

**GEORGIA LIFE AGENT  
CONTENT OUTLINE**

(80 scoreable questions plus 20 pretest questions)

- I. TYPES OF POLICIES.....13**
  - A. Traditional whole life products**
    - 1. Ordinary (straight) life
    - 2. Limited-pay and single-premium life
    - 3. Adjustable life
  - B. Interest-sensitive life products**
    - 1. Universal life
    - 2. Variable whole life
    - 3. Variable universal life
    - 4. Interest-sensitive whole life
  - C. Term life**
    - 1. Level, decreasing, and increasing term
    - 2. Special features
      - a. Renewable
      - b. Convertible
  - D. Annuities**
    - 1. Single, level, and flexible premium
    - 2. Immediate and deferred
    - 3. Fixed and variable
    - 4. Equity Index
  - E. Combination plans and variations**
    - 1. Joint life
    - 2. Survivorship life
- II. POLICY RIDERS, PROVISIONS, OPTIONS, AND EXCLUSIONS..... 29**
  - A. Policy riders**
    - 1. Waiver of premium and waiver of premium with disability income
    - 2. Guaranteed insurability
    - 3. Payor benefit
    - 4. Accidental death and/or accidental death and dismemberment
    - 5. Term riders
    - 6. Other insureds (e.g., spouse, children, nonfamily )
    - 7. Cost of living
  - B. Policy provisions and options**
    - 1. Entire contract
    - 2. Insuring clause
    - 3. Free look
    - 4. Consideration
    - 5. Owner's rights
    - 6. Beneficiary designations
      - a. Primary and contingent
      - b. Revocable and irrevocable
      - c. Changes
      - d. Common disaster
      - e. Minor beneficiaries
    - 7. Premium Payment
      - a. Modes
      - b. Grace period
      - c. Automatic premium loan
      - d. Level or flexible

- 8. Reinstatement
- 9. Policy loans, withdrawals, partial surrenders
- 10. Nonforfeiture options
- 11. Dividends and dividend options
- 12. Incontestability
- 13. Assignments
- 14. Suicide
- 15. Misstatement of age and gender
- 16. Settlement options

**C. Policy exclusions**

**III. COMPLETING THE APPLICATION, UNDERWRITING, AND DELIVERING THE POLICY..... 17**

**A. Completing the application**

- 1. Required signatures
- 2. Changes in the application
- 3. Consequences of incomplete applications
- 4. Warranties and representations
- 5. Collecting the initial premium and issuing the receipt
- 6. Replacement
- 7. Disclosures at point of sale (i.e. HIPAA, HIV consent)

**B. Underwriting**

- 1. Insurable interest
- 2. Medical information and consumer reports
- 3. Fair Credit Reporting Act
- 4. Risk classification

**C. Delivering the policy**

- 1. When coverage begins
- 2. Explaining the policy and its provisions, riders, exclusions, and ratings to the client

**D. Do Not Call List**

**IV. TAXES, RETIREMENT, AND OTHER INSURANCE CONCEPTS ..... 11**

**A. Third-party ownership**

**B. Group life insurance**

- 1. Conversion privilege
- 2. Contributory vs. noncontributory

**C. Retirement plans**

- 1. Tax-qualified plans
- 2. Nonqualified plans

**D. Business insurance**

**E. Social Security benefits and taxes**

**F. Tax treatment of insurance premiums, proceeds, dividends**

- 1. Individual life
- 2. Group life
- 3. Modified Endowment Contracts (MECs)

**G. Accelerated Death Benefits—Living Benefits**

**H. Endowments**

**V. STATE LAWS, RULES, AND REGULATIONS ..... 10**

**A. Georgia laws, rules, and regulations pertinent to Life and Accident & Sickness insurance**

- 1. Insurance Department and Commissioner
  - a. Broad powers and duties  
*Ref: 33-2-1 through 33*
  - b. Examination of records

- Ref: 33-2-10 through 13*
- c. Investigations/Notice of hearing  
*Ref: 33-6-6*
- d. Penalties  
*Ref: 33-6-9*
- 2. General insurance definitions
  - a. Domestic, foreign and alien  
*Ref: 33-3-1*
  - b. Stock and mutual  
*Ref: 33-14-2*
  - c. Authorized/unauthorized and certificate of authority  
*Ref: 33-3-1 through 30*
  - d. Insurance transaction / transacting business  
*Ref: 33-1-2 (6)*
- 3. Licensing of agents & counselors  
*Ref: 33-23-1 Through 46*
  - a. Agent Responsibility
  - b. Reciprocity agreements
  - c. License maintenance
  - d. License revocation or suspension
  - e. Temporary License
  - f. Nonresident License
  - g. Counselor License
- 4. Unfair trade practices  
*Ref: 33-6-4 and 5*
  - a. Rebating
  - b. Defamation
  - c. Unfair Discrimination
  - d. Misrepresentation
  - e. Controlled business
  - f. Twisting and Churning
  - g. Advertising
- 5. Reporting and Disposition of Premiums  
*Ref: 33-23-35*
  - a. Fiduciary Responsibility
  - b. Commingling
- 6. Georgia Life and Health Insurance Guaranty Association  
*Ref: 33-38-1 through 10*
- B. Georgia laws, rules, and regulations pertinent to Life Insurance only**
  - 1. Replacement of Life insurance  
*Ref: Reg. 120-2-24*
  - 2. Life insurance advertisements  
*Ref: Reg. 120-2-11*
  - 3. Miscellaneous provisions  
*Ref: 33-24-6*

## GEORGIA ACCIDENT AND SICKNESS AGENT CONTENT OUTLINE

*(80 scoreable questions plus 20 pretest questions)*

- I. TYPES OF POLICIES..... 20**
  - A. Disability income**
    - 1. Individual disability income policy
    - 2. Business overhead expense policy
    - 3. Business disability buyout policy
    - 4. Group disability income policy
    - 5. Key employee/partner policies
  - B. Accidental death and dismemberment**
  - C. Medical expense insurance**
    - 1. Basic hospital, medical, and surgical policies
    - 2. Major medical policies
    - 3. Comprehensive major medical policies
    - 4. Health Maintenance Organizations (HMOs)
    - 5. Preferred Provider Organizations (PPOs)
    - 6. Service organizations (Blue Plans)
    - 7. Point of Service (POS) plans
    - 8. Medical Savings Accounts (MSAs)
    - 9. Flexible Spending Accounts (FSAs)
    - 10. Health Reimbursement Accounts (HRAs)
    - 11. High Deductible Health Plans (HDHPs) and related Health Savings Accounts (HSAs)
    - 12. Consumer Driven Health Plans (CDHPs)
  - D. Medicare supplement policies**
  - E. Group insurance**
    - 1. Group conversion
    - 2. Differences between individual and group contracts
    - 3. General concepts
    - 4. COBRA
    - 5. HIPAA
  - F. Long Term Care (LTC)**
    - 1. Individual LTC contracts
    - 2. Group/voluntary LTC contracts
    - 3. Service days vs. calendar days
  - G. Cancer (for special diseases) plans**
  - H. Critical illness plans**
  - I. Worksite (employer-sponsored) Plans**
- II. POLICY PROVISIONS, CLAUSES, AND RIDERS..... 28**
  - A. Mandatory provisions**
    - 1. Entire contract
    - 2. Time limit on certain defenses (incontestable)
    - 3. Grace period
    - 4. Reinstatement
    - 5. Notice of claim
    - 6. Claim forms
    - 7. Proof of loss
    - 8. Time of payment of claims
    - 9. Payment of claims
    - 10. Physical examination and autopsy
    - 11. Legal actions
    - 12. Change of beneficiary
  - B. Optional provisions**
    - 1. Change of occupation
    - 2. Misstatement of age
    - 3. Illegal occupation

