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Insurance and Safety
Fire Commissioner

STATE OF GEORGIA

INSURANCE LICENSING CANDIDATE HANDBOOK

JANUARY 2011

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QUICK REFERENCE

STATE LICENSING INFORMATION

Candidates may contact the Georgia Insurance Department with questions about obtaining or maintaining a license after the examination has been passed.

Georgia Insurance Department

Agents Licensing Division
908 West Tower, Floyd Bld.
2 Martin Luther King, Jr. Drive
Atlanta, GA 30334
(404) 656-2100 (phone)

Website

www.oci.ga.gov

EXAMINATION AND LICENSING INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Pearson VUE Georgia Insurance

PO Box 8588
Philadelphia, PA 19101-8588
(800) 274-0488

Website

www.pearsonvue.com

Candidates may also contact Pearson VUE with questions about licensing and continuing education.

Georgia Insurance Department/Pearson VUE

PO Box 2357
Smyrna, GA 30081-2357
(888) 204-6204

Website

www.pearsonvue.com

EXAMINATION SERVICES

Candidates may call Pearson VUE at (800) 274-0488 to:

- Make an examination reservation (page 8).
- Change or cancel a reservation (page 9).
- Confirm specific examination dates and locations.
- Obtain information about examination procedures

Note: Scores will **not** be given over the telephone.

Pearson VUE Georgia Insurance

P.O. Box 8588, Philadelphia, PA 19101-8588, (800) 274-0488

For best results when contacting Pearson VUE examination services, candidates should:

- Call Monday through Friday from 8 am to 11 pm, Saturday from 8 am to 5 pm, and Sunday from 10 am to 4 pm (Eastern Standard Time). Pearson VUE Licensing Service lines are open Monday through Friday, 8 am to 6 pm, Eastern Standard Time.
- Call between Tuesday and Thursday, or on weekends or evenings, when possible, when they are more likely to speak with a Pearson VUE representative without delay.
- Have a pencil or pen available to record any additional information.
- Have their confirmation number ready (if they have one).
- Have a list of questions prepared.
- Have this handbook available for reference and clarification.
- Record the name of the Pearson VUE representative with whom they speak.

Candidates may also fax reservation requests to Pearson VUE, 24 hours a day, 7 days a week, by using the *Fax Reservation Form* found in this handbook.

LICENSING SERVICES

Candidates may call (888) 204-6204 or visit www.pearsonvue.com to:

- Obtain information on license renewal.
- Obtain the status of continuing education compliance and credit tracking at www.sircom.gov.
- Obtain information about prelicensing education requirements.

Georgia Insurance Department/Pearson VUE

PO Box 2357, Smyrna, GA 30081-2357, (888) 204-6204

OBTAINING FORMS FROM THE WEB

Candidates may go to www.pearsonvue.com or the GID website at www.oci.ga.gov :

- Status letter forms
- Agency license application forms
- Clearance letter forms
- Certificate of authority forms
- Name/address change forms (duplicate license)
- New license application forms

ONLINE APPLICATION AND RENEWAL PROCESSING

Pearson VUE provides online processing for the following:

- Resident and non-resident license renewals
- Resident letters of certification
- Agency license renewals
- Continuing Education status
- Demographic changes
- Real-time record inquiry

Candidates may contact the Georgia Insurance Department to:

- Obtain information on the issuance of a new license or the addition of classes to an existing license.
- Obtain information on reinstating a canceled or expired license.
- Obtain information about temporary license issuance or renewal.
- Obtain information on new and terminated bonds.

Georgia Insurance Department

Agents Licensing Division
908 West Tower, Floyd Bldg., 2 Martin Luther King, Jr. Drive,
Atlanta, GA 30334, (404) 656-2100

OVERVIEW

The candidate handbook is a useful tool in preparing for an examination.

It is highly recommended that the Georgia Insurance handbook be reviewed, with special attention given to the content outlines, before taking the examination. (*content outlines begin in the center of this handbook*)

Individuals who wish to obtain an insurance license in the state of Georgia must:

- 1. Complete all pre-licensing education.**
Complete all required pre-licensing education (if necessary).
- 2. Make a reservation and pay examination fee.**
Make a reservation (online, by phone, or by fax) with Pearson VUE for the examination. (*See page 8*)
- 3. Go to the test center.**
Go to the test center on the day of the examination, bringing along all required materials. (*See page 12*)
- 4. Apply for a license.**
After passing the examination, apply for your license by sending a completed application to the Georgia Insurance Department.
For more information regarding obtaining a license go to www.oci.ga.gov .

PRACTICE TESTS

Practice tests are offered exclusively online at www.pearsonvue.com, giving candidates even more opportunity to succeed on insurance examinations. Our practice tests will not only prepare candidates for the types of questions they will see on the licensure exam, but also familiarize them with taking computer-based examinations.

