modified endowment versus life insurance
Seven-pay test
Distributions

7.3 Taxation of non-qualified annuities

Individually-owned
Accumulation phase (tax issues related to withdrawals)
Annuity phase and the exclusion ratio
Distributions at death

Corporate-owned

7.4 Taxation of individual retirement annuities (IRAs)

Traditional IRAs

Contributions and deductible amounts

Premature distributions (including taxation issues)

Annuity phase benefit payments

Values included in the annuitant's estate

Amounts received by beneficiary

Roth IRAs

Contributions and limits

Distributions

7.5 Rollovers and transfers (IRAs and qualified plans)**7.6 Section 1035 exchanges****8.0 Qualified Plans 3% (3 Items)****8.1 General requirements****8.2 Federal tax considerations**

Tax advantages for employers and employees

Taxation of distributions (age-related)

8.3 Plan types, characteristics and purchasers

Simplified employee pensions (SEPs)

Self-employed plans (HR 10 or Keogh plans)

Profit-sharing and 401(k) plans

SIMPLE plans

403(b) tax-sheltered annuities (TSAs)

Vermont Producer's Examination for Accident, Health and HMO**Series 14-27****100 questions (plus 5 unscored items)****2-hour time limit****Effective November 3, 2019****1.0 Insurance Regulation 5% (5 Items)****1.1 Licensing**

Process (4800; 4813f)

Types of licensees (4791)

Resident (4800(3)(A))

Nonresident (4800(3)(B); 4813h)

Maintenance and duration

Renewal and expiration (4798)

Address change (4800(3)(F))

Assumed business name (4813j)

Reporting of actions (4813o)

Continuing education requirements (4800a; Reg 2000-2 Sec 4)

Disciplinary actions

Denial of license (4800(3)(E))

Cease and desist order (3661)

Suspension, revocation or nonrenewal (4804; 4806)

Penalties (3661(a)(2); 4804(d))

1.2 State regulation

Commissioner's general duties and powers (4726; 4804)

Company regulation

Certificate of authority (3368)

Unfair claim settlement practices (4724(9); Reg 79-2 Sec 1-7)

Policy forms (3541)

Examination of records (3565)

Producer appointment (4798(d); 4813l)

Termination of appointment (4798(d); 4813m)

Producer regulation

Acting without a license (4793; 4813c)

Shared commissions (4796)

Trust accounts — anti-commingling (Reg 95-1; 4724(12))

Controlled business (4795)

Duties (4813c)

Unfair trade practices (4724)

Misrepresentation (4724(1, 11, 13))

False advertising (4724(2))

Defamation (4724(3))

Boycott, coercion and intimidation (4724(4))

False financial statements and entries (4724(5))

Illegal inducement (4724(6))

Unfair discrimination (4724(7))

Rebating (4724(8))

Failure to maintain complaint record (4724(10))

Failure to act as fiduciary (4724(12); Reg 95-1)

Unsuitability (4724(16))

Nondisclosure of fees or charges (4724(14))

Consumer privacy regulation (IH-2001-01)

Vermont Fair Credit Reporting Act 9 V.S.A. 2480 a-n

1.3 Federal regulation

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

Fraud and false statements (18 USC 1033, 1034)

2.0 General Insurance 5% (5 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

Captive insurers

Stock companies

Mutual companies

Fraternal benefit societies

Lloyd's associations

Risk retention groups

Private versus government insurers

Admitted versus nonadmitted 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

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

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 Health Insurance Basics 11% (3 Items)

3.1 Definitions of perils

Accidental injury Reg. 80-1, Sec. 5(D)

Sickness Reg. 80-1, Sec. 5(E)

3.2 Principal types of losses and benefits

Loss of income from disability Reg. 80-1, Sec. 5(I), (J), (K)

Medical expense Reg. 80-1, Sec. 5; Reg. H-2009-03, Sec. 1.4

Dental expense

Long-term care expense Reg. H-2009-1

3.3 Classes of health insurance policies

Individual versus group

Private versus government

Limited versus comprehensive Reg. 80-1, Sec. 7(E); Reg. H-2009-03

Self-Funded Plans (ERISA)

3.4 Limited policies

Limited perils and amounts

Required notice to insured Reg. 80-1, Sec. 8; 8 V.S.A. Sec. 4063; 8 V.S.A. Sec. 4902

Types of limited policies

Accident-only Reg. 80-1, Sec. 7(G)

Specified (dread) disease Reg. 80-1, Sec. 7(H)

Hospital indemnity Reg. 80-1, Sec. 7(D)

Blanket insurance (student accident, passengers, others) 8 V.S.A. Sec. 4081

Prescription drugs 8 V.S.A. Sec. 4089(j) & 4089(i)

Vision care/hearing care

Suitability 8 V.S.A. Sec. 4724(16); 8 V.S.A. Sec. 4062

3.5 Common exclusions from coverage (Pre-existing cond. Reg. 80-1, Sec. 6(C))

3.6 Producer responsibilities in

individual health insurance

Marketing requirements

Advertising (Reg 71-1)

Sales presentations

Outline of coverage
Reg 80-1 Sec 8(B))

Field underwriting

Nature and purpose

Privacy, Protected
Health Information
(ERISA)Application procedures
Reg. 80-1, Sec. 9Requirements at
delivery of policyCommon situations for
errors/omissionsLife and Health Insurance
Guaranty Association
Title 8, Ch. 112**3.7 Individual underwriting by the insurer**

Underwriting criteria

Sources of underwriting
information

Application

Producer report

Attending physician
statementInvestigative
consumer
(inspection) report
Title 9 Sec. 2480a
(5)Medical Information
Bureau (MIB)Medical examinations
and lab tests
including HIV
(4724(20))Unfair discrimination 8
V.S.A. Sec. 4724(7)Genetic testing Title 18
Sec. 9331-9335; 8
V.S.A. Sec. 4724(22)**3.8 Considerations in replacing health insurance** Reg. 80-1,
Sec. 9, replacement

Pre-existing conditions

Pre-existing condition
exclusion regulation Reg
80-1 Sec 5(F), 6(E)),
6(C)Benefits, limitation and
exclusions Reg. 80-1,
Sec. 6

Underwriting requirements

**4.0 Health Insurance Policy
General Provisions (Non-
group and Group) 11%
(11 Items)**
4.1 Uniform required provisionsEntire contract; changes
(4065(1), 4080(1))Certificate of insurance
(4080(2))Time limit on certain
defenses (4065(2))

Grace period (4065(3))

New employees (4080(3))

Part-time employees
(4080(5))

Reinstatement (4065(4))

Claim procedures
(4065(5-9); Reg 93-4)Physical examinations and
autopsy (4065(10))

Legal actions (4065(11))

Change of beneficiary
(4065(12))**4.2 Optional provisions**
(4066)Change of occupation
(4066(1))Misstatement of age
(4066(2))Other insurance in this
insurer (4066(3))Insurance with other
insurersExpense-incurred
basis (4066(4))Other benefits
(4066(5))Unpaid premium
(4066(7))Cancellation Reg 91-4B
Sec 3(10))Conformity with state
statutes (4066(9))Illegal occupation
(4066(10))**4.3 Other general provisions**Right to examine (free
look) (4063(8))Mental health parity 8
V.S.A. 4089b

Insuring clause

Consideration clause

Renewability clause Reg.
80-1, Sec. 7(A)(1), (2)
and (15)(f)

Noncancelable

Guaranteed renewable

Conditionally
renewableRenewable at option
of insurerNonrenewable
(cancelable, term)

Reduction in coverage

**5.0 Disability Income and
Related Insurance (Reg. 80-
1, Sec. 7(F)) 10% (10
Items)**
5.1 Qualifying for disability benefitsInability to perform duties
Reg. 80-1, Sec. 5(I), (J),
and (K)

Own occupation

Any occupation

Pure loss of income
(income replacement
contracts)

Presumptive disability

Requirement to be under
physician care**5.2 Individual disability income insurance**

Basic total disability plan

Income benefits
(monthly indemnity)Elimination and
benefit periodsWaiver 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 (4066(6))

Other cash benefits

Accidental death and dismemberment Reg. 80-1, Sec. 7(G)

Rehabilitation benefit

Medical reimbursement benefit (nondisabling injury) (Subject to applicable health & sickness rule)

Exclusions (Bul HCA 127)

5.3 Unique aspects of individual disability underwriting

Occupational considerations

Benefit limits

Policy issuance alternatives

5.4 Group disability income insurance

Group versus individual plans

5.5 Social Security disability

Qualification for disability benefits

Definition of disability

Waiting period

Disability income benefits

5.6 Workers compensation

Eligibility

Benefits

6.0 Medical Plans 18% (18 Items)

6.1 Patient Protection and Affordable Care Act (PPACA, or ACA)

Vermont Health Connect (VHC) (V.S.A. Title 33, Ch. 18)

Eligibility

Income levels

Private insurance products through VHC

Person ineligible

Premium subsidies

Pre-existing condition exclusions

Ten Essential Health Benefits (EHB)

Lifetime and annual limits

Preventive benefits

Individual and small group major med market

Large group market

Off-exchange

Dental Insurance

Availability of coverage

Individual and employer-sponsored group plans

Provider network

Stand-alone dental plans (SADPs)

Pediatric dental coverage under the ACA

Waiting periods

6.2 Medical plan concepts

Fee-for-service basis versus prepaid basis

Specified coverages versus comprehensive care

Benefit schedule versus usual/reasonable/customary charges

Managed care versus non-managed care (Reg. H-2009-03)

Expense based versus indemnity based

6.3 Types of providers and plans

Major medical insurance

Characteristics

Common limitations

Exclusions from coverage

Provisions affecting cost to insured

Major-med coverage in VT (Reg. H-2009-03)

Health maintenance organizations (HMOs)

Preferred provider organizations (PPOs)

General characteristics

Open or closed network

Types of parties to the provider contract

Exclusive provider organizations (EPOs)

General characteristics

Open or closed network

Point-of-service (POS) plans

Nature and purpose

Non-network provider access (open-ended HMO)

PCP referral (gatekeeper PPO)

Indemnity plan features

6.4 Utilization management (H-2009-03)

Prior approval H-2009-03, Sec. 3.1

Appeal/Grievance procedures H-2009-03, Sec. 3.3

6.5 Vermont eligibility requirements (non-group and/or group)

Child age limit, whether or not dependent

Adopted child coverage (4100c)

Disabled child coverage 8 V.S.A. Sec. 4089d)

Newborn child coverage (4092)

Civil unions (Title 15 Sec 1201, 4063a, Reg IH-2001, Bul. 128)

Same-sex marriage 15 V.S.A. Sec. 8; 18 V.S.A. Sec. 5131(a)(2)

6.6 HIPAA (Health Insurance Portability and Accountability Act) requirements

Eligibility

Guaranteed issue

Pre-existing conditions

Creditable coverage

Renewability

Protected Health Information (PHI)

6.7 Medical Savings Accounts (MSAs), Health Savings Accounts (HSAs) and High Deductible Health Plans (HDHPs)

Definition

Eligibility

Contribution limits

7.0 Health Maintenance Organizations (HMOs) 8% (8 Items)**7.1 General characteristics**

Combined health care delivery and financing

In network versus out of network

Limited service area

Limited choice of providers

Gatekeeper concept

Copayments

Prepaid basis

7.2 HMO Services

Preventive care services

Well-child care

Immunizations

Routine physical examinations

Wellness programs

Physician services

Primary care physician (PCP)

Referral (specialty) physician

Emergency care

Urgent care center

Hospital emergency room

Hospital services

Skilled nursing facility services

Home health care (4096)

Family planning services

Mental health/substance abuse benefits

Prescription drugs

Additional plans and services

Dental services (PPACA requires pediatric dental coverage only)

Vision care/hearing care (PPACA requires pediatric vision coverage only)

8.0 Group Health Insurance 10% (10 Items)**8.1 Characteristics of group insurance**

Group contract 8 V.S.A. Sec. 4080

Certificate of coverage 8 V.S.A. Sec. 4080

Experience rating versus community rating

8.2 Types of eligible groups 8 V.S.A. Sec. 4079

Employment-related groups

Individual employer groups

Multiple-Employer Trusts (METs)

Exempt associations (alumni, professional, other)

Trusts (unions, employers)

8.3 Marketing considerations

Advertising (Reg. 71-1)

Regulatory jurisdiction/place of delivery

8.4 Employer group health insurance

Vermont underwriting requirements (4079)

Insurer underwriting criteria

Characteristics of group

Plan design factors

Persistency factors

Administrative capability

Eligibility for coverage

Open enrollment

Employee eligibility (4080(5))

Dependent eligibility

Coordination of benefits provision

Change of insurance companies or loss of coverage

Events that terminate coverage

Extension of benefits (4091e)

8.5 Small employer group medical plans

Definition of small employer 1811(a)(3)(B)

Availability of coverage 1811(a)(3)(B)