<p><b>C. Other provisions and clauses</b></p> <ol style="list-style-type: none"> <li>1. Insuring clause</li> <li>2. Free look (10-day, 20-day, etc.)</li> <li>3. Consideration clause</li> <li>4. Probationary period</li> <li>5. Elimination period</li> <li>6. Waiver of premium</li> <li>7. Exclusions</li> <li>8. Preexisting conditions</li> <li>9. Recurrent disability</li> <li>10. Coinsurance</li> <li>11. Deductibles</li> <li>12. Eligible expenses</li> <li>13. Copayments</li> <li>14. Pre-authorizations and prior approval requirements</li> <li>15. Usual, reasonable, and customary (URC) charges</li> <li>16. Lifetime, annual or per cause maximum benefit limits</li> </ol> <p><b>D. Riders</b></p> <ol style="list-style-type: none"> <li>1. Impairment rider</li> <li>2. Guaranteed insurability rider</li> <li>3. Multiple indemnity rider (double, triple)</li> </ol> <p><b>E. Rights of renewability</b></p> <ol style="list-style-type: none"> <li>1. Noncancelable</li> <li>2. Cancelable</li> <li>3. Guaranteed renewable</li> <li>4. Conditionally renewable</li> <li>5. Optionally renewable</li> <li>6. Period of time for renewal</li> </ol> <p><b>III. SOCIAL INSURANCE ..... 4</b></p> <p><b>A. Medicare</b></p> <ol style="list-style-type: none"> <li>1. Primary, secondary payor</li> <li>2. Medicare Parts A, B, C, D</li> </ol> <p><b>B. Medicaid</b></p> <p><b>C. Social Security benefits</b></p> <p><b>IV. OTHER INSURANCE CONCEPTS ..... 5</b></p> <p><b>A. Total, partial, and residual disability</b></p> <p><b>B. Owner's rights</b></p> <p><b>C. Dependent children benefits</b></p> <p><b>D. Primary and contingent beneficiaries</b></p> <p><b>E. Modes of premium payments (annual, semiannual, etc.)</b></p> <p><b>F. Nonduplication and coordination of benefits (e.g., primary vs. excess)</b></p> <p><b>G. Occupational vs. nonoccupational</b></p> <p><b>H. Tax treatment of premiums and proceeds of insurance contracts (e.g., disability income and medical expenses, etc.)</b></p> <p><b>I. Managed care</b></p> <p><b>J. Workers Compensation</b></p> <p><b>K. Subrogation</b></p> <p><b>V. FIELD UNDERWRITING PROCEDURES..... 13</b></p> <p><b>A. Completing application and obtaining necessary signatures</b></p> <p><b>B. Explaining sources of insurability information (e.g., MIB Report, Fair Credit Reporting Act, etc.)</b></p> <p><b>C. Initial premium payment and receipt and consequences of the receipt (e.g., medical examination, etc.)</b></p>	<p><b>D. Submitting application (and initial premium if collected) to company for underwriting</b></p> <p><b>E. Assuring delivery of policy and related documents to client</b></p> <p><b>F. Explaining policy and its provisions, riders, exclusions, and ratings to clients</b></p> <p><b>G. Replacement</b></p> <p><b>H. Contract law</b></p> <ol style="list-style-type: none"> <li>1. Requirements of forming a contract</li> <li>2. Insurable interest</li> <li>3. Warranties and representations</li> <li>4. Unique aspects of the health contract <ol style="list-style-type: none"> <li>a. Conditional</li> <li>b. Unilateral</li> <li>c. Adhesion</li> </ol> </li> </ol> <p><b>VI. STATE LAWS, RULES, AND REGULATIONS..... 10</b></p> <p><b>A. Georgia laws, rules, and regulations pertinent to Life and Accident &amp; Sickness insurance</b></p> <ol style="list-style-type: none"> <li>1. Insurance Department and Commissioner <ol style="list-style-type: none"> <li>a. Broad powers and duties <i>Ref: 33-2-1 through 33</i></li> <li>b. Examination of records <i>Ref: 33-2-10 through 13</i></li> <li>c. Investigations/Notice of hearing <i>Ref: 33-6-6</i></li> <li>d. Penalties <i>Ref: 33-6-9</i></li> </ol> </li> <li>2. General insurance definitions <ol style="list-style-type: none"> <li>a. Domestic, foreign and alien <i>Ref: 33-3-1</i></li> <li>b. Stock and mutual <i>Ref: 33-14-2</i></li> <li>c. Authorized/unauthorized and certificate of authority <i>Ref: 33-3-1 through 30</i></li> <li>d. Insurance transaction / transacting business <i>Ref: 33-1-2 (6)</i></li> </ol> </li> <li>3. Licensing of agents &amp; counselors <i>Ref: 33-23-1 Through 46</i> <ol style="list-style-type: none"> <li>a. Agent Responsibility</li> <li>b. Reciprocity agreements</li> <li>c. License maintenance</li> <li>d. License revocation or suspension</li> <li>e. Temporary License</li> <li>f. Nonresident License</li> <li>g. Counselor License</li> </ol> </li> <li>4. Unfair trade practices <i>Ref: 33-6-4 and 5</i> <ol style="list-style-type: none"> <li>a. Rebating</li> <li>b. Defamation</li> <li>c. Unfair Discrimination</li> <li>d. Misrepresentation</li> <li>e. Controlled business</li> <li>f. Twisting and Churning</li> <li>g. Advertising</li> </ol> </li> <li>5. Reporting and Disposition of Premiums <i>Ref: 33-23-35</i> <ol style="list-style-type: none"> <li>a. Fiduciary Responsibility</li> <li>b. Commingling</li> </ol> </li> </ol>
---	---

6. Georgia Life and Health Insurance Guaranty Association  
Ref: 33-38-1 through 10

**B. Georgia laws, rules, and regulations pertinent to Accident & Sickness insurance only**

1. Miscellaneous provisions
2. Medicare Supplement Advertising  
Ref: Reg. 120-2-8-.04
3. Definition of Long Term Care  
Ref: 33-42-4 (5)
4. Long Term Care Partnership requirements  
Ref: Reg. 120-2-16-.34

- a. Primary and contingent
- b. Revocable and irrevocable
- c. Changes
- d. Common disaster
- e. Minor beneficiaries
7. Premium Payment
  - a. Modes
  - b. Grace period
  - c. Automatic premium loan
  - d. Level or flexible
8. Reinstatement
9. Policy loans, withdrawals, partial surrenders
10. Nonforfeiture options
11. Dividends and dividend options
12. Incontestability
13. Assignments
14. Suicide
15. Misstatement of age and gender
16. Settlement options

**GEORGIA LIFE, ACCIDENT AND SICKNESS AGENT CONTENT OUTLINE**

(80 scoreable questions plus 20 pretest questions)

**I. LIFE: TYPES OF POLICIES..... 6**

**A. Traditional whole life products**

1. Ordinary (straight) life
2. Limited-pay and single-premium life
3. Adjustable life

**B. Interest-sensitive life products**

1. Universal life
2. Variable whole life
3. Variable universal life
4. Interest-sensitive whole life

**C. Term life**

1. Level, decreasing, and increasing term
2. Special features
  - a. Renewable
  - b. Convertible

**D. Annuities**

1. Single, level, and flexible premium
2. Immediate and deferred
3. Fixed and variable
4. Equity Index

**E. Combination plans and variations**

1. Joint life
2. Survivorship life

**II. LIFE: POLICY RIDERS, PROVISIONS, OPTIONS, AND EXCLUSIONS.....15**

**A. Policy riders**

1. Waiver of premium and waiver of premium with disability income
2. Guaranteed insurability
3. Payor benefit
4. Accidental death and/or accidental death and dismemberment
5. Term riders
6. Other insureds (e.g., spouse, children, nonfamily )
7. Cost of living

**B. Policy provisions and options**

1. Entire contract
2. Insuring clause
3. Free look
4. Consideration
5. Owner's rights
6. Beneficiary designations

**C. Policy exclusions**

**III. LIFE: COMPLETING THE APPLICATION, UNDERWRITING, AND DELIVERING THE POLICY..... 8**

**A. Completing the application**

1. Required signatures
2. Changes in the application
3. Consequences of incomplete applications
4. Warranties and representations
5. Collecting the initial premium and issuing the receipt
6. Replacement
7. Disclosures at point of sale (i.e. HIPAA, HIV consent)

**B. Underwriting**

1. Insurable interest
2. Medical information and consumer reports
3. Fair Credit Reporting Act
4. Risk classification

**C. Delivering the policy**

1. When coverage begins
2. Explaining the policy and its provisions, riders, exclusions, and ratings to the client

**D. Do Not Call List**

**IV. LIFE: TAXES, RETIREMENT, AND OTHER INSURANCE CONCEPTS..... 6**

**A. Third-party ownership**

**B. Group life insurance**

1. Conversion privilege
2. Contributory vs. noncontributory

**C. Retirement plans**

1. Tax-qualified plans
2. Nonqualified plans

**D. Business insurance**

**E. Social Security benefits and taxes**

**F. Tax treatment of insurance premiums, proceeds, dividends**

1. Individual life
2. Group life
3. Modified Endowment Contracts (MECs)

**G. Accelerated Death Benefits—Living Benefits**

**H. Endowments**

**V. ACCIDENT & SICKNESS: TYPES OF POLICIES... .. 10**

**A. Disability income**

1. Individual disability income policy	7. Exclusions
2. Business overhead expense policy	8. Preexisting conditions
3. Business disability buyout policy	9. Recurrent disability
4. Group disability income policy	10. Coinsurance
5. Key employee/partner policies	11. Deductibles
<b>B. Accidental death and dismemberment</b>	12. Eligible expenses
<b>C. Medical expense insurance</b>	13. Copayments
1. Basic hospital, medical, and surgical policies	14. Pre-authorized and prior approval requirements
2. Major medical policies	15. Usual, reasonable, and customary (URC) charges
3. Comprehensive major medical policies	16. Lifetime, annual or per cause maximum benefit limits
4. Health Maintenance Organizations (HMOs)	<b>D. Riders</b>
5. Preferred Provider Organizations (PPOs)	1. Impairment rider
6. Service organizations (Blue Plans)	2. Guaranteed insurability rider
7. Point of Service (POS) plans	3. Multiple indemnity rider (double, triple)
8. Medical Savings Accounts (MSAs)	<b>E. Rights of renewability</b>
9. Flexible Spending Accounts (FSAs)	1. Noncancelable
10. Health Reimbursement Accounts (HRAs)	2. Cancelable
11. High Deductible Health Plans (HDHPs) and related Health Savings Accounts (HSAs)	3. Guaranteed renewable
12. Consumer Driven Health Plans (CDHPs)	4. Conditionally renewable
<b>D. Medicare supplement policies</b>	5. Optionally renewable
<b>E. Group insurance</b>	6. Period of time for renewal
1. Group conversion	<b>VII. SOCIAL INSURANCE..... 2</b>
2. Differences between individual and group contracts	<b>A. Medicare</b>
3. General concepts	1. Primary, secondary payor
4. COBRA	2. Medicare Parts A, B, C, D
5. HIPAA	<b>B. Medicaid</b>
<b>F. Long Term Care (LTC)</b>	<b>C. Social Security benefits</b>
1. Individual LTC contracts	<b>VIII. ACCIDENT AND SICKNESS: OTHER INSURANCE CONCEPTS ..... 3</b>
2. Group/voluntary LTC contracts	<b>A. Total, partial, and residual disability</b>
3. Service days vs. calendar days	<b>B. Owner's rights</b>
<b>G. Cancer (for specified diseases) plans</b>	<b>C. Dependent children benefits</b>
<b>H. Critical illness plans</b>	<b>D. Primary and contingent beneficiaries</b>
<b>I. Worksite (employer-sponsored) Plans</b>	<b>E. Modes of premium payments (annual, semiannual, etc.)</b>
<b>VI. ACCIDENT AND SICKNESS: POLICY PROVISIONS, CLAUSES, AND RIDERS..... 14</b>	<b>F. Nonduplication and coordination of benefits (e.g., primary vs. excess)</b>
<b>A. Mandatory provisions</b>	<b>G. Occupational vs. nonoccupational</b>
1. Entire contract	<b>H. Tax treatment of premiums and proceeds of insurance contracts (e.g., disability income and medical expenses, etc.)</b>
2. Time limit on certain defenses (incontestable)	<b>I. Managed care</b>
3. Grace period	<b>J. Workers Compensation</b>
4. Reinstatement	<b>K. Subrogation</b>
5. Notice of claim	<b>IX. ACCIDENT AND SICKNESS: FIELD UNDERWRITING PROCEDURES ..... 6</b>
6. Claim forms	<b>A. Completing application and obtaining necessary signatures</b>
7. Proof of loss	<b>B. Explaining sources of insurability information (e.g., MIB Report, Fair Credit Reporting Act, etc.)</b>
8. Time of payment of claims	<b>C. Initial premium payment and receipt and consequences of the receipt (e.g., medical examination, etc.)</b>
9. Payment of claims	<b>D. Submitting application (and initial premium if collected) to company for underwriting</b>
10. Physical examination and autopsy	<b>E. Assuring delivery of policy and related documents to client</b>
11. Legal actions	<b>F. Explaining policy and its provisions, riders, exclusions, and ratings to clients</b>
12. Change of beneficiary	<b>G. Replacement</b>
<b>B. Optional provisions</b>	
1. Change of occupation	
2. Misstatement of age	
3. Illegal occupation	
<b>C. Other provisions and clauses</b>	
1. Insuring clause	
2. Free look (10-day, 20-day, etc.)	
3. Consideration clause	
4. Probationary period	
5. Elimination period	
6. Waiver of premium	