Pearson VUE offers practice tests in the areas of Life, Health, and Property and Casualty that contain questions developed by subject matter experts using concepts found in the general portion of the licensure examination. The tests closely reflect the format of the real licensure examination, can be scored instantly, and provide immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase practice tests anytime at www.pearsonvue.com.

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GEORGIA LICENSING REQUIREMENTS

GENERAL LICENSING QUALIFICATIONS

The Official Code of Georgia Annotated, Title 33, Chapter 23, and Chapter 120-2-3 of the Rules and Regulations of the Office of the Commissioner of Insurance cover the licensing of insurance agents, subagents, adjusters and counselors. Other license types are covered in specific code and rule sections.

The information in this section is provided as a general guide for new resident applicants qualifying by examination and answers the most commonly asked licensing questions. For specific authoritative information, applicants should contact their insurance company or refer to the appropriate code and/or rule sections.

PROCEDURES FOR APPLYING FOR A LICENSE

The general procedure for applying for a license is to register and pass the required examination and then submit a complete application package to the Georgia Insurance Department. The chart on page 7 contains more information. Examination reservations are described beginning on page 8.

PLEASE NOTE: Effective January 1, 2010, all new resident applicants, excluding active licensees and individuals who apply for reinstatement within six (6) months of expiration date, shall be required to submit electronic fingerprints for a criminal background check. The applicant shall bear the cost for electronic fingerprinting. Information regarding fingerprint requirements can be found on the Department's website.

Effective January 1, 2010, the application process for an agent license will no longer require sponsorship by an insurer. Upon issuance of the agent license, the licensee must obtain a certificate of authority from each insurer that they will represent. Sponsorship by an insurer is still required for all temporary license applicants.

Electronic online application services are available at www.sircon.com/georgia.

Once the Georgia Insurance Department has processed a completed application package, it will issue a license for a qualified candidate. If the applicant has been issued a temporary license, he/she must send a copy of the prelicensing course certificate along with the passing score report to the Insurance Department for Licensure.

The Georgia insurance license application found in this handbook may be used to apply for a license; however, it is recommended that applicants use the online service available at www.sircon.com/georgia. All license application packages must be sent to the Georgia Insurance Department at the address on the inside front cover of this handbook and on the application.

A nonresident licensee who wishes to become a resident licensee must:

- Complete a resident license application.
- Pay the appropriate fees.
- Obtain and submit a clearance letter from his/her home state within 90 days. A license for the same type and lines of authority held in previous state will be issued if the applicant was in good standing at the time of cancellation.

The charts on pages 2 and 3 clarify application and prelicensing requirements.

GEORGIA PRELICENSING REQUIREMENTS

| LICENSE TYPE | EXAM CODE | LICENSE CLASS(ES) | EDUCATIONAL REQUIREMENTS OR OTHER PREREQUISITES | EXEMPTIONS FROM EDUCATION AND EXAM REQUIREMENTS* |
|--------------------------|---|-------------------|--|---|
| Agent | 01 Life 02 Accident & Sickness 05 Life and Accident & Sickness | L AS L, AS | 20-hour Life course and 20-hour Accident and Sickness course taken within last 12 months | CLU, PhD in insurance, FLMI, college degree in insurance |
| Agent | 03 Property 04 Casualty 06 Property and Casualty 55 Personal Lines | P C P, C | 20-hour Property course, 20-hour Casualty course, and 20-hour Personal Lines course taken within last 12 months | CPCU, PhD in insurance, college degree in insurance, CIC, CISR, CRM |
| Agent | (No exam) Credit | CR | 5 hours of self-study certification | |
| Agent | (No exam) Travel Ticket | TT | None | |
| Agent | (No exam) Travel Accident & Sickness | TA | None | |
| Variable Product (Agent) | 62 Variable Product Agent | VP | 8-hour Variable Life prelicensing course taken within last 12 months AND must hold Agent license with Life class | |
| Fraternal Agent | (No exam) Fraternal Agent | L, AS | None | |
| Temporary Agent | (No exam) | L, AS, P, C | None | Prelicensing education and examination not required |
| Limited Subagent | (No exam) | Any class | 20 hours | |
| Public Adjuster | 20 Public Adjuster | P, C | 40 hour Property and Casualty course taken within last 12 months | CPCU, PhD in insurance |
| Adjuster | 24 Adjuster | P, C | 40 hour Property and Casualty course taken within last 12 months | CPCU, PhD in insurance |
| Crop Hail Adjuster | 23 Crop Hail Adjuster | CH | None | CPCU, PhD in insurance |
| Counselor | 40 Life and Accident & Sickness Counselor | L, AS | 5 years of experience | CLU, CIC, FLMI, PhD in insurance |
| Counselor | 41 Property & Casualty Counselor | P, C | 5 years of experience | CIC, AAI, PhD in insurance |
| Surplus Lines Broker | 50 Surplus Lines Broker | P, C | None, but must hold Agent license with Property, Casualty | CPCU exempts examination |