9.0 Insurance for Senior Citizens and Special Needs Individuals 13% (13 Items)**9.1 Medicare**

Nature, financing and administration	Outline of coverage (Reg H-2009-04 Sec 17(D))	Continuation and Conversion (Reg. H-2009-01, Section 6(D))
Part A — Hospital Insurance	Right to return (Reg H-2009-04 Sec 17(A)(5))	Eligibility for Benefits
Individual eligibility requirements	Pre-existing conditions (Reg H-2009-04 Sec 8(A)(1), Sec 8.1(A)(1))	Elimination Period (Reg. H-2009-I, Section 6(I))
Enrollment	Duplication of Medicare benefits (Reg H-2009-04 Sec 21(B))	Activities of Daily Living (Reg. H-2009-1, Section 29)
Coverages and cost-sharing amounts	Replacement (Reg H-2009-04 Sec 18, 23)	Cognitive Impairment (Reg. H-2009-I, Section 29)
Part B — Medical Insurance	Required disclosure provisions (Reg H-2009-04 Sec 17)	Coverage of Mental Health Conditions (Reg. H-2009-I, Section 6(J)(3))
Individual eligibility requirements	Permitted compensation arrangements (Reg H-2009-04 Sec 16)	Appeal of Benefit Determinations (Reg. H-2009-I, Section 31)
Enrollment	Renewability and cancellation (Reg H-2009-04 Sec 8(A)(5), Sec 8.1(A)(5))	Internal Appeal (Reg. H-2009-I, Section 31 (A)-(C))
Coverages and cost-sharing amounts	Continuation and conversion requirements (Reg H-2009-04 Sec 8(A)(5), Sec 8.1(A)(5))	Independent Review (Reg. H-2009-I, Section 31 (D)-(E))
Exclusions	Notice requirements (Reg H-2009-04 Sec 17(B))	Level of Benefits (Reg. H-2009-1, Section 6(H)(4)-(5))
Claims terminology and other key terms	Medicare Select (Reg H-2009-04 Sec 10)	Home Health Care
Part C — Medicare Advantage	9.3 Other options for individuals with Medicare	Personal Care
Part D — Prescription Drug Insurance	Employer group health plans	Adult Day Care
9.2 Medicare supplements (Reg H-2009-04 Sec 1-25)	Disabled employees	Nursing Facility
Purpose (Reg H-2009-04 Sec 1)	Employees with kidney failure	Hospice Care
Open enrollment (Reg H-2009-04 Sec 11)	Individuals age 65 and older	Required Benefit Configurations (Reg. H-2009-1, Section 6 (K))
Standardized Medicare supplement plans (Reg H-2009-04 Sec 8, 9)	Medicaid	Qualified Long Term Care Plans (Regulation H-2009-1, Section 30)
Core benefits (Reg H-2009-04 Sec 8(B))	Eligibility	Underwriting Considerations
Additional benefits (Reg H-2009-04 Sec 8(C))	Benefits	Suitability (Regulation H-2009-1, Section 29)
Vermont regulations and required provisions	9.4 LTC, Medicare and Medicaid compared	Replacement (Reg. H-2009-1, Section 14)
Standards for marketing (Reg H-2009-04 Sec 20)	Individual vs. Group	Vermont regulations and required provisions
Advertising (Reg H-2009-04 Sec 19)		Standards for Marketing (Reg. H-
Appropriateness of recommended purchase (Reg H-2009-04 Sec 21)		
Buyer's guide (Reg H-2009-04 Sec 17(A)(6))		

2009-1, Sections 9, 23)

Buyer's Guide (8 V.S.A. Section 8098, Reg. H-2009-1, Section 23)

Outline of Coverage (8 V.S.A. Section 87090, Reg. H-2009-1, Section 32)

Right to Return (free look) (8 V.S.A. Section 8089, Reg. H-2009-1, Section 6 (L))

Replacement (Reg. H-2009-1, Section 14)

Benefit Standards (8 V.S.A. Section 8085)

Prohibited Policy Provisions (8 V.S.A. Sections 8086, 8087; Reg. H-2009-1, Sections 6, 25)

Renewal Considerations (Reg. H-2009-1, Sections 7(B) and 8(B))

Inflation Protection (Reg. H-2009-1, Section 13)

Pre-existing Conditions (8 V.S.A. Section 8086, Reg. H-2009-1, Section 25)

Non-forfeiture requirements (8 V.S.A. Section 8095, Reg. H-2009-1, Section 28)

10.0 Federal Tax Considerations for Health Insurance 9% (9 Items)

10.1 Personally-owned health insurance

Disability income insurance

Medical expense insurance

Long-term care insurance

10.2 Employer group health insurance

Disability income (STD, LTD)

Medical and dental expense

Long-term care insurance

Accidental death and dismemberment

10.3 Medical expense coverage for sole proprietors and partners

10.4 Medical savings accounts (MSAs)

Vermont Producer's Examination for Life, Accident, Health and HMO

Series 14-29

**150 questions (plus 5 unscored items)
2.5-hour time limit
Effective November 3, 2019**

1.0 Insurance Regulation 5% (7 Items)

1.1 Licensing

Process (4800; 4813e,f)

Types of licensees (4791)

Resident (4800(3)(A))

Nonresident (4800(3)(B); 4813h)

Maintenance and duration

Renewal and expiration (4798)

Address change (4800(3)(F))

Assumed business name (4813j)

Reporting of actions (4813o)

Continuing education requirements (4800a; Reg 2000-2 Sec 4)

Disciplinary actions

Denial of license (4800(3)(E))

Cease and desist order (3661)

Suspension, revocation or

nonrenewal (4804; 4806)

Penalties (3661(a)(2); 4804(d))

1.2 State regulation

Commissioner's general duties and powers (4726; 4804)

Company regulation

Certificate of authority (3368)

Unfair claim settlement practices (4724(9); Reg 79-2 Sec 1-7)

Policy forms (3541)

Examination of records (3565)

Producer appointment (4798(d); 4813l)

Termination of appointment (4798(d); 4813m)

Producer regulation

Acting without a license (4793; 4813c)

Shared commissions (4796)

Trust accounts — anti-commingling (Reg 95-1; 4724(12))

Controlled business (4795)

Duties (4813c)

Unfair trade practices (4724)

Misrepresentation (4724(1, 11, 13))

False advertising (4724(2))

Defamation (4724(3))

Boycott, coercion and intimidation (4724(4))

False financial statements and entries (4724(5))

Illegal inducement (4724(6))

Unfair discrimination (4724(7))

Rebating (4724(8))

Failure to maintain
complaint record
(4724(10))

Failure to act as
fiduciary
(4724(12); Reg 95-
1)

Unsuitability
(4724(16))

Nondisclosure of fees
or charges
(4724(14))

Consumer privacy
regulation (IH-2001-01)

1.3 Federal regulation

Fair Credit Reporting Act
(15 USC 1681-1681d;
VT FCRA 9; V.S.A. 2480
a-n)

Fraud and false statements
(18 USC 1033, 1034)

2.0 General Insurance 4% (6 Items)

2.1 Concepts

Risk management key
terms

Risk

Exposure

Hazard

Peril

Loss

Methods of handling risk

Avoidance

Retention

Sharing

Reduction

Transfer

Elements of insurable risks

Adverse selection

Law of large numbers

Reinsurance

2.2 Insurers

Types of insurers

Captive insurers

Stock companies

Mutual companies

Fraternal benefit
societies

Lloyd's associations

Risk retention groups

Private versus government
insurers

Admitted versus
nonadmitted 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

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

Legal interpretations
affecting contracts

Ambiguities in a
contract of adhesion

Reasonable
expectations

Indemnity

Utmost good faith

Representations/misre
presentations

Warranties

Concealment

Fraud

Waiver and estoppel

3.0 Life Insurance Basics 9% (13 Items)

3.1 Insurable interest (3710)

Power to contract

3.2 Personal uses of life insurance

Survivor protection

Estate creation

Cash accumulation

Liquidity

Estate conservation

3.3 Determining amount of personal life insurance

Human life value approach

Needs approach

Types of information
gathered

Determining lump-
sum needs

Planning for income
needs

3.4 Business uses of life insurance

Buy-sell funding

Key person

Executive bonuses

Deferred compensation
funding

3.5 Classes of life insurance policies

Group versus individual

Ordinary versus industrial
(home service)

Permanent versus term

Participating versus
nonparticipating

Fixed versus variable life
insurance and annuities

Regulation of variable
products (SEC,
FINRA and Vermont)
(3855; Reg 88-3 Art

VI, XI, 2001-03; Bul
121, 129)

3.6 Premiums

Factors in premium
determination

Mortality

Interest

Expense

Premium concepts

Net single premium

Gross annual premium

Premium payment mode

3.7 Producer responsibilities

Solicitation and sales
presentations (Reg 77-
2)

Advertising

Life and Health

Insurance Guaranty
Association (4151-
4185)

Illustrations (Reg 98-
1)

Policy summary (Reg
77-2 Sec 5(A, B),
Appendix B)

General Rules (Reg
77-2 Sec 6 (B, C, K,
L, N, O, P)

Buyer's guide (Reg
77-2 Sec 5(A, B),
Appendix A)

Life insurance policy
cost comparison
methods

Replacement (Reg
2001-3 Sec 1-10)

Suitability

Use and disclosure of
insurance
information

Field underwriting

Notice of information
practices

Application procedures

Delivery

Policy review

Effective date of
coverage

Premium collection

Statement of good
health

3.8 Individual underwriting by the insurer

Information sources and
regulation

Application

Producer report

Attending physician
statement

Investigative
consumer
(inspection) report
(4724(7))

Medical Information
Bureau (MIB)

Inquiry into sexual
orientation 8 V.S.A.
Section 4724(7)(c).

Medical examinations
and lab tests
including HIV
(4724(20); Bul 138)

Selection criteria and
unfair discrimination
(3701)

Classification of risks

Preferred

Standard

Substandard

4.0 Life Insurance Policies 9% (13 Items)

4.1 Term life insurance

Level term

Annual renewable
term

Level premium term

Decreasing term

4.2 Whole life insurance

Continuous premium
(straight life)

Limited payment

Single premium

4.3 Flexible premium policies

Universal life

Indexed universal life

4.4 SEC regulated policies

Variable life insurance

Variable universal life

4.5 Specialized policies

Joint life (first-to-die)

Survivorship life (second-
to-die)

Juvenile life

4.6 Group life insurance

Characteristics of group
plans

Types of plan sponsors
(3803-3810a)

Insurability (3816)

Assignability (3713(a, b))

Conversion to individual
policy (3820-3823)

4.7 Credit life insurance (individual versus group)

5.0 Life Insurance Policy Provisions, Options and Riders 7% (11 Items)

5.1 Required provisions (3731)

Entire contract (3731(3))

Payment of premiums
(3731(1))

Grace period (3731(2))

Reinstatement (3731(9))

Incontestability (3731(4))

Misstatement of age
(3731(5))

Payment of claims
(3731(10))

5.2 Other provisions

Ownership (3710)

Assignment (3713(a, b))

Modifications

Right to examine (free
look)

Exclusions

Representations in
applications (3736)

5.3 Beneficiaries

Designation options

Individuals

Classes

Estates

Minors
Trusts
Succession
Revocable versus irrevocable
Common disaster clause
Spendthrift clause

5.4 Settlement options

Cash payment
Interest only
Interest on death benefits
Bul 159 (8 V.S.A Section 3665(c)(2))
Fixed-period installments
Fixed-amount installments
Life income
Single life
Joint and survivor
Retained asset accounts

5.5 Nonforfeiture options

Cash surrender value
Extended term
Reduced paid-up insurance

5.6 Policy loan and withdrawal options

Cash loans
Automatic premium loans
Withdrawals or partial surrenders

5.7 Dividend options

Cash payment
Reduction of premium payments
Accumulation at interest
One-year term option
Paid-up additions
Paid-up insurance

5.8 Disability riders

Waiver of premium
Waiver of cost of insurance
Disability income benefit
Payor benefit life/disability (juvenile insurance)

5.9 Accelerated (living) benefit provision/rider

Conditions for payment
Effect on death benefit

5.10 Life settlements
(3835-3849; Reg 95-4 Sec 1-15)

Life settlement providers
Life settlement brokers
Life insurance providers
Life settlement contract provisions
Disclosure provisions
Rules of conduct

5.11 Riders covering additional insureds

Spouse/other-insured term rider
Children's term rider
Family term rider

5.12 Riders affecting the death benefit amount

Accidental death
Guaranteed insurability
Cost of living
Return of premium

6.0 Annuities 8% (12 Items)

6.1 Annuity principles and concepts

Accumulation period versus annuity period
Owner, annuitant and beneficiary
Insurance aspects of annuities

6.2 Immediate versus deferred annuities

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

6.3 Annuity (benefit) payment options

Life contingency options

Pure life versus life with guaranteed minimum
Single life versus multiple life
Annuities certain (types)

6.4 Annuity products

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

6.5 Uses of annuities

Lump-sum settlements
Qualified retirement plans
Group versus individual annuities
Personal uses
Individual retirement annuities (IRAs)
Tax-deferred growth
Retirement income
Education funds

7.0 Federal Tax Considerations for Life Insurance and Annuities 6% (9 Items)

7.1 Taxation of personal life insurance

Amounts available to policyowner
Cash value increases
Dividends
Policy loans
Surrenders
Amounts received by beneficiary
General rule and exceptions

Settlement options
Values included in insured's estate

7.2 Modified endowment contracts (MECs)

Modified endowment versus life insurance

Seven-pay test

Distributions

7.3 Taxation of non-qualified annuities

Individually-owned

Accumulation phase
(tax issues related to withdrawals)

Annuity phase and the exclusion ratio

Distributions at death

Corporate-owned

7.4 Taxation of individual retirement annuities (IRAs)

Traditional IRAs

Contributions and deductible amounts

Premature distributions
(including taxation issues)

Annuity phase benefit payments

Values included in the annuitant's estate

Amounts received by beneficiary

Roth IRAs

Contributions and limits

Distributions

7.5 Rollovers and transfers (IRAs and qualified plans)

7.6 Section 1035 exchanges

8.0 Qualified Plans 2% (3 Items)

8.1 General requirements

8.2 Federal tax considerations

Tax advantages for employers and employees

Taxation of distributions (age-related)

8.3 Plan types, characteristics and purchasers

Simplified employee pensions (SEPs)

Self-employed plans (HR 10 or Keogh plans)

Profit-sharing and 401(k) plans

SIMPLE plans

403(b) tax-sheltered annuities (TSAs)

9.0 Health Insurance Basics 6% (9 Items)

9.1 Definitions of perils

Accidental injury Reg. 80-1, Sec. 5(D)

Sickness Reg. 80-1, Sec. 5(E)

9.2 Principal types of losses and benefits

Loss of income from disability Reg. 80-1, Sec. 5(I), (J), (K)

Medical expense Reg. 80-1, Sec. 5; Reg. H-2009-03, Sec. 1.4

Dental expense

Long-term care expense Reg. H 2009 - 01

9.3 Classes of health insurance policies

Individual versus group

Private versus government

Limited versus comprehensive Reg. 80-1, Sec. 7(E); Reg. H-2009-03

Self-Funded Plans (ERISA)