**H. Contract law**

1. Requirements of forming a contract
2. Insurable interest
3. Warranties and representations
4. Unique aspects of the health contract
  - a. Conditional
  - b. Unilateral
  - c. Adhesion

**X. GEORGIA LAWS, RULES, AND REGULATIONS..... 10**

**A. Georgia laws, rules, and regulations pertinent to Life and Accident & Sickness insurance**

1. Insurance Department and Commissioner
  2. Broad powers and duties  
*Ref: 33-2-1 through 33*
  3. Examination of records  
*Ref: 33-2-10 through 13*
  4. Investigations/Notice of hearing  
*Ref: 33-6-6*
  5. Penalties  
*Ref: 33-6-9*
  6. General insurance definitions
    - a. Domestic, foreign and alien  
*Ref: 33-3-1*
    - b. Stock and mutual  
*Ref: 33-14-2*
    - c. Authorized/unauthorized and certificate of authority  
*Ref: 33-3-1 through 30*
    - d. Insurance transaction / transacting business  
*Ref: 33-1-2 (6)*
  7. Licensing of agents & counselors  
*Ref: 33-23-1 Through 46*
    - a. Agent Responsibility
    - b. Reciprocity agreements
    - c. License maintenance
    - d. License revocation or suspension
    - e. Temporary License
    - f. Nonresident License
    - g. Counselor License
  8. Unfair trade practices  
*Ref: 33-6-4 and 5*
    - a. Rebating
    - b. Defamation
    - c. Unfair Discrimination
    - d. Misrepresentation
    - e. Controlled business
    - f. Twisting and Churning
    - g. Advertising
  9. Reporting and Disposition of Premiums  
*Ref: 33-23-35*
    - a. Fiduciary Responsibility
    - b. Commingling
  10. Georgia Life and Health Insurance Guaranty Association  
*Ref: 33-38-1 through 10*
- B. Georgia laws, rules, and regulations pertinent to Life Insurance only**
1. Replacement of Life insurance  
*Ref: Reg. 120-2-24*
  2. Life insurance advertisements  
*Ref: Reg. 120-2-11*

3. Miscellaneous provisions  
*Ref: 33-24-6*

**C. Georgia laws, rules, and regulations pertinent to Accident & Sickness insurance only**

1. Miscellaneous provisions
2. Medicare Supplement Advertising  
*Ref: Reg. 120-2-8-.04*
3. Definition of Long Term Care  
*Ref: 33-42-4 (5)*
4. Long Term Care Partnership requirements  
*Ref: Reg. 120-2-16-.34*

**GEORGIA PROPERTY AGENT  
CONTENT OUTLINE**

*(80 scoreable questions plus 20 pretest questions)*

**I. TYPES OF POLICIES ..... 35**

**A. Personal lines**

1. Dwelling and contents (DP forms)
2. Homeowners (HO forms)
3. Mobile Homes

**B. Commercial lines**

1. Commercial property
  - a. Commercial building and personal property form
  - b. Causes of loss forms
  - c. Business income
  - d. Extra expense
2. Commercial Package Policy (CPP)
3. Equipment Breakdown Coverage
4. Businessowners Policy (BOP)

**C. Inland marine**

1. Personal floaters
2. Commercial floaters
3. Nationwide Definition

**D. Others**

1. Flood
2. Earthquake

**II. INSURANCE TERMS AND RELATED CONCEPTS.... 20**

**A. Insurance**

**B. Insurable interest**

**C. Risk**

**D. Hazard**

**E. Peril**

**F. Loss**

1. Direct
2. Indirect

**G. Proximate cause**

**H. Deductible**

**I. Indemnity**

**J. Actual cash value**

**K. Replacement cost**

**L. Limits of liability**

**M. Coinsurance/Insurance to value**

**N. Accident**

**O. Occurrence**

**P. Cancellation**

**Q. Nonrenewal**

**R. Vacancy and unoccupancy**

- S. Liability
  - T. Negligence
- III. POLICY PROVISIONS AND CONTRACT LAW..... 15
- A. Declarations
  - B. Insuring agreement
  - C. Conditions
  - D. Exclusions
  - E. Definition of the insured
  - F. Duties of the insured
  - G. Obligations of the insurance company
  - H. Mortgagee rights
  - I. Proof of loss
  - J. Notice of claim
  - K. Appraisal
  - L. Other Insurance Provision
  - M. Assignment
  - N. Subrogation
  - O. Elements of a contract
  - P. Warranties, representations, and concealment
  - Q. Binders
  - R. Sources of insurability information
  - S. Fair Credit Reporting Act

IV. STATE LAWS, RULES, AND REGULATIONS ..... 10

- A. Georgia laws, rules, and regulations pertinent to property and casualty insurance
  - 1. Insurance department and commissioner
    - a. Broad powers and duties  
*Ref: 33-2-1 through 33*
    - b. Examination of records  
*Ref: 33-2-10 through 13*
    - c. Investigations/Notice of hearing  
*Ref: 33-6-6*
    - d. Penalties  
*Ref: 33-6-9*
  - 2. General insurance definitions
    - a. Domestic, foreign and alien  
*Ref: 33-3-1*
    - b. Stock and mutual  
*Ref: 33-14-2*
    - c. Authorized/unauthorized and certificate of authority  
*Ref: 33-3-1 through 30*
    - d. Insurance transaction / transacting business  
*Ref: 33-1-2 (6)*
  - 3. Licensing of agents, counselors, subagents, and adjusters  
*Ref: 33-23-1 Through 46*
    - a. Agent Responsibility
    - b. Reciprocity agreements
    - c. License maintenance
    - d. License revocation or suspension
    - e. Temporary License
    - f. Nonresident License
    - g. Counselor License
  - 4. Unfair trade practices and frauds  
*Ref: 33-6-4 and 5*
    - a. Rebating
    - b. Defamation
    - c. Unfair Discrimination
    - d. Misrepresentation

- e. Controlled business
  - f. Twisting and Churning
  - g. Advertising law
  - h. Coersion
  - i. Commingling
  - j. Fiduciary Responsibility
  - k. Sharing Commissions
  - l. Additional Fees
- 5. Miscellaneous Georgia insurance laws  
*Ref: 33-24-33*
  - 6. Residual Markets
    - a. FAIR plan  
*Ref: 33-33-1 through 11*
  - 7. Regulation of Rates  
*Ref: 33-9*
- B. Georgia laws, rules, and regulations pertinent to property insurance only
- 1. Cancellation and nonrenewal of policies  
*Ref: 120-2-53-.01 through .06, 33-24-44 through 47*
  - 2. Miscellaneous Georgia insurance laws

**GEORGIA CASUALTY AGENT  
CONTENT OUTLINE**

*(80 scoreable questions plus 20 pretest questions)*

**Note:** To the extent that the specific contracts, forms and endorsements dealt with in this outline are available in standardized versions, outline references are to items developed by (1) Insurance Services Office; (2) National Council on Compensation Insurance; (3) Surety Association of America.