GEORGIA APPLICATION REQUIREMENTS

| LICENSE TYPE | SPONSORSHIP/ CERTIFICATE OF AUTHORITY (CA)* | WHO SUBMITS | WHAT FORM | SPECIAL SUPPORTING DOCUMENTS* | LICENSE AND APPLICATION FEES |
|-----------------------------|---|----------------------|--------------|--|--|
| Agent | Company CA required after licensure | Applicant | GID-103 | | Application: \$15 License: \$50 |
| Agent | Company CA required after licensure | Applicant | GID-103 | | Application: \$15 License: \$50 |
| Agent | Company CA required after licensure | Applicant | GID-103 | | Application: \$15 License: \$50 |
| Agent | Company CA required after licensure | Applicant | GID-103 | | Application: \$15 License: \$50 |
| Agent | Company CA required after licensure | Applicant | GID-103 | | Application: \$15 License: \$50 |
| Variable Product (Agent) | Company CA required after licensure | Applicant | GID-103 | NASD Certification (Series 6, 7, IR, or GS) | Application: \$15 License: \$50 |
| Fraternal Agent | Company CA required after licensure | Applicant | GID-103 | | Application: \$15 License: \$50 |
| Temporary Agent | Company CA | Insurance Company | GID-103 | Supervising Agent | Application: \$15 License: \$50 Cert of Auth: \$10 |
| Limited Subagent | Subagent CA | Sponsoring Agent | GID-103 | | Application: \$15 License: \$50 Cert of Auth: \$5 |
| Public Adjuster | Not required | Individual | GID-103 | \$5,000 bond (form GID-113) | Application: \$15 License: \$50 |
| Adjuster | Not required | Individual | GID-103 | | Application: \$15 License: \$50 |
| Crop Hail Adjuster | Not required | Individual | GID-103 | | Application: \$15 License: \$50 |
| Counselor | Not required | Individual | GID-103 | \$5,000 bond (form GID-112) | Application: \$15 License: \$50 |
| Counselor | Not required | Individual | GID-103 | \$5,000 bond (form GID-112) | Application: \$15 License: \$50 |
| Surplus Lines Broker | Not required | Individual | GID-103 | \$50,000 bond (form GID-114) | Application: \$15 License: \$300 |

CERTIFICATE OF AUTHORITY (CA) REQUIREMENTS

In order to conduct insurance business, all agents must obtain a certificate of authority (CA) directly with an insurance company or companies. CA appointments will cover all classes of insurance held in common by the agent and the insurer. New CA's for previously licensed agents will be valid the date submitted to the Department by the insurer. The insurer has the responsibility of verifying that the CA has been issued. CA's for new licensees are valid only upon the issuance of a permanent license.

Certificates of authority will be renewed annually by the insurance company. CA's will terminate automatically upon the expiration or cancellation of the license. CA's may also be terminated at the written request of the insurer or agent

NON-RESIDENT LICENSES

A nonresident must be licensed as an agent, surplus lines broker, counselor, or adjuster with respect to any insurance activities in Georgia. A nonresident must also be appointed in Georgia. Nonresident licenses hold only license classes that are in common with those classes held on the licensee's home state resident license.

Nonresident licenses are renewed annually. A PDB check will be processed by the Georgia Insurance Department to verify home state licensure. A renewal fee is due upon submission of the renewal application.

Individuals holding a nonresident license who are required to meet continuing education requirements in their state of residence will be considered in compliance with the continuing education requirements under this chapter.

LICENSE RENEWAL QUALIFICATIONS

Renewal of licenses can be done online in real time at www.sircon.com/georgia. All renewal notices will be mailed 45 days before the renewal date of November 1st. Renewal notices are due at Pearson VUE by the renewal due date. If filing a paper renewal, licensees should plan extra time to submit the applications by mail to account for postal delivery time. Renewals submitted November 2nd through December 31st must include \$15 late fee.

Continuing education providers will submit course completions at www.sircon.com. Incomplete paper renewal applications will be returned for completion. In the event an online renewal filing is incomplete or CE noncompliant, a notice will be sent advising the licensee of the error(s).

All bonds required for license renewal should be sent directly to the Georgia Insurance Department at the address listed inside the front cover of this handbook.

CONTINUING EDUCATION (CE) REQUIREMENTS

The completion of continuing education (CE) courses is mandatory for the renewal of all resident licenses (other than for licensees exempt from CE requirements). Continuing education completed during the current year is required to renew a license for the following year. The requirements for renewal of a license vary based on license type, membership in professional organizations, and other factors. If the licensee holds more than one license type and meets the requirements of the license with the maximum CE required, the licensee will also meet the requirements of the other license types. The following chart contains specific information about CE requirements.