9.4 Limited policies

Limited perils and amounts

Required notice to insured Reg. 80-1, Sec. 8; 8 V.S.A. Sec. 4063; 8 V.S.A. Sec. 4902

Types of limited policies

Accident-only Reg. 80-1, Sec. 7(G)

Specified (dread) disease Reg. 80-1, Sec. 7(H)

Hospital indemnity Reg. 80-1, Sec. 7(D)

Blanket insurance (student accident, passengers, other) 8 V.S.A. Sec. 4081

Prescription drugs 8 V.S.A. Secs. 4089(j) & 4089(i)

Vision care/hearing care

Suitability 8 V.S.A. Sec. 4724(16); 8 V.S.A. Sec. 4062

9.5 Common exclusions from coverage (Pre-existing cond. Reg. 80-1, Sec. 5(F), 6(C))

9.6 Producer responsibilities in individual health insurance

Marketing requirements

Advertising (Reg 71-1)

Sales presentations

Outline of coverage Reg 80-1 Sec 8(B)

Field underwriting

Nature and purpose

Privacy, Protected Health Information (ERISA)

Application procedures Reg. 80-1, Sec. 9 Requirements for replacement

Requirements at delivery of policy

Common situations for errors/omissions

Life and Health Insurance Guaranty Association Title 8, Ch. 112, including 8 V.S.A. Sec. 4064(e); 4164(e)

9.7 Individual underwriting by the insurer

Underwriting criteria

Sources of underwriting information

Application

Producer report

Attending physician statement

Investigative consumer (inspection) report (4724(7))

Medical Information Bureau (MIB)

Medical examinations and lab tests including HIV (4724(20))

Unfair discrimination 8 V.S.A. Sec. 4724(7)

Genetic testing (Title 18 Sec 9331-9335); 8 V.S.A. Sec. 4724(22)

9.8 Considerations in replacing health insurance Reg. 80-1, Sec. 9, replacement

Pre-existing conditions

Pre-existing condition exclusion regulation Reg. 80-1, Sec. 5(F), 6(E)), 6(C)

Benefits, limitations and exclusions Reg. 80-1, Sec. 6

Underwriting requirements

10.0 Health Insurance Policy General Provisions (Non-group and Group) 6% (9 Items)

10.1 Uniform required provisions

Entire contract; changes (4065(1), 4080(1))

Certificate of insurance (4080(2))

Time limit on certain defenses (4065(2))

Grace period (4065(3))

New employees (4080(3))

Part-time employees (4080(5))

Reinstatement (4065(4))

Claim procedures (4065(5-9); Reg 93-4)

Physical examinations and autopsy (4065(10))

Legal actions (4065(11))

Change of beneficiary (4065(12))

10.2 Optional provisions (4066)

Change of occupation (4066(1))

Misstatement of age (4066(2))

Other insurance in this insurer (4066(3))

Insurance with other insurers

Expense-incurred basis (4066(4))

Other benefits (4066(5))

Unpaid premium (4066(7))

Cancellation (4066(8); Reg 91-4B Sec 3(10))

Conformity with state statutes (4066(9))

Illegal occupation (4066(10))

10.3 Other general provisions

Mental health parity 8 V.S.A. 4089(b)

Right to examine (free look) (4063(8))

Insuring clause

Consideration clause

Renewability clause Reg. 80-1, Sec. 7(A)(1), (2) and (15)(f)

Noncancelable

Guaranteed renewable

Conditionally renewable

Renewable at option of insurer

Nonrenewable (cancelable, term)

Reduction in coverage

11.0 Disability Income and Related Insurance (Reg. 80-1, Sec. 7(F)) 6% (9 Items)

11.1 Qualifying for disability benefits

Inability to perform duties (Reg. 80-1, Sec. 5(I), (J), (K), and 7 (A) (10)

Own occupation

Any occupation

Pure loss of income (income replacement contracts)

Presumptive disability

Requirement to be under physician care

11.2 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 (4066(6))

Other cash benefits

Accidental death and dismemberment Reg. 80-1, Sec. 7(G)

Rehabilitation benefit

Medical reimbursement benefit (nondisabling injury) (Subject to applicable health & sickness rules)

Exclusions (Bul HCA 127)

11.3 Unique aspects of individual disability underwriting

Occupational considerations

Benefit limits

Policy issuance alternatives

11.4 Group disability income insurance

Group versus individual plans

11.5 Social Security disability

Qualification for disability benefits

Definition of disability

Waiting period

Disability income benefits

11.6 Workers compensation

Eligibility

Benefits

12.0 Medical Plans 9% (14 Items)

12.1 Patient Protection and Affordable Care Act (PPACA, or ACA)

Vermont Health Connect (VHC) (V.S.A. Title 33, Ch. 18)

Eligibility

Income levels

Private insurance products through VHC

Person ineligible

Premium subsidies

Pre-existing condition exclusions

Ten Essential Health Benefits (EHB)

Lifetime and annual limits

Preventive benefits

Individual and small group major med market

Large group market

Off-exchange

Dental Insurance

Availability of coverage

Individual and employer-sponsored group plans

Provider network

Stand-alone dental plans (SADPs)

Pediatric dental coverage under the ACA

Waiting periods

12.2 Medical plan concepts

Fee-for-service basis versus prepaid basis

Specified coverages versus comprehensive care

Benefit schedule versus usual/reasonable/customary charges

Managed care versus non-managed care (Reg. H-2009-03)

Expense based versus indemnity based

12.3 Types of providers and plans

Major medical insurance (indemnity plans)

Characteristics

Common limitations

Exclusions from coverage

Provisions affecting cost to insured

Major-med coverage in VT (Reg. H-2009-03)

Health maintenance organizations (HMOs)

Preferred provider organizations (PPOs)

General characteristics

Open or closed network

Types of parties to the provider contract

Exclusive provider organizations (EPOs)

General characteristics

Open or closed network

Point-of-service (POS) plans

Nature and purpose

Non-network provider access (open-ended HMO)

PCP referral (gatekeeper PPO)

Indemnity plan features

12.4 Utilization Management (H-2009-03)

Prior approval H-2009-03, Sec. 3.

Appeal/Grievance procedures H-2009-03, Sec. 3.3

12.5 Vermont eligibility requirements (non-group and/or group)

Child age limit, whether or not dependent

Adopted child coverage (4100c)

Child coverage; noncustodial parents (4100b)

Disabled child coverage 8 V.S.A. Sec. 4089d)

Newborn child coverage (4092)

Civil unions (4063a; Title 15 Sec 1201; Reg IH-2001, Bul HCA 110)

Same sex marriage 15 V.S.A. Sec. 8; 18 V.S.A. Sec. 5131(a)(2)

12.6 HIPAA (Health Insurance Portability and Accountability Act) requirements

Eligibility

Guaranteed issue

Pre-existing conditions

Creditable coverage

Renewability

Protected Health
Information (PHI)

12.7 Medical savings accounts (MSAs), Health Savings Accounts (HSAs) and High Deductible Health Plans (HDHPs)

Definition

Eligibility

Contribution limits

13.0 Health Maintenance Organizations (HMOs) 7% (10 Items)

13.1 General characteristics

Combined health care
delivery and financing

In network versus out of
network

Limited service area

Limited choice of
providers

Gatekeeper concept

Copayments

Prepaid basis

13.2 HMO Services

Preventive care services

Well-child care

Immunizations

Routine physical
examinations

Wellness programs

Physician services

Primary care physician
(PCP)

Referral (specialty)
physician

Emergency care

Urgent care center

Hospital emergency
room

Hospital services

Skilled nursing facility
services

Home health care (4096)

Family planning services

Mental health/substance
abuse benefits

Prescription drugs

Additional plans and
services

Dental services
(effects of PPACA)

Vision care/hearing
care (effects of
PPACA)

14.0 Group Health Insurance 5% (8 Items)

14.1 Characteristics of group insurance

Group contract 8 V.S.A.
Sec. 4080

Certificate of coverage 8
V.S.A. Sec. 4080

Experience rating versus
community rating

14.2 Types of eligible groups (8 V.S.A. Sec. 4079)

Employment-related
groups

Individual employer
groups

Multiple-Employer
Trusts (METs)

Exempt associations
(alumni, professional,
other)

Trusts (unions, employers)

14.3 Marketing considerations

Advertising (Reg. 71-1)

Regulatory
jurisdiction/place of
delivery

14.4 Employer group health insurance

Vermont underwriting
requirements (4079)

Insurer underwriting
criteria

Characteristics of
group

Plan design factors

Persistency factors

Administrative
capability

Eligibility for coverage

Open enrollment

Employee eligibility
(4080(5))

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
(4091e)

Continuation of
coverage under
COBRA and Vermont
specific rules, VIPER

Conversion privilege
(8 s 4090a-g)

14.5 Small employer group medical plans

Definition of small
employer (4080a(a)(1))

Availability of coverage
(4080a(d))

15.0 Insurance for Senior Citizens and Special Needs Individuals 6% (9 Items)

15.1 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	Permitted compensation arrangements (Reg H-2009-04 Sec 16)	Appeal of Benefit Determinations (Reg. H-2009-I, Section 31)
Claims terminology and other key terms		
Part C — Medicare Advantage	Renewability and cancellation (Reg H-2009-04 Sec 8(A)(5), Sec 8.1(A)(5))	Internal Appeal (Reg. H-2009-I, Section 31 (A)-(C))
Part D — Prescription Drug Insurance	Continuation and conversion requirements (Reg H-2009-04 Sec 8(A)(5), Sec 8.1(A)(5))	Independent Review (Reg. H-2009-I, Section 31 (D)-(E))
15.2 Medicare supplements (Reg H-2009-04 Sec 1–25)	Notice requirements (Reg H-2009-04 Sec 17(B))	Level of Benefits (Reg. H-2009-1, Section 6(H)(4)-(5))
Purpose (Reg H-2009-04 Sec 1)	Medicare Select (Reg H-2009-04 Sec 10)	Home Health Care
Open enrollment (Reg H-2009-04 Sec 11)	15.3 Other options for individuals with Medicare	Personal Care
Standardized Medicare supplement plans (Reg H-2009-04 Sec 8, 9)	Employer group health plans	Adult Day Care
Core benefits (Reg H-2009-04 Sec 8(B))	Disabled employees	Nursing Facility
Additional benefits (Reg H-2009-04 Sec 8(C))	Employees with kidney failure	Hospice Care
Vermont regulations and required provisions	Individuals age 65 and older	Required Benefit Configurations (Reg. H-2009-1, Section 6 (K))
Standards for marketing (Reg H-2009-04 Sec 20)	Medicaid	Qualified Long Term Care Plans (Regulation H-2009-1, Section 30)
Advertising (Reg H-2009-04 Sec 19)	Eligibility	Underwriting Considerations
Appropriateness of recommended purchase (Reg H-2009-04 Sec 21)	Benefits	Suitability (Regulation H-2009-1, Section 29)
Buyer's guide (Reg H-2009-04 Sec 17(A)(6))	15.4 LTC, Medicare and Medicaid compared	Replacement (Reg. H-2009-1, Section 14)
Outline of coverage (Reg H-2009-04 Sec 17(D))	Individual vs. Group	Vermont regulations and required provisions
Right to return (Reg H-2009-04 Sec 17(A)(5))	Continuation and Conversion (Reg. H-2009-01, Section 6(D))	Standards for Marketing (Reg. H-2009-1, Sections 9, 23)
Pre-existing conditions (Reg H-2009-04 Sec 8(A)(1), Sec 8.1(A)(1))	Eligibility for Benefits	Buyer's Guide (8 V.S.A. Section 8098, Reg. H-2009-1, Section 23)
Duplication of Medicare benefits (Reg H-2009-04 Sec 21(B))	Elimination Period (Reg. H-2009-I, Section 6(I))	Outline of Coverage (8 V.S.A. Section 87090, Reg. H-2009-1, Section 32)
Replacement (Reg H-2009-04 Sec 18, 23)	Activities of Daily Living (Reg. H-2009-1, Section 29)	Right to Return (free look) (8 V.S.A. Section 8089, Reg. H-2009-1, Section 6 (L))
Required disclosure provisions (Reg H-2009-04 Sec 17)	Cognitive Impairment (Reg. H-2009-I, Section 29)	Replacement (Reg. H-2009-1, Section 14)
	Coverage of Mental Health Conditions (Reg. H-2009-I, Section 6(J)(3))	Benefit Standards (8 V.S.A. Section 8085)

Prohibited Policy Provisions (8 V.S.A. Sections 8086, 8087; Reg. H-2009-1, Sections 6, 25)

Renewal Considerations (Reg. H-2009-1, Sections 7(B) and 8(B))

Inflation Protection (Reg. H-2009-1, Section 13)

Pre-existing Conditions (8 V.S.A. Section 8086, Reg. H-2009-1, Section 25)

Non-forfeiture requirements (8 V.S.A. Section 8095, Reg. H-2009-1, Section 28)

16.0 Federal Tax Considerations for Health Insurance 5% (8 Items)

16.1 Personally-owned health insurance

Disability income insurance

Medical expense insurance

Long-term care insurance

16.2 Employer group health insurance

Disability income (STD, LTD)

Medical and dental expense

Long-term care insurance

Accidental death and dismemberment

16.3 Medical expense coverage for sole proprietors and partners

16.4 Medical savings accounts (MSAs)

Vermont Producer's Examination for Property and Casualty Insurance

Series 14-31

150 questions (plus 5 unscored items)

**2.5-hour time limit
Effective November 3, 2019**

1.0 Insurance Regulation 10% (15 Items)

1.1 Licensing

Process (4800; 4813f)

Types of licensees (4791)

Resident (4800(3)(A))

Nonresident (4800(3)(B); 4813h)

Maintenance and duration

Renewal and expiration (4798)

Address change (4800(3)(F))

Assumed business name (4813j)

Reporting of actions (4813o)