**I. TYPES OF POLICIES, BONDS, AND RELATED TERMS... 32**

**A. Commercial general liability**

- 1. Basic Hazards
  - a. Premises and Operations
  - b. Products and Completed Operations
  - c. Independent Contractors
  - d. Insured contracts
- 2. Commercial General Liability Coverage Forms
  - a. Coverage A: Bodily Injury and Property Damage Liability
    - (1) Occurrence
    - (2) Claims Made
      - (a) Extended Reporting Periods: Basic and Supplemental
      - (b) Retroactive Date
  - b. Coverage B: Personal Injury and Advertising Injury
  - c. Coverage C: Medical Payments
  - d. Supplemental Payments
  - e. Who is an insured
  - f. Limits
  - g. Conditions (The candidate also should be familiar with ISO's Common Policy Conditions)
  - h. Definitions

**B. Automotive: personal auto and business auto**

- 1. Liability
- 2. Medical Payments
- 3. Physical damage (collision and other than collision/comprehensive)

- 4. Uninsured motorists
- 5. Underinsured motorists
- 6. Who is an insured
- 7. Types of Auto
  - a. Owned
  - b. Non-owned
  - c. Hired
  - d. Temporary Substitute
- 8. Garage Coverage Form, including Garagekeepers insurance
- 9. Garagekeepers Insurance

**C. Workers Compensation insurance, Employers Liability insurance, and Related Issues**

*Note: This section does not deal with specifics of state law, which are addressed elsewhere in this outline.*

- 1. Standard policy concepts
- 2. Work-related vs. non-work-related
- 3. Other states' insurance

**D. Crime**

- 1. Employee Theft
- 2. Inside the Premises-Theft of Money and Securities
- 3. Inside the Premises-Robbery or Safe Burglary of Other Property
- 4. Inside the Premises - Robbery or Burglary of Other Property

**E. Surety Bonding**

- 1. Definitions
  - a. Obligee
  - b. Principal
  - c. Surety

**F. Professional liability**

- 1. Errors and Omissions

**G. Umbrella/Excess liability**

**II. INSURANCE TERMS AND RELATED CONCEPTS..... 21**

- A. Risk**
- B. Hazard**
- C. Indemnity**
- D. Insurable interest**
- E. Actual cash value**
- F. Negligence**
- G. Liability**
- H. Accident**
- I. Occurrence**
- J. Burglary**
- K. Robbery**
- L. Theft**
- M. Mysterious disappearance**
- N. Binders**
- O. Warranties**
- P. Representations**
- Q. Concealment**
- R. Bodily injury liability**
- S. Property damage liability**
- T. Personal injury liability**
- U. Limits of liability**
- V. Deductibles**
- W. Insured contract**
- X. Deposit Premium/Audit**
- Y. Certificate of Insurance**

**III. POLICY PROVISIONS ..... 17**

- A. Declarations**
- B. Insuring agreement**
- C. Conditions**
- D. Exclusions and Limitations**
- E. Definition of the insured**
- F. Duties of the insured after a loss**
- G. Cancellation and nonrenewal provisions**
- H. Additional (supplementary) payments**
- I. Proof of loss**
- J. Notice of claim**
- K. Arbitration**
- L. Other insurance**
- M. Subrogation**
- N. Compliance with provisions of Fair Credit Reporting Act**
- O. Claims made policy form**
- P. Salvage**
- Q. Loss settlement provisions including consent to settle a loss**

**IV. STATE LAWS, RULES, AND REGULATIONS ..... 10**

**A. Georgia laws, rules, and regulations pertinent to property and casualty insurance**

- 1. Insurance department and commissioner
  - a. Broad powers and duties  
*Ref: 33-2-1 through 33*
  - b. Examination of records  
*Ref: 33-2-10 through 13*
  - c. Investigations/Notice of hearing  
*Ref: 33-6-6*
  - d. Penalties  
*Ref: 33-6-9*
- 2. General insurance definitions
  - a. Domestic, foreign and alien  
*Ref: 33-3-1*
  - b. Stock and mutual  
*Ref: 33-14-2*
  - c. Authorized/unauthorized and certificate of authority  
*Ref: 33-3-1 through 30*
  - d. Insurance transaction / transacting business  
*Ref: 33-1-2 (6)*
- 3. Licensing of agents, counselors, subagents, and adjusters  
*Ref: 33-23-1 Through 46*
  - a. Agent Responsibility
  - b. Reciprocity agreements
  - c. License maintenance
  - d. License revocation or suspension
  - e. Temporary License
  - f. Nonresident License
  - g. Counselor License
- 4. Unfair trade practices and frauds  
*Ref: 33-6-4 and 5*
  - a. Rebating
  - b. Defamation
  - c. Unfair Discrimination
  - d. Misrepresentation
  - e. Controlled business
  - f. Twisting and Churning
  - g. Advertising law

- h. Coersion
- i. Commingling
- j. Fiduciary Responsibility
- k. Sharing Commissions
- l. Additional Fees
- 5. Miscellaneous Georgia insurance laws  
*Ref: 33-24-33*
- 6. Residual Markets
  - a. FAIR plan  
*Ref: 33-33-1 through 11*
  - b. Georgia Automobile Insurance Plan  
*Ref: 120-2-14-.01 through .24, 32-29, 40-9-100*
  - c. Workers Compensation Law  
*Ref: 120-2-37-.01 through .09, 34-9-133*
- 7. Regulation of Rates  
*Ref: 33-9*
- B. Georgia laws, rules, and regulations pertinent to casualty insurance only**
  - 1. Cancellation and nonrenewal of policies  
*Reg: 120-2-53-.01 through .06, 33-24-44 through 47*
  - 2. Miscellaneous Georgia insurance laws  
*Ref: 33-34-4*
  - 3. Uninsured/Underinsured Motorists  
*Ref: 33-7-11*
  - 4. Financial Responsibility Law  
*Ref: 40-9-1 through 40-9-82, 33-7-11*

## GEORGIA PROPERTY AND CASUALTY AGENT CONTENT OUTLINE

*(80 scoreable questions plus 20 pretest questions)*

**Note:** *To the extent that the specific contracts, forms, and endorsements dealt with in this outline are available in standardized versions, outline references are to items developed by (1) Insurance Services Office; (2) National Council on Compensation Insurance; (3) Surety Association of America.*

- I. PROPERTY: TYPES OF POLICIES ..... 18**
  - A. Personal lines**
    - 1. Dwelling and contents (DP forms)
    - 2. Homeowners (HO forms)
    - 3. Mobile Homes
  - B. Commercial lines**
    - 1. Commercial property
      - a. Commercial building and personal property form
      - b. Causes of loss forms
      - c. Business income
      - d. Extra expense
    - 2. Commercial Package Policy (CPP)
    - 3. Equipment Breakdown Coverage
    - 4. Businessowners Policy (BOP)
  - C. Inland marine**
    - 1. Personal floaters
    - 2. Commercial floaters
    - 3. Nationwide Definition
  - D. Others**
    - 1. Flood
    - 2. Earthquake

- II. PROPERTY: INSURANCE TERMS AND RELATED CONCEPTS..... 10**
  - A. Insurance**
  - B. Insurable interest**
  - C. Risk**
  - D. Hazard**
  - E. Peril**
  - F. Loss**
    - 1. Direct
    - 2. Indirect
  - G. Proximate cause**
  - H. Deductible**
  - I. Indemnity**
  - J. Actual cash value**
  - K. Replacement cost**
  - L. Limits of liability**
  - M. Coinsurance/Insurance to value**
  - N. Accident**
  - O. Occurrence**
  - P. Cancellation**
  - Q. Nonrenewal**
  - R. Vacancy and unoccupancy**
  - S. Liability**
  - T. Negligence**
- III. PROPERTY: POLICY PROVISIONS AND CONTRACT LAW..... 7**
  - A. Declarations**
  - B. Insuring agreement**
  - C. Conditions**
  - D. Exclusions**
  - E. Definition of the insured**
  - F. Duties of the insured**
  - G. Obligations of the insurance company**
  - H. Mortgagee rights**
  - I. Proof of loss**
  - J. Notice of claim**
  - K. Appraisal**
  - L. Other Insurance Provision**
  - M. Assignment**
  - N. Subrogation**
  - O. Elements of a contract**
  - P. Warranties, representations, and concealment**
  - Q. Binders**
  - R. Sources of insurability information**
  - S. Fair Credit Reporting Act**
- IV. CASUALTY: TYPES OF POLICIES, BONDS, AND RELATED TERMS ..... 16**
  - A. Commercial general liability**
    - 1. Basic Hazards
      - a. Premises and Operations
      - b. Products and Completed Operations
      - c. Independent Contractors
      - d. Insured contracts
    - 2. Commercial General Liability Coverage Forms
      - a. Coverage A: Bodily Injury and Property Damage Liability
        - (1) Occurrence
        - (2) Claims Made
          - (a) Extended Reporting Periods: Basic and Supplemental

(b) Retroactive Date	
b. Coverage B: Personal Injury and Advertising Injury	
c. Coverage C: Medical Payments	
d. Supplemental Payments	
e. Who is an insured	
f. Limits	
g. Conditions (The candidate also should be familiar with ISO's Common Policy Conditions)	
h. Definitions	
<b>B. Automotive: personal auto and business auto</b>	
1. Liability	
2. Medical Payments	
3. Physical damage (collision and other than collision/comprehensive)	
4. Uninsured motorists	
5. <u>Under</u> insured motorists	
6. Who is an insured	
7. Types of Auto	
a. Owned	
b. Non-owned	
c. Hired	
d. Temporary Substitute	
8. Garage Coverage Form, including Garagekeepers insurance	
9. Garagekeepers Insurance	
<b>C. Workers Compensation insurance, Employers Liability insurance, and Related Issues</b>	
<i>Note: This section does not deal with specifics of state law, which are addressed elsewhere in this outline.</i>	
1. Standard policy concepts	
2. Work-related vs. non-work-related	
3. Other states' insurance	
<b>D. Crime</b>	
1. Employee Theft	
2. Inside the Premises-Theft of Money and Securities	
3. Inside the Premises-Robbery or Safe Burglary of Other Property	
4. Inside the Premises - Robbery or Burglary of Other Property	
<b>E. Surety Bonding</b>	
1. Definitions	
a. Obligee	
b. Principal	
c. Surety	
<b>F. Professional liability</b>	
1. Errors and Omissions	
<b>G. Umbrella/Excess liability</b>	
<b>V. CASUALTY: INSURANCE TERMS AND RELATED CONCEPTS ..... 10</b>	
<b>A. Risk</b>	
<b>B. Hazard</b>	
<b>C. Indemnity</b>	
<b>D. Insurable interest</b>	
<b>E. Actual cash value</b>	
<b>F. Negligence</b>	
<b>G. Liability</b>	
<b>H. Accident</b>	
<b>I. Occurrence</b>	
<b>J. Burglary</b>	
<b>K. Robbery</b>	
<b>L. Theft</b>	
<b>M. Mysterious disappearance</b>	
<b>N. Binders</b>	
<b>O. Warranties</b>	
<b>P. Representations</b>	
<b>Q. Concealment</b>	
<b>R. Bodily injury liability</b>	
<b>S. Property damage liability</b>	
<b>T. Personal injury liability</b>	
<b>U. Limits of liability</b>	
<b>V. Deductibles</b>	
<b>W. Insured contract</b>	
<b>X. Deposit Premium/Audit</b>	
<b>Y. Certificate of Insurance</b>	
<b>VI. CASUALTY: POLICY PROVISIONS ..... 9</b>	
<b>A. Declarations</b>	
<b>B. Insuring agreement</b>	
<b>C. Conditions</b>	
<b>D. Exclusions and Limitations</b>	
<b>E. Definition of the insured</b>	
<b>F. Duties of the insured after a loss</b>	
<b>G. Cancellation and nonrenewal provisions</b>	
<b>H. Additional (supplementary) payments</b>	
<b>I. Proof of loss</b>	
<b>J. Notice of claim</b>	
<b>K. Arbitration</b>	
<b>L. Other insurance</b>	
<b>M. Subrogation</b>	
<b>N. Compliance with provisions of Fair Credit Reporting Act</b>	
<b>O. Claims made policy form</b>	
<b>P. Salvage</b>	
<b>Q. Loss settlement provisions including consent to settle a loss</b>	
<b>VII STATE LAWS, RULES, AND REGULATIONS ..... 10</b>	
<b>B. Georgia laws, rules, and regulations pertinent to property and casualty insurance</b>	
1. Insurance department and commissioner	
a. Broad powers and duties	<i>Ref: 33-2-1 through 33</i>
b. Examination of records	<i>Ref: 33-2-10 through 13</i>
c. Investigations/Notice of hearing	<i>Ref: 33-6-6</i>
d. Penalties	<i>Ref: 33-6-9</i>
2. General insurance definitions	
a. Domestic, foreign and alien	<i>Ref: 33-3-1</i>
b. Stock and mutual	<i>Ref: 33-14-2</i>
c. Authorized/unauthorized and certificate of authority	<i>Ref: 33-3-1 through 30</i>
d. Insurance transaction / transacting business	<i>Ref: 33-1-2 (6)</i>
3. Licensing of agents, counselors, subagents, and adjusters	<i>Ref: 33-23-1 Through 46</i>
a. Agent Responsibility	