Individuals licensed less than 20 years must obtain 15 hours (3 of which must be Ethics) of continuing education from approved education providers. Individuals licensed 20 years or more are required to complete 10 hours for continuing education, 3 of which must be completed in Ethics.

| LICENSE TYPE | STANDARD REQUIREMENT | EXCEPTIONS |
|---------------|----------------------------------|--|
| All Licensees | 15 Hours/year (min. 3 in Ethics) | <ul style="list-style-type: none"> • <u>Professional Designations</u> Licensees holding a professional designation of CLU, BBA in insurance, PHD, CFP, CPCU, AAI, CEBS, ChFC, CIC, FLMI, CRM, or CISR are required to obtain 6 hours/year (min. 3 in Ethics) • <u>20 Years of Service</u> Licensees with 20 years of licensure agent must complete 10 CE hours/year (min 3 in ethics). • <u>Credit License Only</u> Licensees with the Credit line of insurance only must complete 5 CE hours every year. • <u>Limited Subagents</u> Licensees with a Ltd. Subagent license must complete 5 CE hours every year. • <u>Workers Compensation</u> Must take 15 hours of CE credits; however, if courses are taken through the Workers Compensation Board Providers, must take only 10 hours. No ethics are required. • <u>First-time Licensees</u> First-time licensees are exempt from CE requirements for first renewal cycle if they completed a prelicensing course. For the first license renewal, licensees may submit a prelicensing education certificate to count as the CE requirement. If licensee was exempt from pre-licensing education via holding a professional designation or PhD in insurance, then the CE required for the first renewal year is calculated by taking the number of months between the license first issue date and the CE required by date divided by 12, multiplied by the CE requirement of 6, 10 or 15. |

Licensees Exempt from Continuing Education Requirements

- Holders of agent licenses with only travel ticket and/or travel accident classes
- Temporary agents
- Foreign military representatives
- Fraternal agents
- Title
- Legislators
- Lobbyist involved in insurance related activities

Course Content Requirements

Continuing education requirements may be completed in any subject area (line of insurance) for which the licensee is licensed. Each licensee requires three (3) hours of ethics credit each year.

Exceptions:

- For a multiple lines license where one of the lines is credit no more than 5 hours may be taken in the credit subject area.
- The ethics requirement is waived for limited subagents and credit licensees, and for Workers Compensation adjusters.

A course may not be repeated within two (2) years of the original completion date, with the **exception** of courses in ethics, current issues or legislative updates.

Continuing Education Carryover Provisions

Carry over credits are calculated based upon the number of hours required. Up to 50% of the annual CE requirement may be carried over from the previous cycle (rounded down to 7 hours for the standard 15-hour CE requirement), as long as the credits had not been allocated to that previous year.

Continuing Education Completion Dates

All CE requirements are to be met by the renewal due date on or before December 31st. Renewals received November 2 through December 31 require a \$15 late fee to be included.

To view your current continuing education transcript, please utilize online services available at www.sircon.com/georgia.

AGENCY LICENSING REQUIREMENTS

An agency is defined as a business entity which represents one or more insurers in the business of selling, soliciting, or negotiating insurance. By definition every agent is an agency. The Georgia Insurance Department requires that every agency with a Georgia business address be licensed.

To become licensed as an agency, a licensee must submit a complete GID-130 form for a Resident Georgia Agency or the Uniform Application for Nonresident Business Entity. This must include the appropriate fee to Pearson VUE and any required supporting documentation. Nonresident applicants may also apply online at www.sircon.com/georgia

LICENSE PROCESSING FORMS

Forms may be obtained from www.pearsonvue.com or the GID website at www.oci.ga.gov. All forms may be photocopied, but original signatures and notary seals are required for most submission. Those who do not have access to a fax machine or to the Internet may call Pearson VUE Customer Care at (888) 204-6204. Requestors should allow 10 to 15 days for delivery.