Continuing education requirements (4800a; Reg 2000-2 Sec 4)

Disciplinary actions

Denial of license (4800(3)(E))

Cease and desist order (3661)

Suspension, revocation or nonrenewal (4804; 4806)

Penalties (3661(a)(2); 4804(d))

1.2 State regulation

Commissioner's general duties and powers (4726; 4804)

Company regulation

Certificate of authority (3368)

Unfair claim settlement practices (4724(9); Reg 79-2 Sec 1-7)

Policy forms (3541)

Examination of records (3565)

Producer appointment (4798(d); 4813l)

Termination of appointment (4798(d); 4813m)

Producer regulation

Acting without a license (4793; 4813c)

Shared commissions (4796)

Trust accounts — anti-commingling (Reg 95-1; 4724(12))

Controlled business (4795)

Duties (4813c)

Unfair trade practices (4724)

Misrepresentation (4724(1, 11, 13))

False advertising (4724(2))

Defamation (4724(3))

Boycott, coercion and intimidation (4724(4))

False financial statements and entries (4724(5))

Illegal inducement (4724(6))

Unfair discrimination (4724(7))

Rebating (4724(8))

Failure to maintain complaint record (4724(10))

Failure to act as fiduciary (4724(12); Reg 95-1)

Unsuitability (4724(16))

Nondisclosure of fees or charges (4724(14))

Consumer privacy
regulation (IH-2001-01)

1.3 Federal regulation

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

Fraud and false statements
(18 USC 1033, 1034)

2.0 General Insurance 9% (13 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

Captive insurers

Stock companies

Mutual companies

Fraternal benefit
societies

Lloyd's associations

Risk retention groups

Private versus government
insurers

Admitted versus
nonadmitted 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

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

Legal interpretations
affecting contracts

Ambiguities in a
contract of adhesion

Reasonable
expectations

Indemnity

Utmost good faith

Representations/misre
presentations

Warranties

Concealment

Fraud

Waiver and estoppel

3.0 Property and Casualty Insurance Basics 10% (15 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 amount

Valued policy

3.2 Policy structure

Declarations

Definitions

Insuring agreement or
clause

Additional/supplementary coverage	Standard mortgage clause	Other coverages
Conditions	Loss payable clause	4.4 General exclusions
Exclusions	No benefit to Bailee	4.5 Conditions
Endorsements		4.6 Selected endorsements
3.3 Common policy provisions	3.4 Vermont laws, regulations and required provisions	Special provisions — Vermont (DP 01 44)
Insureds — named, first named, additional	Vermont Property and Casualty Insurance Guaranty Association (3611–3626)	Automatic increase in insurance (DP 04 11)
Policy period	Renewal notice (3882; 4715)	Broad theft coverage (DP 04 72)
Policy territory	Cancellation and nonrenewal (3879–3881; 3883; 4711–4714)	Dwelling under construction (DP 11 43)
Cancellation and nonrenewal	Consent to rate (4688(f); Reg I-2010-03)	4.7 Personal liability supplement
Deductibles	Loss payment (3868; Reg 79-2 Sec 6, 8)	
Other insurance	Discrimination (3861)	
Nonconcurrency	Coinurance (3961–3968)	5.0 Homeowners Policy 17% (26 Items)
Primary and excess	Pollution coverage (Bul 111)	5.1 Coverage forms
Pro rata	Required provisions (4203)	HO-2 through HO-6
Contribution by equal shares	Federal Terrorism Insurance Program (Bul 142, 150; 15 USC 6701; Public Law 107–297, 109–144, 110–160)	5.2 Definitions
Limits of liability		5.3 Section I — Property coverages
Per occurrence (accident)		Coverage A — Dwelling
Per person		Coverage B — Other structures
Aggregate — general versus products — completed operations		Coverage C — Personal property
Split		Coverage D — Loss of use
Combined single		Additional coverages
Restoration/nonreduction of limits	4.0 Dwelling Policy 5% (8 Items)	5.4 Section II — Liability coverages
Coinurance	4.1 Characteristics and purpose	Coverage E — Personal liability
Vacancy or unoccupancy	4.2 Coverage forms — Perils insured against	Coverage F — Medical payments to others
Named insured provisions	Basic	Additional coverages
Duties after loss	Broad	5.5 Perils insured against
Assignment	Special	5.6 Exclusions
Abandonment	4.3 Property coverages	5.7 Conditions
Insurer provisions	Coverage A — Dwelling	5.8 Selected endorsements
Liberalization	Coverage B — Other structures	Special provisions — Vermont (HO 01 44)
Subrogation	Coverage C — Personal property	Limited fungi, wet or dry rot, or bacteria coverage — Vermont (HO 04 02)
Salvage	Coverage D — Fair rental value	Permitted incidental occupancies (HO 04 42)
Claim settlement options	Coverage E — Additional living expense	Earthquake (HO 04 54)
Duty to defend		
Third-party provisions		

Scheduled personal property (HO 04 61)

Personal property replacement cost (HO 04 90)

Home day care — Vermont (HO 23 45)

Business pursuits (HO 24 71)

Watercraft (HO 24 75)

Personal injury (HO 24 82)

6.0 Auto Insurance 21% (31 Items)

6.1 Laws

Vermont Motor Vehicle Financial Responsibility and Insurance Laws (Title 23 Sec 800–943)

Required limits of liability (Title 23 Sec 801)

Required proof of insurance (Bul 77)

Vermont Automobile Insurance Plan (4241–4246)

Eligibility

Liability limitations

Physical damage coverage limitations

Uninsured/underinsured motorist (Title 23 Sec 941)

Definitions

Required limits of liability

Bodily injury

Property damage

Cancellation/nonrenewal

Grounds (4223)

Notice (4224–4226)

Notice of eligibility in assigned risk plan (4227)

Binders (Title 23 Sec 942)

Surcharges (4671–4675)

6.2 Personal auto policy

Definitions

Liability coverage

Bodily injury and property damage

Supplementary payments

Exclusions

Medical payments

Uninsured motorist/underinsured motorist coverage

Coverage for damage to your auto

Collision

Other than collision

Deductibles

Transportation expense

Exclusions

Duties after an accident or loss

General provisions

Selected endorsements

Amendment of policy provisions — Vermont (PP 01 72)

Towing and labor costs (PP 03 03)

Extended non-owned coverage (PP 03 06)

Miscellaneous type vehicle (PP 03 23)

Joint ownership coverage — Vermont (PP 03 80)

6.3 Commercial auto

Commercial auto coverage forms

Business auto

Auto Dealers

Business auto physical damage

Truckers

Motor carrier

Coverage form sections

Covered autos

Liability coverage

Garagekeepers coverage

Trailer interchange coverage

Physical damage coverage

Exclusions

Conditions

Definitions

Selected endorsements

Lessor — additional insured and loss payee (CA 20 01)

Mobile equipment (CA 20 15)

Auto medical payments coverage (CA 99 03)

Drive other car coverage (CA 99 10)

Individual named insured (CA 99 17)

Commercial carrier regulations

The Motor Carrier Act of 1980

Endorsement for motor carrier policies of insurance for public liability (MCS-90)

7.0 Commercial Package Policy (CPP) 8% (12 Items)

7.1 Components of a commercial policy

Common policy declarations

Common policy conditions

Interline endorsements

One or more coverage parts

7.2 Commercial general liability

Commercial general liability coverage forms

Bodily injury and property damage liability

Personal and advertising injury liability

Medical payments

Supplementary payments	(discovery/loss sustained)	7.6 Equipment breakdown
Who is an insured	Government crime coverage forms (discovery/loss sustained)	Equipment breakdown protection coverage form (EB 00 20)
Limits of liability		Selected endorsement
Conditions		Actual cash value (EB 99 59)
Definitions	Coverages	7.7 Farm coverage
Exclusions	Employee theft	Farm property coverage forms
Premises and operations	Forgery or alteration	Coverage A — Dwellings
Products and completed operations	Inside the premises — theft of money and securities	Coverage B — Other private structures
Insured contract	Inside the premises — robbery or safe burglary of other property	Coverage C — Household personal property
7.3 Commercial property	Outside premises	Coverage D — Loss of use
Commercial property conditions form	Computer fraud	Coverage E — Scheduled farm personal property
Coverage forms	Funds transfer fraud	Coverage F — Unscheduled farm personal property
Building and personal property	Money orders and counterfeit money	Coverage G — Other farm structures
Condominium association	Other crime coverage	Farm liability coverage form
Condominium commercial unit-owners	Extortion — commercial entities	Coverage H — Bodily injury and property damage liability
Builders risk	7.5 Commercial inland marine	Coverage I — Personal advertising injury liability
Business income	Commercial inland marine conditions form	Coverage J — Medical payments
Legal liability	Inland marine coverage forms	Mobile agricultural machinery and equipment coverage form
Extra expense	Accounts receivable	Livestock coverage form
Causes of loss forms	Bailee's customers	Definitions
Basic	Commercial articles	Cause of loss (basic, broad and special)
Broad	Contractors equipment floater	Conditions
Special	Electronic data processing	Exclusions
Selected endorsements	Equipment dealers	Limits
Ordinance or law (CP 04 05)	Installation floater	Additional coverages
Spoilage (CP 04 40)	Jewelers block	
Peak season limit of insurance (CP 12 30)	Signs	
Value reporting form (CP 13 10)	Valuable papers and records	
7.4 Commercial crime	Transportation coverages	
General definitions	Common carrier cargo liability	
Burglary	Motor truck cargo forms	
Theft	Transit coverage forms	
Robbery		
Crime coverage forms		
Commercial crime coverage forms		

8.1 Characteristics and purpose**8.2 Businessowners Section I — Property**

Coverage
Exclusions
Limits
Deductibles
Loss conditions
General conditions
Optional coverages
Definitions

8.3 Businessowners Section II — Liability

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

8.4 Businessowners Section III — Common Policy Conditions**8.5 Selected endorsements**

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

9.0 Workers Compensation Insurance 7% (10 Items)
9.1 Workers compensation laws

Type of law
Compulsory versus elective
Vermont Workers' Compensation Law
Exclusive remedy
Employment covered (required, voluntary)
Covered injuries
Occupational disease
Benefits provided

Federal workers compensation laws

Federal Employer Liability Act (FELA) (45 USC 51–60)

U.S. Longshore & Harbor Workers' Compensation Act (33 USC 904)

The Jones Act (46 USC 688)

9.2 Workers compensation and employers liability insurance policy

General section

Part One — Workers compensation insurance

Part Two — Employers liability insurance

Part Three — Other states insurance

Part Four — Your duties if injury occurs

Part Five — Premium

Part Six — Conditions

Voluntary compensation endorsement

9.3 Premium computation

Job classification — payroll and rates

Experience modification factor

Premium discounts

9.4 Other sources of coverages

Vermont workers' compensation administration fund

Self-insured employers and employer groups

10.0 Other Coverages and Options 7% (11 Items)
10.1 Umbrella/excess liability policies

Personal (DL 98 01)

Commercial (CU 00 01)

10.2 Specialty liability insurance

Cyber liability coverage

Professional liability

Errors and omissions

Directors and officers liability

Fiduciary liability

Liquor liability

Employment practices liability

10.3 Surplus lines

Definitions and markets

Licensing requirements

10.4 Surety bonds

Principal, obligee, surety

Contract bonds

License and permit bonds

Judicial bonds

10.5 Ocean marine insurance

Hull insurance

Cargo insurance

Freight insurance

Protection and indemnity

10.6 National Flood Insurance Program

"Write your own" versus government

Eligibility

Coverage

Limits

Deductibles

Vermont Adjuster's Examination for Property and Casualty Insurance

Series 14-33

150 questions (plus 5 unscored items)

2.5-hour time limit
Effective November 3, 2019

1.0 Insurance Regulation 5% (7 Items)
1.1 Licensing requirements

Qualifications (4803(a))

Process (4800, 4800a)

Licensing exceptions
(4803(d)(2))

Nonresident adjuster
(4803(d))

1.2 Maintenance and duration

Renewal (4798, 4800a)

Expiration (4798)

Records (4803(c))

1.3 Disciplinary actions

Denial of license
(4800(3)(E))

Cease and desist order
(3661)

Suspension, revocation or
nonrenewal (4804;
4806)

Fines (4804(d))

1.4 Claims settlement laws and regulations (4724(9); Reg 79-2 Sec 1-9; Bulletin 162)

1.5 Federal regulation

Fraud and false statements
(18 USC 1033, 1034)

2.0 Insurance Basics 15% (23 Items)

2.1 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

Legal interpretations
affecting contracts

Ambiguities in a
contract of adhesion

Reasonable
expectations

Indemnity

Utmost good faith

Representations/misre
presentations

Warranties

Concealment

Fraud

Waiver and estoppel

2.2 Principles and concepts

Insurable interest

Hazards

Physical

Moral

Morale

Negligence

Elements of a
negligent act

Defenses against
negligence

Damages

Compensatory —
special versus
general

Punitive

Absolute liability

Strict liability

Vicarious liability

Causes of loss (perils)

Named perils versus
special (open) perils

Direct loss

Consequential or indirect
loss

Blanket versus specific
insurance

Basic types of construction

Loss valuation

Actual cash value

Replacement cost

Functional
replacement cost

Market value

Agreed value

Stated amount

Valued policy

2.3 Policy structure

Declarations

Definitions

Insuring agreement or
clause

Additional/supplementary
coverage

Conditions

Exclusions

Endorsements

2.4 Common policy provisions

Insureds — named, first
named, additional

Policy period

Policy territory

Cancellation and
nonrenewal

Deductibles

Other insurance

Nonconcurrency

Primary and excess

Pro rata

Contribution by equal
shares

Limits of liability

Per occurrence
(accident)

Per person

Aggregate — general
versus products —
completed
operations

Split

Combined single

Restoration/nonreduction
of limits

Coinsurance

Vacancy or unoccupancy

Assignment

Insurer provisions

Liberalization

Duty to defend

Third-party provisions

Standard mortgage
clause

Loss payable clause

No benefit to Bailee

2.5 Vermont laws, regulations and required provisions

Vermont Property and Casualty Insurance Guaranty Association (3611–3626)