- b. Reciprocity agreements
- c. License maintenance
- d. License revocation or suspension
- e. Temporary License
- f. Nonresident License
- g. Counselor License
- 4. Unfair trade practices and frauds  
*Ref: 33-6-4 and 5*
  - a. Rebating
  - b. Defamation
  - c. Unfair Discrimination
  - d. Misrepresentation
  - e. Controlled business
  - f. Twisting and Churning
  - g. Advertising law
  - h. Coersion
  - i. Commingling
  - j. Fiduciary Responsibility
  - k. Sharing Commissions
  - l. Additional Fees
- 5. Miscellaneous Georgia insurance laws  
*Ref: 33-24-33*
- 6. Residual Markets
  - a. FAIR plan  
*Ref: 33-33-1 through 11*
  - b. Georgia Automobile Insurance Plan  
*Ref: 120-2-14-.01 through .24, 32-29, 40-9-100*
  - c. Workers Compensation Law  
*Ref: 120-2-37-.01 through .09, 34-9-133*
- 7. Regulation of Rates  
*Ref: 33-9*
- B. Georgia laws, rules, and regulations pertinent to property insurance only**
  - 1. Cancellation and nonrenewal of policies  
*Ref: 120-2-53-.01 through .06, 33-24-44 through 47*
  - 2. Miscellaneous Georgia insurance laws
- C. Georgia laws, rules, and regulations pertinent to casualty insurance only**
  - 1. Cancellation and nonrenewal of policies  
*Ref: 120-2-53-.01 through .06, 33-24-44 through 47*
  - 2. Miscellaneous Georgia insurance laws  
*Ref: 33-34-4*
  - 3. Uninsured/Underinsured Motorists  
*Ref: 33-7-11*
  - 4. Financial Responsibility Law  
*Ref: 40-9-1 through 40-9-82, 33-7-11*

**PERSONAL LINES AGENT  
CONTENT OUTLINE**

( 80 scoreable questions plus 13 pretest questions)

- I. TYPES OF PROPERTY POLICIES..... 10**
  - A. Property: Personal lines**
    - 1. Dwelling and contents (DP forms)
    - 2. Personal liability
    - 3. Homeowners (HO forms)
    - 4. Mobile Homes
  - B. Inland marine**
    - 1. Personal floaters
    - 2. Nationwide Definition

**C. Other types of property policies**

- 1. Flood
- 2. Personal Watercraft
- 3. Earthquake
- 4. Mobile Homes

**II. TYPES OF CASUALTY POLICIES..... 13**

**A. Personal Automobile**

- 1. Liability
- 2. Medical Payments
- 3. Physical damage (collision and other than collision)
- 4. Uninsured motorists
- 5. Underinsured motorists
- 6. Who is an insured
- 7. Types of Auto
  - a. Owned
  - b. Non-owned
  - c. Hired
  - d. Temporary Substitute
- 8. Use and Eligibility of Auto

**B. Personal Liability**

**C. Umbrella/Excess Liability**

**D. Other Personal Exposures**

- 1. Errors and Omissions

**III. PROPERTY AND CASUALTY INSURANCE TERMS AND RELATED CONCEPTS ..... 28**

**A. Insurable interest**

**B. Risk**

**C. Hazard**

**D. Peril**

**E. Loss**

- 1. Direct
- 2. Indirect

**F. Proximate cause**

**G. Deductible**

**H. Indemnity**

**I. Actual cash value**

**J. Replacement cost**

**K. Limits of liability**

**L. Pair and set clause**

**M. Extensions of coverage**

**N. Additional coverages**

**O. Accident**

**P. Occurrence**

**Q. Vacancy and unoccupancy**

**R. Right of salvage**

**S. Abandonment**

**T. Liability**

**U. Negligence**

**V. Theft**

**W. Burglary**

**X. Robbery**

**Y. Mysterious disappearance**

**Z. Binders**

**AA. Bodily injury liability**

**BB. Property damage liability**

**CC. Personal injury liability**

**DD. Certificate of insurance**

**EE. Risk management**

**FF. Professional designations**

<b>IV. PROPERTY AND CASUALTY POLICY PROVISIONS AND CONTRACT LAW .....</b>	<b>24</b>
<b>A. Declarations</b>	
<b>B. Insuring agreement</b>	
<b>C. Conditions</b>	
<b>D. Exclusions</b>	
<b>E. Definitions</b>	
<b>F. Duties of the insured after a loss</b>	
<b>G. Obligations of the insurance company</b>	
<b>H. Mortgagee rights</b>	
<b>I. Proof of loss</b>	
<b>J. Notice of claim</b>	
<b>K. Appraisal</b>	
<b>L. Other Insurance</b>	
<b>M. Assignment</b>	
<b>N. Subrogation</b>	
<b>O. Elements of a contract</b>	
<b>P. Sources of underwriting information</b>	
<b>Q. Compliance with provisions of Fair Credit Reporting Act</b>	
<b>R. Cancellation and Nonrenewal provisions</b>	
<b>S. Additional (supplementary) payments</b>	
<b>T. Loss settlement provisions including consent to settle a loss</b>	
<b>U. Limitations</b>	
<b>V. Representations and misrepresentations</b>	
<b>W. Concealment</b>	
<b>X. Arbitration</b>	
<b>Y. Coinsurance</b>	
<b>Z. Endorsements</b>	
<b>AA. Premium Payments</b>	
<b>BB. Effective dates of coverage</b>	
<b>V. STATE LAWS, RULES, AND REGULATIONS .....</b>	<b>5</b>
<b>A. Georgia laws, rules, and regulations pertinent to property and casualty insurance</b>	
1. Insurance department and commissioner	
2. Transacting business	
3. Licensing of agents, counselors, subagents, and adjusters	
4. Unfair trade practices and frauds	
5. Miscellaneous Georgia insurance laws	
6. Residual Markets	
a. FAIR plan	
b. Auto plan	
<b>B. Georgia laws, rules, and regulations pertinent to property insurance only</b>	
1. Cancellation and nonrenewal of policies	
2. Miscellaneous Georgia insurance laws	
<b>C. Georgia laws, rules, and regulations pertinent to casualty insurance only</b>	
1. Cancellation and nonrenewal of policies	
2. Miscellaneous Georgia insurance laws	

**GEORGIA PROPERTY AND CASUALTY  
COUNSELOR  
CONTENT OUTLINE**

*(100 scoreable questions)*

<b>I. PROPERTY AND CASUALTY POLICY PROVISIONS, TERMS, AND CONCEPTS.....</b>	<b>10</b>
<b>A. Perils</b>	
<b>B. Risk</b>	
<b>C. Coinsurance</b>	
<b>D. Appraisal</b>	
<b>E. Subrogation</b>	
<b>F. Premiums</b>	
<b>G. Actual cash value vs. replacement cost</b>	
<b>H. Duties of the insurer</b>	
<b>I. Cancellation</b>	
<b>J. Binders</b>	
<b>K. Insurable interest</b>	
<b>L. Loss</b>	
<b>M. Misrepresentation</b>	
<b>N. Insuring Agreement</b>	
<b>O. Conditions</b>	
<b>P. Deductible</b>	
<b>Q. Mortgage clause</b>	
<b>R. Assignment</b>	
<b>S. Death of the insured</b>	
<b>T. Personal Injury</b>	
<b>II. PRINCIPLES OF RISK MANAGEMENT.....</b>	<b>15</b>
<b>A. Pure risk vs. speculative risk</b>	
<b>B. Risk management process</b>	
1. Identifying and analyzing loss exposures	
2. Selecting method to handle each exposure	
3. Implementing the risk management strategy	
4. Monitoring the risk management system and making changes when appropriate	
<b>C. Nature of property loss exposures</b>	
1. Property exposed to loss	
2. Causes of loss	
3. Consequences of loss	
<b>D. Nature of liability loss exposures</b>	
1. Legal liability	
2. Civil and tort liability	
a. Intentional	
b. Negligence	
c. Strict	
d. Absolute	
e. Immunity	
f. Vicarious	
g. Exemplary/punitive	
<b>E. Contract law as it relates to insurance</b>	
<b>F. Types of insurers</b>	
<b>G. Reinsurance</b>	
<b>III. FUNDAMENTALS OF FINANCIAL ANALYSIS.....</b>	<b>5</b>
<b>A. Financial statements</b>	
1. Balance sheet	
2. Income statement	
3. Sources and uses of funds statement	
<b>B. Ratio analysis</b>	
1. Liquidity	
2. Activity	
3. Financial leverage	
4. Profitability	
<b>C. Inventory valuation methods</b>	
<b>IV. PROPERTY INSURANCE POLICIES AND FORMS.....</b>	<b>30</b>
<b>A. Personal lines</b>	