GEORGIA INSURANCE DEPARTMENT/ PEARSON VUE FORMS & FEES

| TRANSACTION TYPE | SUBMITTED BY: | FORM NUMBER: | TOTAL FEE: | SUBMIT TO: |
|--|---|---|---|-------------|
| New/Terminated Certificate of Authority (GID 122/122T) | Appointing Terminating Company | 6011-01 | \$17.85—new appointment \$0—terminate appointment | Pearson VUE |
| Agency License Application (GID 130) | Registering Agency | 6011-02 | \$50 per year (principal) \$10 per year (branch) | Pearson VUE |
| Agency Supplement License Application (GID 1303) | Registering Agency for Non-Licensed Officer | 6011-03 | \$0 filed along with Agency License Form | Pearson VUE |
| CE Reduction/Exemption (GID 101E) | Renewing Licensee | 6011-05 | \$0 | Pearson VUE |
| Request Letter of Status (GID AL-6) | Anyone | 6011-06 | \$10 per Status Letter requested | Pearson VUE |
| Request Letter of Clearance (GID AL-6) | GA Resident Licensees | 6011-07 | \$10 per Clearance Letter requested | Pearson VUE |
| Request Name/ Address Change | All GA Licensees | 6011-08 | \$25—resident or business address changes done on paper filings | Pearson VUE |
| Subagent New/Terminated Certificate of Authority (GID 122SA/TSA) | Sponsoring Agent | 6011-09 | \$5—new subagent appointment \$0—terminated subagent appointment | Pearson VUE |
| Request for List | Anyone | 6011-10 | varies based on level of customization | Pearson VUE |
| Request for Forms | Anyone | 6011-11 | free of charge ceiling on quantity of each form | Pearson VUE |
| Resident License Renewal | Resident GA Licensee | Not available on www.sircon.com/georgia | Fees based on license type held | |
| Non-Resident License Renewal | Non-Resident GA Licensee | Not available on www.sircon.com/georgia | \$15 Late fee, if applicable | Pearson VUE |
| Duplicate License Print | All GA Licensees | 6011-08 (Written Request) | \$25 per duplicate license | Pearson VUE |
| Request to go Non-Active | GA Resident Licensees with 10 continuous years of service | Written Request | \$25 to assume non-active status | Pearson VUE |
| *GA Resident New License Application (GID 103) | Applying Individual | 6011-17 | Fees based on license type applied for | GID |
| *GA Non-Resident Uniform Application | Current Insurance License Holding Non-Resident Individual | 6011-16 | Fees based on license type applied for | GID |
| * Surplus Lines License Application (GID 103) | Applying Individual | 6011-17 | \$300 new license fee \$15 application fee | GID |

* These forms (from the tables on pages 2, 3, 7, and 8) should be sent to:

Georgia Insurance Department
908 West Tower Floyd Memorial Building #2
Martin Luther King, Jr. Drive, Atlanta, GA 30334

**Checks and money orders for these forms should be made payable to:
“Insurance Commissioner—State of Georgia”**

All other forms should be sent to:

Georgia Insurance Department/Pearson VUE
PO Box 2357
Smyrna, GA 30081-2357

**Checks and money orders should be made payable to:
“Pearson VUE”**

EXAM RESERVATIONS

*TELECOMMUNICATION DEVICES FOR THE DEAF

Pearson VUE is equipped with TDD (Telecommunication Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available 8:00 a.m. to 5:00 p.m. (EST) Monday through Friday, toll-free at (866) 274-4777. This TDD phone option is for individuals equipped with compatible TDD machinery.

Walk-in examinations are not available. Candidates must make a reservation online, by phone, or by fax.

ONLINE RESERVATIONS

Candidates must go to www.pearsonvue.com/ga/insurance to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk, on the online form in order to create an ID and be assigned a password. Step-by-step instructions will follow on how to make a reservation for an examination.

Candidates must make an online reservation at least twenty-four (24) hours before the desired examination date.

PHONE RESERVATIONS

Candidates may call Pearson VUE at (800) 274-0488* to make an examination reservation.

| PEARSON VUE HOURS | |
|-------------------|------------------|
| Monday – Friday | 8 a.m. – 11 p.m. |
| Saturday | 8 a.m. – 5 p.m. |
| Sunday | 10 a.m. – 4 p.m. |

Eastern Standard Time

Before calling, candidates should have the following:

- Legal name, address, Social Security number, and daytime telephone number
- The school code or name of the school where you completed your pre-licensing training (if applicable) This information is found on the pre-licensing education certificate
- The name of the examination(s)
- The preferred examination date and test center location (a list of test centers appears on the back cover of this handbook) A full list of available test sites can be found at www.pearsonvue.com.

Candidates are responsible for knowing which examination they need to take. A Pearson VUE representative will help candidates select a convenient examination date and location and will answer questions. The reservation will be made based on the next available examination date.

Candidates who wish to make a phone reservation **MUST** do so at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 9).

FAX RESERVATIONS

Candidates may fax the *Fax Reservation Form*, in the back of the handbook, to (888) 204-6291, 24 hours a day, 7 days a week. The completed form should be faxed at least four (4) business days before the desired examination date. A confirmation of the reservation will be returned by fax within 24 hours of receipt of the faxed request.

Candidates may fax the *Fax Reservation Form* (from the back of this handbook) to Pearson VUE at (888) 204-6291, 24 hours a day, 7 days a week. The completed form

should be faxed at least four (4) business days before the desired examination date (unless an electronic check is used for payment, as detailed below). A confirmation of the reservation will be returned by fax within twenty-four (24) hours of receipt of the faxed request.