Renewal notice (3882; 4715)

Cancellation and nonrenewal (3879–3881; 3883; 4711–4714)

Coinurance (3961–3968)

Pollution coverage (Bul 111)

Required provisions (4203)

3.0 Adjusting Losses 20% (30 Items)

3.1 Role of the adjuster

Duties and responsibilities

Staff and independent adjuster versus public adjuster (4791)

Relationship to the legal profession

3.2 Claim reporting

Claim investigation

Claim file documentation of events

Types of reports

Initial or first field

Interim or status

Full formal

3.3 Property losses

Duties of insured after a loss

Notice to insurer

Minimizing the loss

Proof of loss

Special requirements

Production of books and records

Abandonment

Determining value and loss

Burden of proof of value and loss

Estimates

Depreciation

Salvage

Claim settlement options

Payment and discharge

3.4 Liability losses

Investigation procedures

Verify coverage

Determine liability

Gathering evidence

Physical evidence

Witness statements

Police reports

Determining value of intangible damages

3.5 Coverage problems

Dealing with coverage disputes

Reservation of rights letter

Nonwaiver agreement

Declaratory judgment action

3.6 Claims adjustment procedures

Settlement procedures

Advance payments

Draft authority

Execution of releases

Subrogation procedures

Alternative dispute resolution

Appraisal

Arbitration

Competitive estimates

Mediation

Negotiation

4.0 Dwelling Policy 6% (9 Items)

4.1 Characteristics and purpose

4.2 Coverage forms — Perils insured against

Basic

Broad

Special

4.3 Property coverages

Coverage A — Dwelling

Coverage B — Other structures

Coverage C — Personal property

Coverage D — Fair rental value

Coverage E — Additional living expense

Other coverages

4.4 General exclusions

4.5 Conditions

4.6 Selected endorsements

Special provisions — Vermont (DP 01 44)

Automatic increase in insurance (DP 04 11)

Broad theft coverage (DP 04 72)

Dwelling under construction (DP 11 43)

4.7 Personal liability supplement

5.0 Homeowners Policy 15% (22 Items)

5.1 Coverage forms

HO-2 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 —
Vermont (HO 01 44)

Limited fungi, wet or dry
rot, or bacteria coverage
— Vermont (HO 04 02)

Permitted incidental
occupancies (HO 04 42)

Earthquake (HO 04 54)

Scheduled personal
property (HO 04 61)

Personal property
replacement cost (HO
04 90)

Home day care — Vermont
(HO 23 45)

Business pursuits (HO 24
71)

Watercraft (HO 24 75)

Personal injury (HO 24
82)

**6.0 Auto Insurance 12% (18
Items)**
6.1 Laws

Vermont Motor Vehicle
Financial Responsibility
and Insurance Laws
(Title 23 Chapter 11 Sec
800–943)

Required limits of
liability (Title 23
Chapter 11 Sec 801)

Required proof of
insurance (Bul 77)

Vermont Automobile
Insurance Plan (4241–
4246)

Eligibility

Liability limitations

Physical damage
coverage limitations

Uninsured/underinsured
motorist (Title 23
Chapter 11 Sec 941)

Definitions

Required limits of
liability

Bodily injury

Property damage

Cancellation/nonrenewal

Grounds (4223)

Notice (4224–4226)

6.2 Personal auto policy

Definitions

Liability coverage

Bodily injury and
property damage

Supplementary
payments

Exclusions

Duty to defend

Medical payments

Uninsured
motorist/underinsured
motorist coverage

Coverage for damage to
your auto

Collision

Other than collision

Deductibles

Transportation
expense

Exclusions

Duties after an accident or
loss

General provisions

Selected endorsements

Amendment of policy
provisions —
Vermont (PP 01 72)

Towing and labor
costs (PP 03 03)

Extended non-owned
coverage (PP 03
06)

Miscellaneous type
vehicle (PP 03 23)

Joint ownership
coverage —
Vermont (PP 03 80)

6.3 Commercial auto

Commercial auto coverage
forms

Business auto

Business auto physical
damage

Truckers

Motor carrier

Coverage form sections

Covered autos

Liability coverage

Garagekeepers
coverageTrailer interchange
coveragePhysical damage
coverage

Exclusions

Conditions

Definitions

Selected endorsements

Lessor — additional
insured and loss
payee (CA 20 01)Mobile equipment (CA
20 15)Auto medical
payments coverage
(CA 99 03)Drive other car
coverage (CA 99
10)Individual named
insured (CA 99 17)Commercial carrier
regulationsThe Motor Carrier Act
of 1980Endorsement for
motor carrier
policies of insurance
for public liability
(MCS-90)
**7.0 Commercial Package Policy
(CPP) 12% (18 Items)**
**7.1 Components of a
commercial policy**

Common policy
declarations

Common policy conditions

Interline endorsements

One or more coverage
parts

**7.2 Commercial general
liability**

Commercial general
liability coverage forms

Bodily injury and
property damage
liability

Personal and advertising injury liability	Robbery	Motor truck cargo forms
Medical payments	Crime coverage forms	Transit coverage forms
Supplementary payments	Commercial crime coverage forms (discovery/loss sustained)	7.6 Equipment breakdown
Who is an insured	Government crime coverage forms (discovery/loss sustained)	Equipment breakdown protection coverage form (EB 00 20)
Limits of liability	Coverages	Selected endorsement
Conditions	Employee theft	Actual cash value (EB 99 59)
Definitions	Forgery or alteration	7.7 Farm coverage
Exclusions	Inside the premises — theft of money and securities	Farm property coverage forms
Premises and operations	Inside the premises — robbery or safe burglary of other property	Coverage A — Dwellings
Products and completed operations	Outside premises	Coverage B — Other private structures
Insured contract	Computer fraud	Coverage C — Household personal property
7.3 Commercial property	Funds transfer fraud	Coverage D — Loss of use
Commercial property conditions form	Money orders and counterfeit money	Coverage E — Scheduled farm personal property
Coverage forms	Other crime coverage	Coverage F — Unscheduled farm personal property
Building and personal property	Extortion — commercial entities	Coverage G — Other farm structures
Condominium association	7.5 Commercial inland marine	Farm liability coverage form
Condominium commercial unit-owners	Commercial inland marine conditions form	Coverage H — Bodily injury and property damage liability
Builders risk	Inland marine coverage forms	Coverage I — Personal advertising injury liability
Business income	Accounts receivable	Coverage J — Medical payments
Extra expense	Bailee's customers	Mobile agricultural machinery and equipment coverage form
Legal liability	Commercial articles	Livestock coverage form
Causes of loss forms	Contractors equipment floater	Definitions
Basic	Electronic data processing	Cause of loss (basic, broad and special)
Broad	Equipment dealers	Conditions
Special	Installation floater	Exclusions
Selected endorsements	Jewelers block	Limits
Ordinance or law (CP 04 05)	Signs	
Spoilage (CP 04 40)	Valuable papers and records	
Peak season limit of insurance (CP 12 30)	Transportation coverages	
Value reporting form (CP 13 10)	Common carrier cargo liability	
7.4 Commercial crime		
General definitions		
Burglary		
Theft		

Additional coverages

8.0 Businessowners Policy 15% (23 Items)

8.1 Characteristics and purpose

8.2 Businessowners Section I — Property

Coverage

Exclusions

Limits

Deductibles

Loss conditions

General conditions

Optional coverages

Definitions

8.3 Businessowners Section II — Liability

Coverages

Exclusions

Who is an insured

Limits of insurance

General conditions

Definitions

8.4 Businessowners Section III — Common Policy Conditions

8.5 Selected endorsements

Protective safeguards (BP 04 30)

Utility services — direct damage (BP 04 56)

Utility services — time element (BP 04 57)

Vermont Adjuster's Examination for Workers Compensation Insurance Series 14-34

50 questions (plus 5 unscored items)
1-hour time limit
Effective November 3, 2019

1.0 Insurance Regulation 9% (4 Items)

1.1 Licensing requirements

Qualifications (4803(a))

Process (4800, 4800a)

1.2 Maintenance and duration

Renewal (4798)

Expiration (4798)

Records (4803(c))

1.3 Disciplinary actions

Denial of license (4800(3)(E))

Cease and desist order (3661)

Suspension, revocation or nonrenewal (4804; 4806)

Fines (4804(d))

Administrative penalties (RR 95-20 Rule 45 Sec 5000)

2.0 Workers Compensation Insurance 55% (28 Items)

2.1 Workers compensation laws and rules

Vermont Workers' Compensation Law and Department of Labor Rules (Related Regulation 94-1 Rule 1.0000)

Definitions (RR 94-1 Rule 2.0000)

Exclusive remedy

Employment covered (required, voluntary)

Independent contractor versus employee

Statutory employer

Covered injuries

First-aid-only injuries (Title 21 sec. 640(e))

Pre-authorization requests and denials T. 21 s 640b Rule 6.000

Benefits provided

Out-of-state injuries

Jurisdiction

Subrogation (Rule 21.13; Title 21 sec. 624(e)(2))

Bars to recovery

Willful intention

Intoxication

Failure to use safety appliance

Statute of limitations

Average weekly wage (RR 94-1 Rule 8.0000)

Choice of physician (RR 94-1 Rule 4.0000)

Medical examination (RR 94-1 Rule 6.0000)

Notice of injury and claim (RR 94-1 Rule 3.0000)

Compensation agreements and disputed claims (RR 94-1 Rule 9.0000)

Termination of compensation (RR 94-1 Rule 12.0000)

Lump-sum payments (RR 94-1 Rule 13.0000)

2.2 Workers compensation and employer liability insurance policy

General section

Part One — Workers compensation insurance

Part Two — Employers liability insurance

Part Three — Other states insurance

Part Four — Your duties if injury occurs

3.0 Workers Compensation Claim Principles 36% (18 Items)

3.1 Role of the adjuster

Duties and responsibilities

3.2 Controlling medical costs

Designated provider

Medical fee schedule (RR 95-22 Rule 40.01-.11)

Hospital bill auditing

Reimbursement requirements (RR 95-22 Rule 40.02)

Fees for depositions, mileage and supplemental reports (RR 95-22 Rule 40.11) 21VSA sec. 678

Payment without prejudice 3.2300

Concurrent employment

3.3 Investigation and evaluation

Compensability

Death benefits for fatality claim

Employment relationship

Compensable injury

Causal relationship

Timely notice

Workers compensation fraud

Burdens of proof

Documentation

First report of injury

Types of evidence

Time limits

Surveillance

Adjuster's log notes

Medical determination

Medical authorization

Causal relationship

Aggravation/recurrence

Disability status

Temporary/Permanent

Independent Medical Examinations (IME) (Rule 6.000)

3.4 Claim reserves

Components

Indemnity

Medical

Expense

Factors affecting reserves

3.5 Claims management

Analysis

Identifying treating physician

Identifying treatment plan

Identifying return-to-work capacity

Contested claims adjustment procedures

Form 27 (RR 94-1 Rule 12.0000)

Notice and application for hearing; filing of papers (RR 94-1 Rule 14.0000)

Representation (RR 94-1 Rule 15.0000)

Informal resolution (RR 94-1 Rule 16.0000)

Formal hearing (RR 94-1 Rule 17.0000)

Appeals (RR 94-1 Rule 17.0000)

Attorney's fees (RR 94-1 Rule 20.0000)

Dispositions

Resolving medical disputes (RR 94-1 Rule 5.0000)

Resolving permanency disputes

Settlement negotiation

Form 16

3.6 Vocational rehabilitation programs (Title 21. sec. 641)

Referral

Individual written rehabilitation plan

Vermont Producer's Examination for Bail Bond

Series 14-35

50 questions (plus 5 unscored items)

1-hour time limit

Effective November 3, 2019

1.0 Insurance Regulation 20% (10 Items)

1.1 Licensing

Persons to be licensed (4793; Title 13 Sec 7554a)

Resident vs. non-resident 4800(a)

Process (4800; 4813f)

Producer appointment (4798(c); 4798(d); 4813l)

Termination of appointment (4798(d); 4813m)

Examination of records (3565) 8 VSA Sec. 13

Maintenance and duration

Renewal and expiration (4798)

Address change (4800(3)(F))

Disciplinary actions

Denial of license (4800(3)(E))

Cease and desist order (3661)

Suspension, revocation or nonrenewal (4804; 4806)

1.2 Unfair trade practices (4724)

Misrepresentation (4724(1, 11, 13))

False advertising (4724(2))

Defamation (4724(3))

Boycott, coercion and intimidation (4724(4))

False financial statements and entries (4724(5))

Unfair discrimination (4724(7))

Rebating (4724(8))

Failure to maintain
complaint record
(4724(10))

Failure to act as fiduciary
(4724(12))

Nondisclosure of fees or
charges (4724(14))

Failure to comply with filed
rates, rules, regulations
or forms (4724(19))

1.3 Trust accounts (Reg 95-1)

Fiduciary duties and
responsibilities

Accounting requirements

1.4 Federal regulation

Fraud and false statements
(18 USC 1033, 1034)

2.0 The Legal Framework 10% (5 Items)

2.1 Powers and authority of producers

Express

Implied

Apparent

2.2 Contracts

Elements of a legal
contract

Offer and acceptance

Consideration

Competent parties

Legal purpose

Concealment

Fraud

2.3 Court jurisdiction

Original jurisdiction

Territorial

Personal

Appellate jurisdiction

2.4 Terminology

Arrest

Concurrent bail

Consecutive bail

Conviction

Custody

Defendant

Discharge

Disposition

Extradition

Felony

Final judgment

Hearing

Incarceration

Indictment

Misdemeanor

Mittimus

Posting of bail

Recognizance

Warrant

3.0 Bail Bond Principles and Practices 70% (35 Items)

3.1 Parties to a surety bond

Principal

Indemnitor for
principal

Indemnity agreement

Obligee

Surety

Surety's agent
(producer)

Obligation to court
(13 V.S.A. 7554a)