- 1. Standard Fire Policy
- 2. DP forms
- 3. HO forms
- B. Commercial lines**
  - 1. Building and personal property coverage form
  - 2. Causes of loss forms
  - 3. Commercial property policies
  - 4. Businessowners policy (BOP)
  - 5. Business income coverage form
  - 6. Extra expense coverage form
  - 7. Boiler and Machinery
  - 8. Commercial Package Policy (CPP)
- C. Inland marine**
  - 1. Coverages and policy provisions
  - 2. Commercial and Personal floaters
- D. Commercial ocean marine**
  - 1. Hull
  - 2. Cargo
  - 3. Freight
  - 4. Protection and Indemnity
- E. Other insurance**
  - 1. Flood
  - 2. FAIR plans
  - 3. Aviation
  - 4. Crop
- V. CASUALTY INSURANCE POLICIES AND FORMS.....30**
  - A. Commercial General Liability (CGL)**
    - 1. Premises and operations liability
    - 2. Products and completed operations liability
    - 3. Contractual liability
    - 4. Personal and advertising liability
    - 5. Medical payments
    - 6. Owners and contractors protective liability
    - 7. Occurrence coverage
    - 8. Claims made coverage
  - B. Auto: Personal and Commercial**
    - 1. Liability
    - 2. Physical damage (collision and comprehensive)
    - 3. Named insureds
    - 4. Garage coverage forms
    - 5. Lease Gap
    - 6. Owned auto
    - 7. Nonowned auto
    - 8. Temporary substitute auto
    - 9. Uninsured/Underinsured
  - C. Workers Compensation/Employer's liability**
    - 1. Policy concepts
    - 2. Rating plans
    - 3. NCCI Experience modifications
  - D. Surety Bonds**
  - E. Crime coverage**
    - 1. Employee dishonesty
    - 2. Theft, Disappearance, and Destruction
    - 3. Robbery and safe burglary
    - 4. Premises burglary
    - 5. Custodian
    - 6. Messenger
    - 7. Guard or watchperson
    - 8. Fidelity bonds
  - F. Umbrella/Excess liability**
- G. Professional liability**
  - 1. Malpractice
  - 2. Errors and Omissions
- H. Directors and Officers liability**
- I. Employment Practices liability**
- VI. STATE LAWS, RULES, AND REGULATIONS..... 10**
  - A. Laws, Rules, Regulations Pertinent to All Lines of Insurance**
    - 1. Commissioner/Department of Insurance
      - a. Broad powers and duties  
*Ref: 33-2-1 through 33*
      - b. Examination of records  
*Ref: 33-2-10 through 13*
      - c. Investigations/Notice of hearing  
*Ref: 33-6-6*
      - d. Penalties  
*Ref: 33-6-9*
    - 2. General Definitions
      - a. Domestic, foreign, alien  
*Ref: 33-3-1*
      - b. Stock and mutual  
*Ref: 33-14-2*
      - c. Authorized/unauthorized companies and certificate of authority  
*Ref: 33-3-1*
      - d. Third Party Administrators (practices, responsibilities, and duties)
      - e. Insurance transaction / transacting business  
*Ref: 33-1-2 (6)*
    - 3. Licensing of agents, counselors, subagents, and adjusters  
*Ref: 33-23-1 through 46*
      - a. Agent Responsibility
      - b. Counselor
        - a. Practices
        - b. Responsibilities
        - c. Duties
      - c. Reciprocity Agreements
      - d. License maintenance
      - e. License revocation or suspension
      - f. Temporary license
      - g. Nonresident license
    - 4. Unfair trade practices and frauds  
*Ref: 33-6-4 and 5*
      - a. Rebating
      - b. Defamation
      - c. Unfair Discrimination
      - d. Misrepresentation
      - e. Controlled Business
      - f. Twisting and Churning
      - g. Advertising law
      - h. Coersion
      - i. Commingling
      - j. Fiduciary Responsibility
      - k. Sharing Commissions
      - l. Additional Fees
    - 5. Miscellaneous Georgia insurance laws  
*Ref: 33-24-33*
  - B. Laws, Rules, Regulations Pertinent to Property and Casualty Insurance**

1. Surplus lines
2. Risk retention groups
3. Georgia Insurance Guaranty Association
4. Cancellation/Nonrenewal  
*Ref: 120-2-53-.01 through .06, 33-24-44 through 47*
5. Residual Markets
  - a. FAIR plan  
*Ref: 33-33-1*
  - b. Georgia Automobile Insurance Plan  
*Ref: 120-2-14-.01 through .24, 32-29, 40-9-100*
  - c. Workers Compensation Law  
*Ref: 120-2-37-.01 through .09, 34-9-133*
6. Regulation of Rates  
*Ref: 33-9*
5. Financial Responsibility Law  
*Ref: 40-9-1 through 40-9-82, 33-7-11*

2. Guaranteed insurability
3. Payor benefit
4. Accidental death and/or accidental death and dismemberment
5. Term riders
6. Other insureds (e.g., spouse, children, nonfamily)
7. Return of premium rider

**B. Policy provisions and options**

1. Entire contract
2. Insuring clause
3. Free look
4. Consideration
5. Owner's rights
6. Beneficiary designations
  - a. Primary and contingent
  - b. Revocable and irrevocable
  - c. Changes
  - d. Common disaster
7. Premium Payment
  - a. Modes
  - b. Grace period
  - c. Automatic premium loan
  - d. Level or flexible
8. Reinstatement
9. Policy loans, withdrawals, partial surrenders
10. Nonforfeiture options
11. Dividends and dividend options
12. Incontestability
13. Assignments
14. Suicide
15. Misstatement of age
16. Settlement options

**C. Policy exclusions**

**III. COMPLETING THE APPLICATION, UNDERWRITING, AND DELIVERING THE POLICY.....5-10**

**A. Completing the application**

1. Required signatures
2. Changes in the application
3. Consequences of incomplete applications
4. Warranties and representations
5. Collecting the initial premium and issuing the receipt

**B. Underwriting**

1. Insurable interest
2. Medical information and consumer reports
3. Fair Credit Reporting Act
4. Risk classification
5. Calculations

**C. Delivering the policy**

1. When coverage begins
2. Explaining the policy and its provisions, riders, exclusions, and ratings to the client

**IV. TAXES, RETIREMENT, AND OTHER INSURANCE CONCEPTS.....5-10**

**A. Third-party ownership**

**B. Group life insurance**

1. Conversion privilege
2. Contributory vs. noncontributory

**C. Retirement plans**

1. Tax-qualified plans

**GEORGIA**

**LIFE ACCIDENT AND SICKNESS COUNSELOR CONTENT OUTLINE**

*(100 scoreable questions)*

**I. TYPES OF LIFE POLICIES.....10-15**

**A. Traditional whole life products**

1. Ordinary (straight) life
2. Limited-pay and single-premium life
3. Modified and graded premium whole life
4. Adjustable life

**B. Interest-sensitive life products**

1. Universal life
2. Variable whole life
3. Variable universal life
4. Interest-sensitive whole life
5. Equity index universal life

**C. Term life**

1. Level, decreasing, and increasing term
2. Special features
  - a. Renewable
  - b. Convertible
  - c. Reentry

**D. Annuities**

1. Single, level, and flexible premium
2. Immediate and deferred
3. Fixed and variable
4. Installment refund
5. Cash refund
6. Joint and Survivor Life annuities
7. Equity Index annuities