EXAM FEES

The examination fee (\$90) must be paid at the time of reservation by credit card, debit card, voucher or electronic check. **Fees will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy*.

Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account number
- Routing number
- Social Security number, state-ID number or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination date in order for their check to be processed.

Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at www.pearsonvue.com/vouchers/pricelist/ga/ins.asp by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate voucher as the payment method and provide the voucher number. **All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.**

Vouchers expire twelve (12) months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (800) 274-0488 two (2) calendar days before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer the fee to a new reservation, or may request a refund. **Candidates who change or cancel their reservations without proper notice will forfeit the examination fee.** Refunds for credit/debit cards are immediate, while refunds for electronic checks and vouchers will be processed in two to three (2-3) weeks.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether paid individually or by a third party.

ABSENCE/LATENESS POLICY

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date. Written verification and supporting documentation can be sent by fax to (888) 204-6291 or mailed to the following address:

Pearson VUE/Georgia Insurance
PO Box 8588, Philadelphia, PA 19101-8588

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Candidates may call (800) 274-2615 for details on cancellations during severe weather.

SPECIAL EXAM REQUESTS & SERVICES

Pearson VUE complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e *et seq.*), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual, or speaking skills, or other disability, should fax the *Special Accommodations Request Form* (found in the back of the handbook) to Pearson VUE.

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Pearson VUE will provide auxiliary aids and services, except where such may fundamentally alter the examination or results, or result in an undue burden. The examination will be scheduled upon receipt of all required information by Pearson VUE.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at (800) 466-0450. However, the *Special Accommodations Request Form*, along with the required supporting documentation, must be submitted to Pearson VUE before any special arrangements can be finalized.

Pearson VUE will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to reschedule or need to retest should notify Pearson VUE Special Accommodations that special arrangements were used for the previous examination.

Due to the unique nature of each special request, Pearson VUE recommends that candidates request special services as early as possible. Pearson VUE will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual test center capabilities.

NON-SATURDAY EXAMS

Candidates who for religious reasons cannot take an examination offered only on Saturdays may request a non-Saturday examination date. Such a request must be put in writing on official stationery by the candidate's religious advisor and faxed to (610) 617-9397 or mailed to:

Pearson VUE Special Accommodations

3 Bala Plaza West, Suite 300

Bala Cynwyd, PA 19004

Non-Saturday examinations are available only on a prearranged basis.

REQUIRED MATERIALS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

WHAT TO BRING

Required Materials

All candidates are required to bring identification deemed acceptable to the test center on examination day.

Acceptable Forms of Candidate Identification

Candidate must present **two** forms of current signature identification. The primary identification must be government-issued, and photo-bearing with a signature and the secondary identification must contain a valid signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept. of State Drivers License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (signature, not expired)

- U.S. Social Security Card
- Debit (ATM) or Credit card
- Any form of ID on the Primary list

If the ID presented has an embedded signature that is not visible (microchip), difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

Suggested Materials

- Prelicensing education certificate (optional)
- A valid Georgia life insurance license or a passing Georgia life examination score report (Variable Product candidates only)

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and they will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure. Candidates are responsible for determining which examinations they need to take.

Once candidates are familiar with the examination unit, they may begin the examination. The examination begins the moment a candidate looks at the first question. The time allotted for each examination is detailed on the back cover of this handbook. After the examination time has expired, the examination unit will automatically turn off. Candidates will leave the test center with their official scores in hand.

ABOUT THE EXAM

The content of the general examination is based upon information obtained from a job analysis performed by Pearson VUE. Responses from insurance professionals were analyzed to determine the nature and scope of tasks they perform and the knowledge and skills needed to perform them. This information is the basis upon which examination questions are written and ensures that examinations reflect the practice of insurance. The examination has been developed to reflect the laws, statutes, rules, and regulations for the practice of insurance in Georgia, and has been reviewed and approved by Georgia insurance professionals.

The passing score for the examination is determined by the Georgia Insurance Department (GID). Through standardization and control, Pearson VUE ensures that no individual has an unfair disadvantage or advantage because of a particular examination format.

Pearson VUE maintains examination administration and examination security standards designed to ensure that all candidates are given the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others because of irregularities or misconduct. Pearson VUE routinely reviews irregularities and examination scores believed to be earned under unusual or nonstandard circumstances.

Pearson VUE maintains the right to question any examination score whose validity is in doubt because the score may have been obtained unfairly. Pearson VUE first undertakes a confidential review of the circumstances contributing to the questions about score validity. If there is sufficient cause to question the score, Pearson VUE will refer the matter to the state licensing agency, which will make the final decision on whether or not to cancel the score.

The performance of all candidates is monitored and may be analyzed statistically for the purpose of detecting and verifying fraud. If it is determined that a score has questionable validity, the GID will be so notified and will determine whether the candidate's scores will be released.