3.2 Duties of a bail bond producer

Approval

Premium receipt

Obligation to court

Power of attorney

Collateral and trust
obligations

3.3 Types of bonds

Bail

Peace bond (13 V.S.A.
7573)

Property bond

Secured appearance bond

Unsecured appearance
bond

3.4 Procedure

Application for bond
(surety/defendant
contract)

Collateral security

Surety contract

Posting the bond

3.5 Court procedures

Court appearances

Arraignment

Trial

Appeal

Conditions of release

Prior to trial

Pending appeal

Failure to appear

Revocation of bail (13
V.S.A. 7575)

3.6 Release of surety

3.7 Surrender of principal (defendant)

Discharge of bond

Return of premium

Return of collateral

3.8 Bond forfeiture

Notice to defendant and
sureties

Judgment

Dispersal of funds

Arrest after forfeiture

Vermont Examination for Motor Vehicle Damage Appraiser

Series 14-37

60 questions (plus 5 unscored
items)

1-hour time limit

Effective November 3, 2019

1.0 Vermont Insurance Practices 10% (6 Items)

1.1 Authority of the Insurance Commissioner (4726)

1.2 Licensing requirements (4791, 4800, 4800a)

Qualifications (4803)
 Records (4803)
 Disciplinary actions (4804,
 4806)
 Renewal (4798)

1.3 Claim settlement laws and regulations
 (4724(9); Reg 79-2 Sec 1-9; Bulletin 162)

2.0 Insurance Basics 10% (6 Items)

2.1 Property insurance principles

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

3.0 Appraising Auto Physical Damage Claims 80% (48 Items)

3.1 The role of the appraiser

Duties and responsibilities
 Relationship to adjusters

3.2 Duties of insured after a loss

Notice to insurer
 Minimizing the loss
 Proof of loss
 Inspection and appraisal of vehicle
 Special requirements

3.3 Determining value and loss

Adjustment procedures
 Salvage
 Appraisal
 Depreciation
 Repair or replacement
 Repair options and procedures
 "Like kind and quality"
 Aftermarket parts

Partial loss versus total loss

Constructive total loss

Motor Vehicle Total Loss
 Using A Price Guide Bul 182

Diminished value

3.4 Vehicle inspection

Proper vehicle identification and options ID

Evaluate with regard to circumstances of accident

Estimate of repairs form

3.5 Vehicle parts and construction

Body

Front end
 Rear body
 Quarter panels
 Doors
 Roof
 Bumpers/urethane repairs
 Lamps
 Cowl
 Floor pan
 Rocker panels
 Pillars

Substructure

Frame
 Unibody

Mechanical

Engine
 Cooling system
 Electrical system/computers
 Exhaust system
 Fuel system
 Heating and air conditioning systems
 Brakes/ABS
 Steering
 Suspension
 Transmission

Air bags/SRS (seat belts)

Glass

Interior

Paint

Vermont Agent's Examination for Title Insurance

Series 14-38

60 questions (plus 5 unscored items)

1-hour time limit

Effective November 3, 2019

1.0 Insurance Regulation 6% (4 Items)

1.1 Licensing

Process (4800; 4813e; 4813f)

Persons to be licensed (4813b)

Maintenance and duration

Renewal and expiration (4798)

Address change (4800(3)(F))

Assumed business name (4813j)

Reporting of actions (4813o)

Continuing education requirements (4800a; Reg I-2000-02 Sec 4, 7)

Disciplinary actions

Denial of license (4800(3)(E))

Cease and desist order (3661)

Suspension, revocation or nonrenewal (4804; 4806)

1.2 State regulation

Commissioner's general duties and powers (4726)

Company regulation

Forms filing exceptions (Reg I-2010-03 Sec 4)

Unfair claim settlement practices (4724(9); Reg 79-2 Sec 1-9)

Examination of records (3565)

Agent regulation

Acting without a license (4793)

Shared commissions (4796)

Unfair trade practices (4724)

Misrepresentation (4724(1, 11, 13))

False advertising (4724(2))

Defamation (4724(3))

Boycott, coercion and intimidation (4724(4))

False financial statements and entries (4724(5))

Illegal inducement (4724(6))

Unfair discrimination (4724(7))

Rebating (4724(8))

Failure to maintain complaint record (4724(10))

Failure to act as fiduciary (4724(12))

Nondisclosure of fees or charges (4724(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 7% (4 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

Insurable interest

Reinsurance

2.2 Agents and general rules of agency

Insurer as principal

Agent/insurer relationship

Authority and powers of agents

Express

Implied

Apparent

Responsibilities to the applicant/insured

2.3 Contracts

Elements of a legal contract

Offer and acceptance

Consideration

Competent parties

Legal purpose

Distinct characteristics of an insurance contract

Contract of adhesion

Aleatory contract

Personal contract

Unilateral contract

Legal interpretations affecting contracts

Ambiguities in a contract of adhesion

Reasonable expectations

Indemnity

Utmost good faith

Representations/misrepresentations

Warranties

Concealment

Fraud

Waiver and estoppel

3.0 Real Property 34% (20 Items)

3.1 Concepts, principles and practices

Definition of real property

Types of real property

Title to real property

Marketable title

3.2 Acquisition and transfer of real property

Conveyances

Encumbrances

Adverse possession

Condemnation

Accession

Escheats

Involuntary alienation

Abandonment

Judicial sales

Decedents' estates

Intestate

Testate

Trusts

Types of joint ownership

Tenants in common

Joint tenancy

Tenants by the entirety

Acknowledgments

Legal capacity of parties

Individuals

Corporations

General partnerships

Limited partnerships

Fictitious names

Trust agreements

Limited Liability
Company (LLC)

3.3 Legal descriptions

Types of legal descriptions

Types of measurements
used

Language of real
descriptions

Structure and format

Interpretation

Survey requirements

3.4 Recording

Types of records

Types of recording systems

Requirements to record

Recording steps

Acknowledgments

Presumptions

4.0 Title Insurance 24% (14 Items)

4.1 Title insurance principles

Risks covered by title
insurance

Risk of error in public
records

Hidden off-record title
risks

Risk of omission and
commission by
agent

Entities that can be
insured; need for
insurance

Individual

Commercial

Interests that can be
insured

Fee simple estate

Estate in common

Leasehold estate

Life estate

Easements

Title insurance forms

Commitments

Insured closing
protection letters

Owner's policy

Loan policy/short form
residential loan
policy

Leasehold policy

Title insurance policy
structure and provisions

Insuring provisions

Schedule A

Schedule B —
Exceptions from
coverage

Exclusions from
coverage

Conditions and
stipulations

Endorsements

5.0 Title Exceptions and Procedures for Clearing Title 29% (18 Items)

5.1 Principles and concepts

General exceptions

Voluntary and involuntary
liens

Federal liens

Mortgage deeds

Judgments

Taxes and assessments

Surveys

Condominiums and
common interest
communities

Water rights

Mineral rights

Equitable interests

Attachments

Executions

Covenants

Conditions

Restrictions

Glebe land

Building and zoning laws

5.2 Special problem areas and concerns

Acknowledgments

Mechanic's lien

Bankruptcy

Probate

Good faith

Foreclosure

Claims against the title

Ancient roads

5.3 Principles of clearing title

Releases

Assignments

Subordinations

Affidavits

Reconveyances

Vermont Producer's Examination for Personal Lines Insurance

Series 14-39

100 questions (plus 5 unscored items)

2-hour time limit

Effective November 3, 2019

1.0 Insurance Regulation 8% (8 Items)

1.1 Licensing

Process (4800; 4813f)

Types of licensees (4791)

Resident
(4800(3)(A))

Nonresident
(4800(3)(B);
4813h)

Maintenance and duration

Renewal and
expiration (4798)

Address change
(4800(3)(F))

Assumed business
name (4813j)

Reporting of actions
(4813o)

Continuing education
requirements
(4800a; Reg 2000-2
Sec 4)

Disciplinary actions

Denial of license
(4800(3)(E))

Cease and desist
order (3661)

Suspension,
revocation or
nonrenewal (4804;
4806)

Penalties
(3661(a)(2);
4804(d))

1.2 State regulation

Commissioner's general
duties and powers
(4726; 4804)

Company regulation

Certificate of authority
(3368)

Unfair claim
settlement practices
(4724(9); Reg 79-2
Sec 1-7)

Policy forms (3541)

Examination of
records (3565)

Producer appointment
(4798(d); 4813l)

Termination of
appointment
(4798(d); 4813m)

Producer regulation

Acting without a
license (4793;
4813c)

Shared commissions
(4796)

Trust accounts — anti-
commingling (Reg
95-1; 4724(12))

Controlled business
(4795)

Duties (4813c)

Unfair trade practices
(4724)

Misrepresentation
(4724(1, 11, 13))

False advertising
(4724(2))

Defamation (4724(3))

Boycott, coercion and
intimidation
(4724(4))

False financial
statements and
entries (4724(5))

Illegal inducement
(4724(6))

Unfair discrimination
(4724(7))

Rebating (4724(8))

Failure to maintain
complaint record
(4724(10))

Failure to act as
fiduciary
(4724(12); Reg 95-
1)

Unsuitability
(4724(16))

Nondisclosure of fees
or charges
(4724(14))

Consumer privacy
regulation (IH-2001-01)

1.3 Federal regulation

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

Fraud and false statements
(18 USC 1033, 1034)

2.0 General Insurance 7% (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

Captive insurers

Stock companies

Mutual companies

Fraternal benefit
societies

Lloyd's associations

Risk retention groups

Private versus government
insurers

Admitted versus
nonadmitted 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

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

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 15% (15 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 amount

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

Limits of liability

Per occurrence (accident)

Per person

Split

Combined single

Restoration/nonreduction of limits

Coinsurance

Vacancy or unoccupancy

Named insured provisions

Duties after loss

Assignment

Abandonment

Insurer provisions

Liberalization

Subrogation

Salvage

Claim settlement options

Duty to defend

Third-party provisions

Standard mortgage clause

Loss payable clause

No benefit to Bailee

3.4 Vermont laws, regulations and required provisions

Vermont Property and Casualty Insurance Guaranty Association (3611–3626)

Renewal notice (3882)

Cancellation and nonrenewal (3879–3881; 3883)

Consent to rate (4688(f); Reg I-2010-03))

Loss payment (3868; Reg 79-2 Sec 6, 8)

Discrimination (3861)

Coinsurance (3961–3968)

Required provisions (4203)

4.0 Dwelling Policy 5% (5 Items)

4.1 Characteristics and purpose

4.2 Coverage forms — Perils insured against

Basic

Broad

Special

4.3 Property coverages

Coverage A — Dwelling

Coverage B — Other structures

Coverage C — Personal property

Coverage D — Fair rental value

Coverage E — Additional living expense

Other coverages

4.4 General exclusions

4.5 Conditions

4.6 Selected endorsements

Special provisions — Vermont (DP 01 44)

Automatic increase in insurance (DP 04 11)

Broad theft coverage (DP 04 72)

Dwelling under construction (DP 11 43)

4.7 Personal liability supplement

5.0 Homeowners Policy 25% (25 Items)

5.1 Coverage forms

HO-2 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 — Vermont (HO 01 44)

Limited fungi, wet or dry rot, or bacteria coverage — Vermont (HO 04 02)

Permitted incidental occupancies (HO 04 42)

Earthquake (HO 04 54)

Scheduled personal property (HO 04 61)

Personal property replacement cost (HO 04 90)

Home day care — Vermont (HO 23 45)

Business pursuits (HO 24 71)

Watercraft (HO 24 75)

Personal injury (HO 24 82)

6.0 Auto Insurance 28% (28 Items)

6.1 Laws

Vermont Motor Vehicle Financial Responsibility and Insurance Laws (Title 23 Sec 800–943)

Required limits of liability (Title 23 Sec 801)

Required proof of insurance (Bul 77)

Vermont Automobile Insurance Plan (4241–4246)

Eligibility

Liability limitations

Physical damage coverage limitations

Uninsured/underinsured motorist (Title 23 Sec 941)

Definitions

Required limits of liability

Bodily injury

Property damage

Cancellation/nonrenewal

Grounds (4223)

Notice (4224–4226)

Notice of eligibility in assigned risk plan (4227)

Binders (Title 23 Sec 942)

Surcharges (4671–4675)

6.2 Personal auto policy

Definitions

Liability coverage

Bodily injury and property damage

Supplementary payments

Exclusions

Medical payments

Uninsured motorist/underinsured motorist coverage

Coverage for damage to your auto

Collision

Other than collision

Deductibles

Transportation expense

Exclusions

Duties after an accident or loss

General provisions

Selected endorsements

Amendment of policy provisions — Vermont (PP 01 72)

Towing and labor costs (PP 03 03)

Extended non-owned coverage (PP 03 06)

Miscellaneous type vehicle (PP 03 23)

Joint ownership coverage — Vermont (PP 03 80)

7.0 Farm Coverage 2% (2 Items)

7.1 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

7.2 Farm liability coverage forms

Coverage H — Bodily injury and property damage liability

Coverage I — Personal and advertising injury liability

Coverage J — Medical payments

7.3 Cause of loss (basic, broad and special)

7.4 Exclusions

7.5 Other provisions

Additional coverages

Conditions

Definitions

Limits

8.0 Other Coverages and Options 10% (10 Items)

8.1 Personal umbrella policy (DL 98 01)

8.2 National Flood Insurance Program

"Write your own" versus government

Eligibility

Coverage

Limits

Deductibles

8.3 Other policies

Boatowners

Vermont Producer's Examination for Property Insurance

Series 14-41

100 questions (plus 5 unscored items)

2-hour time limit

Effective November 3, 2019

1.0 Insurance Regulation 10% (10 Items)

1.1 Licensing

Process (4800; 4813f)

Types of licensees (4791)

Resident (4800(3)(A))

Nonresident (4800(3)(B); 4813h)

Temporary (4800(3)(D)(ii); 4813k)

Maintenance and duration

Renewal and expiration (4798)

Address change (4800(3)(F))