**E. Endowment**

**F. Combination plans and variations**

1. Family policy
2. Family income policy
3. Juvenile
4. Joint life
5. Survivorship life

**G. Credit Life**

**H. Industrial Life**

**II. POLICY RIDERS, PROVISIONS, OPTIONS, AND EXCLUSIONS.....10-15**

**A. Policy riders**

1. Waiver of premium

2. Nonqualified plans	4. War exclusion
<b>D. Business insurance (e.g., key employee, buy and sell agreement, split-dollar, Keough plan, etc.)</b>	<b>C. Other provisions and clauses</b>
<b>E. Social Security benefits and taxes</b>	1. Insuring clause
<b>F. Tax treatment of insurance premiums, proceeds, dividends</b>	2. Free look (10-day, 20-day, etc.)
1. Individual life	3. Consideration clause
2. Group life	4. Probationary period
3. Gifts	5. Elimination period
4. Modified Endowment Contracts (MECs)	6. Waiver of premium
5. Tax Sheltered Annuity (TSAs)	7. Exclusions
<b>G. Accelerated Death Benefits—Living Benefits</b>	8. Preexisting conditions
<b>V. TYPES OF HEALTH/DISABILITY POLICIES.....10-15</b>	9. Recurrent disability
<b>A. Disability income</b>	10. Coinsurance
1. Individual disability income policy	11. Deductibles
2. Business overhead expense policy	12. Facility of payment
3. Business disability buyout policy	13. Restoration of benefits
4. Group disability income policy	14. Beneficiary designations
<b>B. Accidental death and dismemberment</b>	a. Revocable and irrevocable
<b>C. Medical expense insurance</b>	<b>D. Riders</b>
1. Basic hospital, medical, and surgical policies	1. Impairment rider
2. Major medical policies	2. Guaranteed insurability rider
3. Health Maintenance Organizations (HMOs)	3. Multiple indemnity rider (double, triple)
4. Preferred provider organizations (PPOs)	<b>E. Rights of renewability</b>
5. Multiple Employer Trusts (METs)	1. Noncancelable
6. Multiple Employer Welfare Association (MEWAs)	2. Cancelable
7. Service organizations (Blue Plans)	3. Guaranteed renewable
8. Dread disease and limited sickness (cancer) coverage	4. Conditionally renewable
<b>D. Medicare supplement policies</b>	5. Optionally renewable
<b>E. Group insurance</b>	6. Period of time
1. Group conversion	<b>F. Uniform Provisions Law</b>
2. Differences between individual and group contracts	<b>VII. SOCIAL INSURANCE..... 1</b>
3. General concepts	<b>A. Medicare</b>
4. COBRA	1. Primary, secondary payor
5. HIPPA	<b>B. Medicaid</b>
6. Blanket group coverage	<b>C. Social Security benefits</b>
<b>F. Long Term Care</b>	<b>VIII. OTHER INSURANCE CONCEPTS.....5-10</b>
<b>G. Credit Disability</b>	<b>A. Total, partial, and residual disability</b>
<b>H. Accidental Bodily Injury</b>	<b>B. Owner's rights</b>
<b>VI. POLICY PROVISIONS, CLAUSES, AND RIDERS ..... 10</b>	<b>C. Dependent children benefits</b>
<b>A. Mandatory provisions</b>	<b>D. Primary and contingent beneficiaries</b>
1. Entire contract	<b>E. Modes of premium payments (annual, semiannual, etc.)</b>
2. Time limit on certain defenses (incontestable)	<b>F. Nonduplication and coordination of benefits(e.g., primary vs. excess)</b>
3. Grace period	<b>G. Occupational vs. nonoccupational</b>
4. Reinstatement	<b>H. Tax treatment of premiums and proceeds of insurance contracts (e.g., disability income and medical expenses, etc.)</b>
5. Notice of claim	<b>I. Managed care</b>
6. Claim forms	<b>J. Blanket expense coverage</b>
7. Proof of loss	<b>K. Insurer reserves</b>
8. Time of payment of claims	<b>L. Definition of insurance</b>
9. Payment of claims	<b>M. Law of Large Numbers</b>
10. Physical examination and autopsy	<b>IX. FIELD UNDERWRITING PROCEDURES.....5-10</b>
11. Legal actions	<b>A. Completing application and obtaining necessary signatures</b>
12. Change of beneficiary	<b>B. Explaining sources of insurability information (e.g., MIB Report, Fair Credit Reporting Act, etc.)</b>
<b>B. Optional provisions</b>	<b>C. Upon payment of initial premium, giving</b>
1. Change of occupation	
2. Misstatement of age	
3. Illegal occupation	

prospect conditional receipt and explaining the effect of that receipt (e.g., medical examination, etc.)

- D. Submitting application (and initial premium if collected) to company for underwriting
- E. Assuring delivery of policy to client
- F. Explaining policy and its provisions, riders, exclusions, and ratings to clients
- G. In cases where initial premium did not accompany application, obtaining signed statement of continued good health and obtaining premium for transmittal
- H. Contract law
  - 1. Requirements of a contract
  - 2. Insurable interest
  - 3. Warranties and representations
  - 4. Unique aspects of the health contract
    - a. Conditional
    - b. Unilateral
    - c. Adhesion

**X. GEORGIA LAWS, RULES, AND REGULATIONS PERTINENT TO LIFE AND DISABILITY INSURANCE COUNSELOR ..... 15**

- A. Commissioner of Insurance
  - 1. Broad powers and duties
  - 2. Examination of records
  - 3. Investigations/Notice of hearing
  - 4. Penalties
- B. General insurance definitions
  - 1. Domestic, foreign and alien
  - 2. Stock and mutual
  - 3. Authorized/unauthorized and certificate of authority
  - 4. Insurance transaction
- C. Licensing requirements
  - 1. Counselor
  - 2. Reciprocity agreements
  - 3. License maintenance
  - 4. License revocation or suspension
- D. Consultant practices, responsibilities, and duties
  - 1. Solicitation and disclosures
  - 2. Advertising
  - 3. Standard practices
  - 4. Cost comparison methods
  - 5. Replacement
- E. Unfair/Prohibited Practices
  - 1. Rebating
  - 2. Defamation
  - 3. Discrimination
  - 4. Misrepresentation
  - 5. Controlled business
- F. Georgia Life and Health Insurance Guaranty Association

**GEORGIA VARIABLE PRODUCTS  
CONTENT OUTLINE  
(80 scoreable questions)**

- I. GENERAL PRODUCT KNOWLEDGE ..... 40
  - A. Definition of Variable Life Insurance
  - B. Comparison of Fixed Premium (traditional), Whole Life, and Fixed Premium Variable Life
    - 1. Standard provisions
    - 2. Premiums

- 3. Death Benefit
- 4. Cash Value
- 5. Separate vs. general account

**C. Comparison of Fixed Premium Variable and Flexible Premium Variable Life**

- 1. Premiums
- 2. Death Benefit
- 3. Cash Value

**D. Characteristics of Variable Life Insurance**

- 1. Similarities and differences between Variable Annuities and Variable Life
- 2. Operation of the Separate Account
- 3. Change in Investment Policy of the Separate Account
- 4. The Assumed Investment Rate (AIR)
- 5. Net Investment Return
- 6. Contract Exchange
- 7. Minimum Death Benefit
- 8. Cash Values
- 9. Loans
- 10. Other contract provisions
- 11. Underwriting and administration
- 12. Reporting requirements

**E. Types of Annuity Policies**

- 1. Fixed Annuity Policies
- 2. Variable annuity products
  - a. Number of lives covered
    - (1) individual
    - (2) joint and survivor
  - b. Method of premium payment
    - (1) single premium
    - (2) flexible premium
  - c. Time benefits begin
    - (1) immediate
    - (2) deferred
  - d. Disposition of proceeds
    - (1) life annuity (no refund)
    - (2) guaranteed minimum
      - (a) period certain
      - (b) installment refund
      - (c) specified period/ specified amount
      - (d) cash
- 3. Equity indexed annuities

**F. Other annuity characteristics**

- 1. Accumulation unit
- 2. Annuity unit
- 3. Annuitization
- 3. Taxation
- 4. FINRA
- 5. Prospectus

**II. SEPARATE ANNUITY ACCOUNT ..... 5**

- A. Types of investment objectives (suitability)
- B. Types of investment options
- C. Composition and operation of special account

**III. OFFICIAL CODE OF GEORGIA ANNOTATED..... 10**

Ref. (O.C.G.A.) 33-11-36

**A. Separate Accounts for Variable Life Insurance Policies**

- 1. Code definition of Variable Life
- 2. Establishment and operation of Separate Accounts
- 3. Capitalization of Separate Accounts

4. Determination of Variable Benefits
- B. Licensing Requirements**
  1. Transacting Variable Life business in Georgia
  2. Issuance and revocation of Variable Life
  3. Unfair trade practices
    - a. Misrepresentation
    - b. Defamation
    - c. Controlled business
    - d. Rebating/Illegal inducement
    - e. Discrimination
    - f. Other unfair/prohibited practices
    - g. Penalties
  4. Agent responsibilities
    - a. Fiduciary capacity
    - b. Commission sharing
  5. Required policy provisions and reserve liability

**IV. GEORGIA INSURANCE DEPARTMENT REGULATIONS**

**A. Variable Life Insurance..... 15**

- Ref: (G.I.D. Chapter 120-2-32)*
1. Statutory authority
  2. Purpose
  3. Definitions
  4. Qualifications of insurers to issue Variable Life Insurance and suitability requirements
  5. Insurance policy requirements
  6. Reserve liabilities for Variable Life Insurance
  7. Separate accounts
  8. Information furnished to applicants
  9. Qualifications of agents for the sale of Variable Life insurance
  10. Reports to policy holders
  11. Foreign companies
  12. Separability article
  13. Penalties

**B. Advertising of Life Insurance and Annuity Contracts ..... 5**

- Ref: (G.I.D. Chapter 120-2-11)*
1. Statutory authority
  2. Purpose
  3. Definitions
  4. Applicability
  5. Form and content of advertisements
  6. Disclosure requirements
  7. Identity of insurer
  8. Jurisdictional licensing and status of insurer
  9. Statements about insurer
  10. Misleading statements, representations, and illustrations prohibited
  11. Enforcement procedures
  12. Conflict with other rules
  13. Severability provisions
  14. Penalties

**C. Replacement of Life Insurance Policies ..... 5**

- Ref: (G.I.D. 120-2-24)*
1. Statutory authority
  2. Purpose
  3. Definitions
  4. Exemptions
  5. Duties of agents
  6. Duties of all insurers

7. Duties of insurers that use agents
8. Duties of replacing insurers that are direct response insurers
9. Relationship to other rules and regulations
10. Severability
11. Penalties
12. Replacement notice

**GEORGIA ADJUSTER & PUBLIC ADJUSTER EXAMINATION CONTENT OUTLINE**

*(100 scoreable questions)*

**I. PROPERTY AND CASUALTY INSURANCE TERMS AND RELATED CONCEPTS.....23**

- A. Risk**
- B. Insurance**
- C. Insurable interest**
- D. Peril**
- E. Hazard**
- F. Loss**
  1. Direct
  2. Indirect
- G. Proximate cause**
- H. Deductible**
- I. Indemnity**
- J. Actual cash value**
- K. Replacement cost**
- L. Limits of liability**
- M. Coinsurance**
- N. Pair and set clause**
- O. Extensions of coverage**
- P. Additional coverages**
- Q. Accident**
- R. Occurrence**
- S. Vacancy and unoccupancy**
- T. Right of salvage**
- U. Abandonment**
- V. Liability**
- W. Negligence**
- X. Theft**
- Y. Burglary**
- Z. Robbery**
- AA. Mysterious disappearance**
- BB. Binders**
- CC. Pro-rata liability clause**
- DD. Waiver and Estoppel**
- EE. Valued Policy**
- FF. Law of Large Numbers**
- GG. Application**