EXAMINATION QUESTIONS

All examination questions, each form of the examination, and any other examination materials are copyrighted and are the property of Pearson VUE. Consequently, any distribution of the examination content or materials through any form of reproduction or oral or written communication is strictly prohibited and punishable by law.

Each examination is given in a multiple-choice format. The examination covers basic insurance product knowledge and insurance laws, rules, regulations and practices that are unique to Georgia.

Scores on each examination are based on the number of questions answered correctly. Those who are uncertain about the correct answer to a question may be able to eliminate one or more of the answer choices as incorrect. It is always better to guess at the correct answer than to not answer a question.

SCORE REPORTING

When candidates complete the examination, they will receive a score report marked “pass” or “fail”. Examination results will not be given by phone. Candidates who pass the examination will receive a score report that includes information on how to apply for a license.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information as well as information about reexamination. Appointments for reexamination are not made at the test center. **Candidates must wait 24 hours before scheduling a reexamination. Candidates who receive a failing score must wait two weeks before retesting.**

REVIEW OF EXAMS

For security reasons, examination material is not available to candidates for review.

QUESTIONS OR COMMENTS ABOUT THE EXAM

There are no provisions for allowing failing or passing candidates to review their examination results. Pearson VUE insurance licensing examinations are secure examinations and are not available for general distribution. Those who have questions, comments, or concerns about the examinations, or who wish to verify any data held in Pearson VUE files, should direct written inquiries to:

Pearson VUE/Insurance Licensing Program
PO Box 8588, Philadelphia, PA 19101-8588

In all correspondence, candidates should give their name and address. If questions or comments concern an examination already taken, they should also include the name of the examination, the date the examination was taken, the location of the test center, and their confirmation number.

DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report from Pearson VUE by completing the form in the back of this handbook and submitting it along with the correct fees.

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to, cellular phones, PDAs, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

PREPARING FOR THE EXAM

PRETEST QUESTIONS

Many of the examinations will contain “pretest” questions.

Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. Responses to pretest questions do not affect a candidate’s score. Pretest questions are mixed in with the scored questions and are not identified.

The number of pretest questions are listed in the content outline heading of each examination for which they are available. If a number is not present then there are no pretest questions for that particular examination.

CONTENT OUTLINES

Each examination is based on a detailed content outline of topics, subtopics, and references to applicable state laws, statutes and regulations. These content outlines are provided to publishers of study materials and to state-approved education providers for their use in developing and updating their educational materials and programs. Content outlines are updated periodically to reflect changes in practice, state laws and regulations. Georgia offers these content outlines as part of the handbook.

They list the topics covered in each examination, and candidates should be sure their program of study covers all the topics listed in these content outlines. The content outlines are not meant to include everything that appears on the examinations. The state-specific study materials for a chosen area(s) of insurance will provide the most complete review of the information that candidates will be expected to know.

Candidates may obtain additional copies of the content outlines either by calling (800) 274-0488 or visiting www.pearsonvue.com.

STUDY MATERIALS

Other study materials besides the content outlines include:

- **The Georgia Agents’ Licensing Study Manual** (Life and Accident and Sickness or Property and Casualty)
- Sections 33–1–9 and 33–1–16 and Chapters 33–5, 33–6, 33–7, 33–23, 33–24, 33–25, 33–26, 33–27, 33–28, 33–29, 33–30, 33–31, 33–32, 33–33, 33–34, 33–39, 33–42, 33–43, 33–44, 33–50, and 33–51 of the Office Code of Georgia Annotated and corresponding regulations
- Policies, endorsements, riders, and other policy contract documents
- Such additional material as prescribed by regulations or identified by the Commissioner of Insurance

**Click here for detailed
content outlines.**



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER • COMPTROLLER GENERAL

Ralph T. Hudgens, Commissioner

2 Martin Luther King Jr., Dr., Suite 908, West Tower, Atlanta, GA 30334

Phone: 404-656-2101 ♦ Fax: 404-656-0874 ♦ Email: agents@oci.ga.gov



www.oci.ga.gov

RESIDENT INSURANCE LICENSE APPLICATION

AGENTS LICENSING
GID-103-AL JAN10

I. [] LICENSE [] NEW TEMPORARY LICENSE [] TEMPORARY LICENSE RENEWAL [] REINSTATEMENT

II. TYPE OF LICENSE

- [] AGENT
[] ADJUSTER
[] COUNSELOR
[] CROP HAIL ADJUSTER
[] FRATERNAL AGENT
[] LIMITED SUBAGENT
[] PUBLIC ADJUSTER
[] SURPLUS LINES BROKER
[] WORKERS COMPENSATION ADJUSTER