Assumed business name (4813j)

Reporting of actions (4813o)

Continuing education requirements (4800a; Reg 2000-2 Sec 4)

Disciplinary actions

Denial of license (4800(3)(E))

Cease and desist order (3661)

Suspension, revocation or nonrenewal (4804; 4806)

Penalties (3661(a)(2); 4804(d))

1.2 State regulation

Commissioner's general duties and powers (4726; 4804)

Company regulation

Certificate of authority (3368)

Unfair claim settlement practices (4724(9); Reg 79-2 Sec 1-7)

Policy forms (3541)

Examination of records (3565)

Producer appointment (4798(c); 4813l)

Termination of appointment (4798(d); 4813m)

Producer regulation

Acting without a license (4793; 4813c)

Shared commissions (4796)

Trust accounts — anti-commingling (Reg 95-1; 4724(12))

Controlled business (4795)

Duties (4813c)

Unfair trade practices (4724)

Misrepresentation (4724(1, 11, 13))

False advertising (4724(2))

Defamation (4724(3))

Boycott, coercion and intimidation (4724(4))

False financial statements and entries (4724(5))

Illegal inducement (4724(6))

Unfair discrimination (4724(7))

Rebating (4724(8))

Failure to maintain complaint record (4724(10))

Failure to act as fiduciary (4724(12); Reg 95-1)

Unsuitability (4724(16))

Nondisclosure of fees
or charges
(4724(14))

Consumer privacy
regulation (IH-2001-01)

1.3 Federal regulation

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

Fraud and false statements
(18 USC 1033, 1034)

2.0 General Insurance 9% (9 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

Captive insurers

Stock companies

Mutual companies

Fraternal benefit
societies

Lloyd's associations

Risk retention groups

Private versus government
insurers

Admitted versus
nonadmitted 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

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

Legal interpretations
affecting contracts

Ambiguities in a
contract of adhesion

Reasonable
expectations

Indemnity

Utmost good faith

Representations/misre
presentations

Warranties

Concealment

Fraud

Waiver and estoppel

3.0 Property Insurance Basics 13% (13 Items)

3.1 Principles and concepts

Insurable interest

Underwriting

Function

Loss ratio

Rates

Types

Loss costs

Components

Hazards

Physical

Moral

Morale

Causes of loss (perils)

Named perils versus
special (open) perils

Direct loss

Consequential or indirect
loss

Blanket versus specific
insurance

Basic types of construction

Loss valuation

Actual cash value

Replacement cost

Functional
replacement cost

Market value

Agreed value

Stated amount

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	Public Law 107-297, 109-144, 110-160)	Coverage D — Loss of use
Deductibles		Additional coverages
Other insurance	4.0 Dwelling Policy 7% (7 Items)	5.4 Perils insured against
Nonconcurrency	4.1 Characteristics and purpose	5.5 Exclusions
Primary and excess	4.2 Coverage forms — Perils insured against	5.6 Conditions
Pro rata	Basic	5.7 Selected endorsements
Policy limits	Broad	Special provisions — Vermont (HO 01 44)
Restoration/nonreduction of limits	Special	Limited fungi, wet or dry rot, or bacteria coverage — Vermont (HO 04 02)
Coinsurance	4.3 Property coverages	Permitted incidental occupancies (HO 04 42)
Vacancy or unoccupancy	Coverage A — Dwelling	Earthquake (HO 04 54)
Named insured provisions	Coverage B — Other structures	Scheduled personal property (HO 04 61)
Duties after loss	Coverage C — Personal property	Personal property replacement cost (HO 04 90)
Assignment	Coverage D — Fair rental value	Home day care — Vermont (HO 23 45)
Abandonment	Coverage E — Additional living expense	
Insurer provisions	Other coverages	
Liberalization	4.4 General exclusions	6.0 Auto Insurance 7% (7 Items)
Subrogation	4.5 Conditions	6.1 Laws
Salvage	4.6 Selected endorsements	Cancellation/nonrenewal
Claim settlement options	Special provisions — Vermont (DP 01 44)	Grounds (4223)
Third-party provisions	Automatic increase in insurance (DP 04 11)	Notice (4224-4226)
Standard mortgage clause	Broad theft coverage (DP 04 72)	6.2 Personal auto policy
Loss payable clause	Dwelling under construction (DP 11 43)	Definitions
No benefit to Bailee	4.7 Personal liability supplement	Coverage for damage to your auto
3.4 Vermont laws, regulations and required provisions		Collision
Vermont Property and Casualty Insurance Guaranty Association (3611-3626)	5.0 Homeowners Policy 22% (22 Items)	Other than collision
Renewal notice (3882; 4715)	5.1 Coverage forms	Deductibles
Cancellation and nonrenewal (3879-3881; 3883; 4711-4714)	HO-2 through HO-6	Transportation expense
Consent to rate (4688(f); Reg I-2010-03)	5.2 Definitions	Exclusions
Loss payment (3868; Reg 79-2 Sec 6, 8)	5.3 Section I — Property coverages	Duties after an accident or loss
Discrimination (3861)	Coverage A — Dwelling	General provisions
Coinsurance (3961-3968)	Coverage B — Other structures	Selected endorsements
Federal Terrorism Insurance Program (Bul 142, 150; 15 USC 6701;	Coverage C — Personal property	Amendment of policy provisions — Vermont (PP 01 72)
		Towing and labor costs (PP 03 03)

Miscellaneous type vehicle (PP 03 23)
 Joint ownership coverage — Vermont (PP 03 80)

6.3 Commercial auto

Commercial auto coverage forms
 Business auto
 Business auto physical damage
 Truckers
 Motor carrier
 Coverage form sections
 Covered autos
 Physical damage coverage
 Exclusions
 Conditions
 Definitions
 Selected endorsements
 Lessor — additional insured and loss payee (CA 20 01)
 Mobile equipment (CA 20 15)
 Individual named insured (CA 99 17)

7.0 Commercial Package Policy (CPP) 14% (14 Items)

7.1 Components of a commercial policy

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

7.2 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

Basic
 Broad
 Special

Selected endorsements

Ordinance or law (CP 04 05)
 Spoilage (CP 04 40)
 Peak season limit of insurance (CP 12 30)
 Value reporting form (CP 13 10)

7.3 Commercial inland marine

Commercial inland marine conditions form

Inland marine coverage forms

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

Transportation coverages

Common carrier cargo liability
 Motor truck cargo forms
 Transit coverage forms

7.4 Equipment breakdown

Equipment breakdown protection coverage form (EB 00 20)
 Selected endorsement

Actual cash value (EB 99 59)

7.5 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

8.0 Businessowners Policy 13% (13 Items)

8.1 Characteristics and purpose

8.2 Businessowners Section I — Property

Coverage
 Exclusions
 Limits
 Deductibles
 Loss conditions
 General conditions
 Optional coverages
 Definitions

**8.3 Businessowners Section
III — Common Policy
Conditions**
8.4 Selected endorsements

Protective safeguards (BP 04 30)

Utility services — direct
damage (BP 04 56)

Utility services — time
element (BP 04 57)

**9.0 Other Coverages and Options
5% (5 Items)**
9.1 Ocean marine insurance

Hull insurance

Cargo insurance

Freight insurance

**9.2 National Flood
Insurance Program**

"Write your own" versus
government

Eligibility

Coverage

Limits

Deductibles

**Vermont Producer's Examination
for Casualty Insurance**
Series 14-42

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

2-hour time limit

Effective November 3, 2019

**1.0 Insurance Regulation 10%
(10 Items)**
1.1 Licensing

Process (4800; 4813f)

Types of licensees (4791)

Resident
(4800(3)(A))

Nonresident
(4800(3)(B);
4813h)

Temporary
(4800(3)(D)(ii);
4813k)

Maintenance and duration

Renewal and
expiration (4798)

Address change
(4800(3)(F))

Assumed business
name (4813j)

Reporting of actions
(4813o)

Continuing education
requirements
(4800a; Reg 2000-2
Sec 4)

Disciplinary actions

Denial of license
(4800(3)(E))

Cease and desist
order (3661)

Suspension,
revocation or
nonrenewal (4804;
4806)

Penalties
(3661(a)(2);
4804(d))

1.2 State regulation

Commissioner's general
duties and powers
(4726; 4804)

Company regulation

Certificate of authority
(3368)

Unfair claim
settlement practices
(4724(9); Reg 79-2
Sec 1-7)

Policy forms (3541)

Examination of
records (3565)

Producer appointment
(4798(c); 4813l)

Termination of
appointment
(4798(d); 4813m)

Producer regulation

Acting without a
license (4793;
4813c)

Shared commissions
(4796)

Trust accounts — anti-
commingling (Reg
95-1; 4724(12))

Controlled business
(4795)

Duties (4813c)

Unfair trade practices
(4724)

Misrepresentation
(4724(1, 11, 13))

False advertising
(4724(2))

Defamation (4724(3))

Boycott, coercion and
intimidation
(4724(4))

False financial
statements and
entries (4724(5))

Illegal inducement
(4724(6))

Unfair discrimination
(4724(7))

Rebating (4724(8))

Failure to maintain
complaint record
(4724(10))

Failure to act as
fiduciary
(4724(12); Reg 95-
1)

Unsuitability
(4724(16))

Nondisclosure of fees
or charges
(4724(14))

Consumer privacy
regulation (IH-2001-01)

1.3 Federal regulation

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

Fraud and false statements
(18 USC 1033, 1034)

**2.0 General Insurance 9% (9
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
Captive insurers
Stock companies
Mutual companies
Fraternal benefit societies
Lloyd's associations
Risk retention groups
Private versus government insurers
Admitted versus nonadmitted 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
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
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 Casualty Insurance Basics 12% (12 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
3.2 Policy structure
Declarations
Definitions
Insuring agreement or clause
Additional/supplementary coverage
Conditions
Exclusions
Endorsements
3.3 Common policy provisions
Insureds — named, first named, additional
Policy period
Policy territory
Cancellation and nonrenewal
Deductibles
Other insurance
Nonconcurrency
Primary and excess
Pro rata
Contribution by equal shares
Limits of liability
Per occurrence (accident)
Per person
Aggregate — general versus products — completed operations
Split
Combined single
Named insured provisions
Duties after loss
Assignment
Insurer provisions
Liberalization
Subrogation
Duty to defend
3.4 Vermont laws, regulations and required provisions

Vermont Property and
Casualty Insurance
Guaranty Association
(3611-3626)

Renewal notice (3882;
4715)

Cancellation and
nonrenewal (3879-
3881; 3883; 4711-
4714)

Consent to rate (4688(f);
Reg I-2010-03)

Loss payment (Reg 79-2
Sec 6, 8)

Discrimination (3861)

Pollution coverage (Bul
111)

Required provisions
(4203)

Federal Terrorism
Insurance Program (Bul
142, 150; 15 USC 6701;
Public Law 107-297,
109-144, 110-160)

4.0 Homeowners Policy 17% (17 Items)

4.1 Coverage forms

HO-2 through HO-6

4.2 Definitions

4.3 Section II – Liability coverages

Coverage E – Personal
liability

Coverage F – Medical
payments to others

Additional coverages

4.4 Exclusions

4.5 Conditions

4.6 Selected endorsements

Special provisions –
Vermont (HO 01 44)

Limited fungi, wet or dry
rot, or bacteria coverage
– Vermont (HO 04 02)

Permitted incidental
occupancies (HO 04 42)

Home day care – Vermont
(HO 23 45)

Business pursuits (HO 24
71)

Watercraft (HO 24 75)

Personal injury (HO 24
82)

5.0 Auto Insurance 21% (21 Items)

5.1 Laws

Vermont Motor Vehicle
Financial Responsibility
and Insurance Laws
(Title 23 Sec 800-943)

Required limits of
liability (Title 23
Sec 801)

Required proof of
insurance (Bul 77)

Vermont Automobile
Insurance Plan (4241-
4246)

Eligibility

Liability limitations

Physical damage
coverage limitations

Uninsured/underinsured
motorist (Title 23 Sec
941)

Definitions

Required limits of
liability

Bodily injury

Property damage

Cancellation/nonrenewal

Grounds (4223)

Notice (4224-4226)

Notice of eligibility in
assigned risk plan
(4227)

Binders (Title 23 Sec 942)

Surcharges (4671-4675)

5.2 Personal auto policy

Definitions

Liability coverage

Bodily injury and
property damage

Supplementary
payments

Exclusions

Medical payments

Uninsured
motorist/underinsured
motorist coverage

Coverage for damage to
your auto

Collision

Other than collision

Deductibles

Transportation
expense

Exclusions

Duties after an accident or
loss

General provisions

Selected endorsements

Amendment of policy
provisions –
Vermont (PP 01 72)

Towing and labor
costs (PP 03 03)

Extended non-owned
coverage (PP 03
06)

Miscellaneous type
vehicle (PP 03 23)

Joint ownership
coverage –
Vermont (PP 03 80)

5.3 Commercial auto

Commercial auto coverage
forms

Business auto

Auto Dealers

Business auto physical
damage

Truckers

Motor carrier

Coverage form sections

Covered autos

Liability coverage

Garagekeepers
coverage

Trailer interchange
coverage

Physical damage
coverage

Exclusions

Conditions

Definitions

Selected endorsements

Lessor — additional insured and loss payee (CA 20 01)

Mobile equipment (CA 20 15)

Auto medical payments coverage (CA 99 03)

Drive other car coverage (CA 99 10)

Individual named insured (CA 99 17)

Commercial carrier regulations

The Motor Carrier Act of 1980

Endorsement for motor carrier policies of insurance for public liability (MCS-90)