**II. GENERAL PROPERTY INSURANCE PRODUCT KNOWLEDGE PERTINENT TO ADJUSTERS.....48**

- A. Standard Fire Policy**
  1. Basic coverages, provisions, and clauses
  2. Limitations and restrictions
  3. Proof of Loss
  4. Loss requirements and inventories
  5. Appraisal
  6. Company options

- 7. Valuation
- B. Personal lines**
  - 1. Dwelling and contents (DP forms)
  - 2. Personal liability
  - 3. Homeowners (HO forms)
  - 4. Mobile Homes
- C. Commercial lines**
  - 1. Commercial Package Policy (CPP)
  - 2. Commercial property
    - a. Building and personal property form
    - b. Causes of loss forms
    - c. Business income
    - d. Extra expense
  - 3. Commercial general liability
    - a. Premises and Operations
    - b. Products Completed Operations
    - c. Personal and Advertising injury
    - d. Fire legal
    - e. Medical payments
    - f. Occurrence form
  - 4. Boiler and Machinery
  - 5. Businessowners Policy (BOP)
- D. Inland marine**
  - 1. Nationwide definition
  - 2. Personal coverages
  - 3. Commercial coverages
  - 4. Personal Watercraft
- E. Ocean marine**
  - 1. Hull
  - 2. Cargo
  - 3. Freight
  - 4. Protection and Indemnity
- F. Miscellaneous policies**
  - 1. Flood
  - 2. FAIR plans
  - 3. Aviation
  - 4. Farm and Crop
  - 5. Title
- G. Auto: Personal and Business**
  - 1. Liability
  - 2. Medical Payments
  - 3. Physical damage (collision and other than collision/comprehensive)
  - 4. Uninsured motorists
  - 5. Underinsured motorists
  - 6. Who is an insured
  - 7. Types of auto
    - a. Owned
    - b. Non-owned
    - c. Hired
    - d. Temporary Substitute
  - 8. Garage Coverage Form, including Garagekeepers insurance
- H. Additional Coverages**
  - 1. Business Interruption
  - 2. Time Element
  - 3. Law and Ordinance
  - 4. Valuable Papers and Records
  - 5. Electronic Data Processing (EDP)
  - 6. Others
- I. Surety Bonds**

- J. Crime coverage**
    - 1. Employee dishonesty
    - 2. Theft, Disappearance, and Destruction
    - 3. Robbery and safe burglary
    - 4. Premises burglary
    - 5. Custodian
    - 6. Messenger
    - 7. Guard or watchperson
    - 8. Fidelity bonds
  - K. Professional liability**
    - 1. Errors and Omissions
    - 2. Directors and Officers
  - L. Umbrella/Excess liability**
  - M. Worker's Compensation**
- III. PROPERTY AND CASUALTY POLICY CONTRACT PROVISION.....15**
- A. Declarations**
  - B. Insuring agreement**
  - C. Conditions**
  - D. Exclusions**
  - E. Definitions**
  - F. Duties of the insured after a loss**
  - G. Obligations of the insurance company**
  - H. Mortgagee rights**
  - I. Proof of loss**
  - J. Notice of claim**
  - K. Appraisal**
  - L. Other Insurance**
  - M. Assignment**
  - N. Subrogation**
  - O. Elements of a contract**
  - P. Additional (supplementary) payments**
  - Q. Loss settlement provisions including consent to settle a loss**
  - R. Representations and misrepresentations**
  - S. Concealment**
  - T. Warranty**
  - U. Comprehensive Personal Liability (CPL)**
  - V. Endorsements**
  - W. Arbitration**
  - X. Loss Payable**
- IV. RESPONSIBILITIES AND DUTIES OF AN ADJUSTER REPORT.....9**
- A. Loss**
    - 1. Inception/Expiration Date
    - 2. Occurrence Date
    - 3. Identification of Parties Involved
    - 4. Policy Form/Number
    - 5. Description of Loss
    - 6. Coverages
    - 7. Deductible
    - 8. Tort/Joint Tort Feasors
  - B. Loss/Damage Valuation**
    - 1. Direct Loss vs. Indirect Loss
    - 2. Damages
- V. GEORGIA LAWS, RULES, AND REGULATIONS PERTINENT TO ALL ADJUSTERS.....5**
- A. Insurance Commissioner/Department**
    - 1. Broad powers and duties
    - 2. Examination of records

- 3. Cease and desist orders
- 4. Penalties
- B. General Definitions**
  - 1. Domestic, foreign, alien
  - 2. Insurance transactions
  - 3. Authorized/unauthorized companies and certificate of authority
  - 4. Third Party Administrators (practices, responsibilities, and duties)
  - 5. Insurance Services Office (ISO)
- C. Licensing requirements**
  - 1. Adjuster
  - 2. Agreements
  - 3. License maintenance
  - 4. License revocation or suspension
- D. Adjuster ( practices, responsibilities, and duties)**
- E. Unfair/prohibited practices**
  - 1. Rebating
  - 2. Defamation
  - 3. Discrimination
  - 4. Unfair claims practices
- F. Risk retention groups**
- G. Georgia Insurance Guaranty Association**
- H. Automobile Insurance Plan**
- I. Financial Responsibility**
- J. Cancellation/non-renewal**

**GEORGIA CROP/HAIL ADJUSTER  
CONTENT OUTLINE**

*(25 scoreable questions )*

- I. GENERAL INSURANCE TERMS AND CONCEPTS**
  - A. Insurable interest**
  - B. Risk**
  - C. Hazard**
  - D. Peril**
  - E. Loss**
    - 1. Direct
    - 2. Indirect
  - F. Indemnity**
  - G. Coinsurance**
  - H. Occurrence**
  - I. Negligence**
  - J. Insuring Agreement**
  - K. Subrogation**
  - L. Tort Law**
  - M. Pro-rata liability**
  - N. Binder**
- II. CROP INSURANCE**
  - A. Policy rates**
  - B. Coverages available**
  - C. Policy provisions**
  - D. Claim Settlement Practices**
    - 1. Claims site assessment
      - a. Site testing
      - b. Standard measures
      - c. Location
    - 2. Notice of loss
    - 3. Insured's duties
    - 4. Percentage Plan

- 5. Arbitration and appraisal
- 6. Loss payment
- E. Cancellation and nonrenewal**
- F. Application/ Assignment**
- G. National Crop Insurance Service**
- H. Federal Crop Insurance Act**
- I. Exception/ Fire and Transit**
- J. Insurable Interest or Contract**
- III. MULTIPLE PERIL INSURANCE**
- IV. GEORGIA STATUTES, RULES, AND REGULATIONS PERTINENT TO ALL ADJUSTERS**
  - A. Commissioner of Insurance**
    - 1. Broad powers and duties
    - 2. Examination of records
    - 3. Investigations/Notice of hearing Penalties
  - B. Adjuster licensing**
    - 1. License requirements
    - 2. License suspension and revocation
    - 3. Definitions
  - C. Unfair trade practices**

**GEORGIA SURPLUS LINES BROKER  
CONTENT OUTLINE**

*(100 scoreable questions )*

- I. GENERAL INSURANCE DEFINITIONS .....10**
  - A. Actual cash value**
  - B. Agreed value**
  - C. Coinsurance**
  - D. Insurable interest**
  - E. Loss**
  - F. Negligence**
  - G. Hazard**
  - H. Proximate cause**
  - I. Reinsurance**
  - J. Replacement cost**
  - K. Risk**
  - L. Salvage**
  - M. Subrogation**
  - N. Comparative Negligence**
  - O. Deductible**
  - P. Contract**
  - Q. Indemnity**
  - R. Torts**
  - S. Robbery**
  - T. Burglary**
  - U. Abandonment**
  - V. Accident**
  - W. Occurrence**
  - X. Reciprocal Organization**
  - Y. Insurance**
  - Z. Appraisal clause**
  - AA. Surplus**
  - BB. Surplus Lines**
- II. SURPLUS LINES MARKETS .....10**
  - A. United States nonadmitted market**
  - B. London market**
    - 1. Lloyd's brokers
    - 2. Underwriters
  - C. Other foreign markets**

D. Nonstandard (substandard lines or capacity problems)	
1. Property	
2. General liability	
3. Professional liability	
E. Insurance exchanges	
III. POLICIES, COVERAGES, FORMS .....	20
A. Commercial General Liability	
B. Building and Personal Property	
C. Claims Made	
D. Extended coverage	
E. Crime	
F. Liability	
1. Contingent	
2. Umbrella	
3. Contractual	
G. Valued Policy	
H. Product Liability	
I. Pro-Rata Liability	
J. Inland Marine	
1. Valuable papers and records	
K. Comprehensive Personal Liability	
L. Auto Policy	
1. Underinsured Motorist coverage	
2. Garagekeepers Insurance	
3. Georgia Auto Insurance Plan	
M. Equipment Breakdown	
N. Professional Liability	
IV. SURPLUS LINES LICENSING .....	30
A. Powers and duties of the Insurance Commissioner	
B. Required bonds	
C. License requirements, issuance, renewal	
D. License revocation, suspension	
E. Unfair Trade Practices	
V. SURPLUS LINES LAW .....	30
A. Purpose	
B. Reports, records	
C. Coverage and Eligibility	
D. Definitions	
1. Authorized/Unauthorized	
E. Premiums, evidence of insurance	
F. Premium tax	
G. Conditions for procuring	
H. Rate standards	
I. Surplus Lines Association of Georgia	
J. Multi-State risks	
K. Qualifications for Surplus Lines Insurers	
1. Syndicates	
2. Alien vs. Foreign	
3. Removal from White List	
L. Disclosure	
M. Premium Rates	
N. Procurement	
O. Approved List	
P. Courtesy Filings	
Q. Fees	
R. Service of suit	
S. Sharing Commissions	