6.0 Commercial Package Policy (CPP) 9% (9 Items)

6.1 Components of a commercial policy

Common policy declarations

Common policy conditions

Interline endorsements

One or more coverage parts

6.2 Commercial general liability

Commercial general liability coverage forms

Bodily injury and property damage liability

Personal and advertising injury liability

Medical payments

Supplementary payments

Who is an insured

Limits of liability

Conditions

Definitions

Exclusions

Premises and operations

Products and completed operations

Insured contract

6.3 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 other property

Outside premises

Computer fraud

Funds transfer fraud

Money orders and counterfeit money

Other crime coverage

Extortion — commercial entities

6.4 Farm coverage

Farm liability coverage form

Coverage H — Bodily injury and property damage liability

Coverage I — Personal advertising injury liability

Coverage J — Medical payments

Definitions

Conditions

Exclusions

Limits

Additional coverages

7.0 Businessowners Policy 8% (8 Items)

7.1 Characteristics and purpose

7.2 Businessowners Section II — Liability

Coverages

Exclusions

Who is an insured

Limits of insurance

General conditions

Definitions

7.3 Businessowners Section III — Common Policy Conditions

8.0 Workers Compensation Insurance 7% (7 Items)

8.1 Workers compensation laws

Type of law

Compulsory versus elective

Vermont Workers' Compensation Law

Exclusive remedy

Employment covered (required, voluntary)

Covered injuries

Occupational disease

Benefits provided

Federal workers compensation laws

Federal Employer Liability Act (FELA) (45 USC 51-60)

U.S. Longshore & Harbor Workers' Compensation Act (33 USC 904)

The Jones Act (46 USC 688)

8.2 Workers compensation and employers liability insurance policy

General section

Part One — Workers compensation insurance	Vermont workers' compensation administration fund	Fiduciary liability
Part Two — Employers liability insurance	Self-insured employers and employer groups	Liquor liability
Part Three — Other states insurance		Employment practices liability
Part Four — Your duties if injury occurs	9.0 Other Coverages and Options 7% (7 Items)	9.3 Surplus lines
Part Five — Premium	9.1 Umbrella/excess liability policies	Definitions and markets
Part Six — Conditions	Personal (DL 98 01)	Licensing requirements
Voluntary compensation endorsement	Commercial (CU 00 01)	9.4 Surety bonds
8.3 Premium computation	9.2 Specialty liability insurance	Principal, obligee, surety
Job classification — payroll and rates	Cyber liability coverage	Contract bonds
Experience modification factor	Professional liability	License and permit bonds
Premium discounts	Errors and omissions	Judicial bonds
8.4 Other sources of coverages	Directors and officers liability	9.5 Ocean marine insurance
		Protection and indemnity

License Application and Forms

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

- **NAIC Application form for individual insurance producer license.**
- **Social Security Disclosure statement.**
- **Attachment #2, Required Certifications.**
- **Vermont Address Change Form.**
- **Examination registration form.**



Uniform Application for Individual Insurance Producer License/Registration

(Please Print or Type)

Check appropriate box for license requested.

- ☐ Resident License
☐ Non-Resident License

• Identify Home State: _____

① Soc. Security Number - -		② If assigned, National Producer Number (NPN)			
③ If applicable, FINRA Individual Central Registration Depository (CRD) Number					
④ Last Name JR./SR. etc		⑤ First Name		⑥ Middle Name	⑦ Date of Birth (month) ____ (day) ____ (year) ____
⑧ Residence/Home Address (Physical Street)		⑨ City		⑩ State	⑪ Zip Code
⑬ Home Phone Number () - Individual Applicant Email Address		⑭ Gender (Circle One) Male Female	⑮ Are you a Citizen of the United States? (Check One) Yes <input type="checkbox"/> (If <input type="checkbox"/> of which country are you a citizen?) (If NO, and this is an application for a Resident License, you must supply proof of eligibility to work in the U.S.)		
⑯ Business Entity Name					
⑰ Business Address (Physical Street)		⑱ P.O. Box	⑲ City	⑳ State	㉑ Zip Code
㉓ Business Phone Number (include extension) () -		㉔ Business Fax Number () -	㉕ Business E-Mail Address		㉖ Business Web Site Address
㉗ Applicant's Mailing Address		㉘ P.O. Box	㉙ City	㉚ State	㉛ Zip Code
㉜ a. List any other assumed, fictitious, alias, maiden or trade names which you have used in the past. b. List any trade names under which you are currently doing business or intend to do business. (May be subject to state approval)					
Agency or Business Entity Affiliations					
㉝ List your Insurance Agency Affiliations: (Complete only if the applicant is to be licensed as an active member of the business entity)					
FEIN _____		NPN _____		Name of Agency _____	
FEIN _____		NPN _____		Name of Agency _____	
FEIN _____		NPN _____		Name of Agency _____	
Employment History					
㉞ Account for all time for the past five years. Give all employment experience starting with your current employer working back five years. Include full and part-time work, self-employment, military service, unemployment and full-time education.					
Name		From Month Year	To Month Year	Position Held	
City State Foreign Country					
Name					
City State Foreign Country					
Name					
City State Foreign Country					
Name					
City State Foreign Country					
(State Use)					



Uniform Application for Individual Insurance Producer License/Registration

Jurisdiction and Type of License Requested

36 Next to each jurisdiction, check the license type(s) and line(s) of authority for which you are applying.

License Types: **A** – Agent **B** – Broker **P** – Producer **SLP** – Surplus Lines Producer

Lines of Authority: **V** – Variable Life/
Variable Annuity **L** – Life **H** – Accident &
Sickness **P** – Property **C** – Casualty **PL** – Personal
Lines

Limited Lines: **Credit** – Credit **CR** – Car Rental **CROP** – Crop **T** – Travel **S** – Surety **O** – Other: Specify
Type

Jurisdiction	LICENSE TYPE				Major Lines of Authority						Limited Lines of Authority					
	A	B	P	SLP	V	L	H	P	C	PL	Credit	CR	CROP	T	S	O _____
AK																
AL																
AR																
AZ																
CA																
CO																
CT																
DC																
DE																
FL																
GA																
GU																
HI																
IA																
ID																
IL																
IN																
KS																
KY																
LA																
MA																
MD																
ME																
MI																
MN																
MO																
MS																
MT																
NC																
ND																
NE																
NH																
NJ																
NM																
NV																
NY																
OH																
OK																
OR																
PA																
PR																
RI																
SC																
SD																
TN																
TX																
UT																
VI																
VA																
VT																
WA																
WI																
WV																
WY																

Uniform Application for Individual Insurance Producer License/Registration

Background Information

③7 The Applicant must read the following very carefully and answer every question. All written statements submitted by the Applicant must include an original signature.

1. Have you ever been convicted of a crime, had a judgment withheld or deferred, or are you currently charged with committing a crime? Yes ___ No ___

Note: "Crime" includes a **misdemeanor**, a **felony** or a **military offense**.

You may exclude misdemeanor traffic citations and misdemeanor convictions or pending misdemeanor charges involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license and juvenile offenses.

"Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence, or a fine.

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

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

If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033? N/A ___ Yes ___ No ___

If so, was consent granted? (Attach copy of 1033 consent approved by home state.) N/A ___ Yes ___ No ___

2. Have you ever been named or involved as a party in an administrative proceeding regarding any professional or occupational license or registration? Yes ___ No ___

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation or surrendering a license to resolve an administrative action.

"Involved" also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. INCLUDE Any business so named because of your actions, in your capacity as an owner, partner, officer, director, or member or manager of a Limited Liability Company. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

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

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

3. Has any demand been made or judgment rendered against you or any business in which you are or were an owner, partner, officer or director, or member or manager of a limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Do not include personal bankruptcies, unless they involve funds held on behalf of others. Yes ___ No ___

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

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

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

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

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

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



Uniform Application for Individual Insurance Producer License/Registration

6. Have you or any business in which you are or were an owner, partner, officer or director, or member or manager of a limited liability company, ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct?	Yes ____ No ____
If you answer yes, you must attach to this application:	
a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and	
b) copies of all relevant documents.	
7. Do you have a child support obligation in arrearage?	Yes ____ No ____
If you answer yes,	
a) by how many months are you in arrearage?	
b) are you currently subject to and in compliance with any repayment agreement?	
c) are you the subject of a child support related subpoena/warrant?	
(If you answered yes, provide documentation showing proof of current payments or an approved repayment plan from the appropriate state child support agency.)	
8). In response to a "yes" answer to one or more of the Background Questions for this application, are you submitting document(s) to the NAIC/NIPR Attachments Warehouse?	Yes ____ No ____
If you answer yes,	
Will you be associating (linking) previously filed documents from the NAIC/NIPR Attachments Warehouse to this application?	
Note: If you have previously submitted documents to the Attachments Warehouse that are intended to be filed with this application, you must go to the Attachments Warehouse and associate (link) the supporting document(s) to this application based upon the particular background question number you have answered yes to on this application. You will receive information in a follow-up page at the end of the application process, providing a link to the Attachment Warehouse instructions.	



Uniform Application for Individual Insurance Producer License/Registration

Applicant's Certification and Attestation

68 The Applicant must read the following very carefully:

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

Month/Day/Year

Original Producer Signature

Full Legal Name (Printed or Typed)

Attachments

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

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

ATTACHMENT 1

SOCIAL SECURITY DISCLOSURE

1. The Department requires you to provide your Social Security number in connection with your application for an occupational and professional license pursuant to federal law as set out in 42 U.S.C. §§ 405(c)(2)(C)(i), 654 and 666. Your Social Security number may then be used for the purposes set forth in those statutes, including the enforcement of spousal and child support orders and paternity determinations, and the administration of any tax and may be shared with the agencies that have responsibility for those matters. Your Social Security number will not appear on the face of your license, but will be kept on file by the Department with your license information.

2. In addition, you may on a voluntary basis permit the Department to use your Social Security number for internal identification purposes and to share your Social Security number with the National Association of Insurance for inclusion in the National Producer Database (PDB). The PDB is intended to assist in a uniform nationwide system of licensing through the National Insurance Producer Registry and to assist the states, territories and the District of Columbia in their producer licensing programs, including issuing, renewing, monitoring, suspending and revoking licenses. If you do not wish your Social Security number included in the National Producer Database, you will not be able to take advantage of electronic processing of your license and nationwide licensing using the PDB.

IF YOU DO NOT AGREE TO THE USE OF YOUR SOCIAL SECURITY NUMBER AS DESCRIBED IN PARAGRAPH 2, YOU MUST SO NOTIFY THE DEPARTMENT IN WRITING AND ATTACH SUCH NOTICE TO YOUR APPLICATION

Vermont Department of Financial Regulation
INSURANCE DIVISION - PRODUCER AND INDIVIDUAL LICENSING SECTION
ATTACHMENT #2
REQUIRED CERTIFICATIONS

In order to apply for a license you must certify to statement 1 and 2 below:

Certification of Examination and knowledge of Vermont Unfair Trade Practices Act and Regulation 79-2

1) I certify to the following (initial all that apply):

I have passed a written examination for the license type for which I am applying, and I have read and understand the Vermont Insurance Trade Practices Act Title 8 V.S.A Chapter 129, Sections 4724-4726 and Insurance Regulation 79-2 (available at <http://www.vermontinsuranceagent.info/>) regarding claim settlement practices, prohibitive acts and the duties of a licensee.

Initial

2) Certification of Experience *or* Supervision

In order to obtain a license an applicant must certify that he/she has either two years of appropriate experience or that the applicant is subject to supervision by a qualified person. Check the appropriate certification below, but not both. Applications that are submitted without a certification will be returned. **IF YOU CANNOT CERTIFY BASED UPON EXPERIENCE, YOU MUST COMPLETE THE SUPERVISION CERTIFICATION BELOW AND PROVIDE THE NAME OF YOUR SUPERVISOR.**

Certification of Experience

I certify that I possess two years' experience handling loss claims if I am applying for an adjuster license or two years' experience loss appraising if I am applying for an appraiser license.

Initial

OR

Certification of Supervision

I certify that I am subject to the immediate personal supervision of a licensed adjuster or appraiser (for appraiser applicants) who is licensed in Vermont and who has been licensed (in Vermont or elsewhere) for not less than three years immediately preceding the date of my application. I understand that I must be supervised until I have two years experience and that I cannot act under the license unless I am so supervised. I will notify the Department within thirty days of any change of my supervisor.

Initial

Name of Supervisor _____

Supervisor's Vermont License Number _____

I certify that the above is true and correct.

Applicant Signature _____ Date ____/____/____

Applicant Printed Name _____

Mail to: Vermont Department of Financial Regulation
Attn: Producer Licensing Section
89 Main Street, Drawer 20
Montpelier, VT 05620-3101

VERMONT ADDRESS CHANGE FORM

Date (MO/DAY/YEAR) / /

Vermont License Number

Last Name _____ Suffix _____

First Name _____ Middle Initial _____

NEW Mailing Address

NEW Residential Address

OLD Mailing Address

OLD Residential Address

Business Telephone

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EXT	_____
----------------------	----------------------	----------------------	----------------------	----------------------	-----	-------

Fax

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EXT	_____
----------------------	----------------------	----------------------	----------------------	----------------------	-----	-------

Home

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EXT	_____
----------------------	----------------------	----------------------	----------------------	----------------------	-----	-------

Email Address _____

Licensee Signature

Exam Registration Form

Vermont Insurance Examinations



To conveniently register, please call 800.868.6113.

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)					Date of Birth
City	State	ZIP Code		Daytime Phone Number (including area code) ()	
Employer (insurance company, if known)				Evening Phone Number (including area code) ()	
E-mail address (applications without an email address may experience delays)				Fax Number (including area code) ()	

Series	Examination Title	Examination Fee	Total
14-25	Producer's Life	\$50	\$
14-27	Producer's Accident and Health or Sickness	\$50	\$
14-29	Producer's Life, Accident and Health or Sickness	\$65	\$
14-31	Producer's Property and Casualty	\$65	\$
14-33	Adjuster's Property and Casualty	\$65	\$
14-34	Adjuster's Workers' Compensation	\$50	\$
14-35	Bail Bond	\$50	\$
14-37	Motor Vehicle Damage Appraiser	\$50	\$
14-38	Agent's Title	\$50	\$
14-39	Personal Lines	\$50	\$
14-41	Producer's Property	\$50	\$
14-42	Producer's Casualty	\$50	\$
		Total Fee	\$

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