CLASS (ES) OF INSURANCE

- [] LIFE, ACCIDENT & SICKNESS
[] LIFE
[] ACCIDENT & SICKNESS
[] CREDIT
[] VARIABLE PRODUCTS
[] TRAVEL TICKET
[] TRAVEL ACCIDENT & SICKNESS
[] PROPERTY AND CASUALTY
[] PROPERTY
[] CASUALTY
[] PERSONAL LINES
[] TITLE
[] WORKERS COMPENSATION (FOR ADJUSTER)
[] OTHER: _____

1. IF APPLYING FOR TEMPORARY LICENSE: NAME OF SPONSORING INSURANCE COMPANY and NAIC COMPANY CODE

2. IF APPLYING FOR TEMPORARY LICENSE: NAME AND LICENSE NUMBER OF SUPERVISING AGENT

3. IF APPLYING FOR LIMITED SUBAGENT LICENSE: NAME AND LICENSE NUMBER OF SPONSORING AGENT

4. FULL LEGAL NAME: (FIRST) (MIDDLE) (LAST) (SUFFIX)

5. SOCIAL SECURITY NUMBER: 6. DATE OF BIRTH: 7. SEX:

8. RESIDENCE ADDRESS (PHYSICAL LOCATION): (STREET AND NUMBER REQUIRED) (CITY) (CITY) (STATE) (ZIP) (COUNTY) (HOME TELEPHONE)

9. RESIDENCE MAILING ADDRESS (IF OTHER THAN 8): (INCLUDE P.O.BOX, RR #, CITY, STATE, ZIP CODE AND COUNTY)

10. BUSINESS ADDRESS (PHYSICAL LOCATION): (BUSINESS NAME) (SUITE NUMBER) (STREET AND NUMBER) (CITY) (STATE) (ZIP) (COUNTY) (BUSINESS TELEPHONE)

11. BUSINESS MAILING ADDRESS: (IF OTHER THAN 10) (INCLUDE P.O.BOX, BUSINESS NAME, STREET, CITY, STATE, ZIP CODE AND COUNTY)

12. FAX NUMBER EMAIL

13. Does any insurer or general agent claim that you are indebted or had an agency contract canceled for indebtedness? [] YES [] NO

14. Have you ever been convicted of or are you currently charged with a felony? [] YES [] NO

15. Have you been convicted of or are you currently charged with the commission of any crime or pled nolo contendere in a criminal proceeding or have you received first offender treatment or had adjudication of guilt withheld in a criminal proceeding, other than a minor traffic offense? [] YES [] NO

16. Have you ever been refused or had suspended or revoked an insurance license in any state? [] YES [] NO

17. Have you ever had any other administrative action instituted against you by the insurance regulatory authority of any state? [] YES [] NO



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Phone: 404-656-2101 ♦ Fax: 404-656-0874 ♦ Email: agents@oci.ga.gov

AGENTS LICENSING

GID-103-AL JAN10

RESIDENT INSURANCE LICENSE APPLICATION

| | | |
|-----|---|--|
| 18. | Have you ever: A. Had any license, permit, authorization, registration, or privilege denied, refused, revoked, suspended, limited, withdrawn, or restricted . B. Had any other disciplinary action taken against you. C. Had the renewal of any license, permit, authorization, registration, or privilege refused by any authority pursuant to a disciplinary proceeding other than that of the Insurance Commissioner. D. Failed to notify the Insurance Commissioner in writing within sixty days of the occurrence of any event listed above. If yes to any of the above, attach supplement giving full details and attach certified copies of all orders. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 19. | Have you ever withdrawn an application for any business or professional license granted by any licensing authority? If yes, attach supplement indicating the type of license, reason for withdrawal and the licensing authority. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 20. | Do you or will you maintain an office as an insurance agent, adjuster, counselor, limited subagent or surplus lines broker in this state? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 21. | Have you ever held an insurance license issued by this department? If yes, list license type, number and last year licensed | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 22. | Have you held an insurance license of any type in any other state within the last 5 years? If yes, you must attach an original clearance letter from prior state dated within 90 days. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 23. | Are you a citizen of the United States? If no, of which country are you a citizen? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

I HEREBY CERTIFY THAT ALL THE INFORMATION IN THIS ENTIRE APPLICATION, FORM GID 103, INCLUDING ANY DOCUMENTS ATTACHED HERETO, IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER CERTIFY THAT I HAVE ATTACHED ALL APPLICABLE SUPPLEMENTARY DOCUMENTS AND I UNDERSTAND THAT FAILURE TO DO SO WILL RESULT IN REGULATORY ACTION. I HEREBY GIVE MY PERMISSION FOR A CRIMINAL BACKGROUND INVESTIGATION.

**NOTARY
(SEAL & SIGNATURE REQUIRED)**

SIGNATURE OF APPLICANT _____ DATE _____ THIS _____ DAY OF _____ 2 _____

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES _____

**SPONSOR'S CERTIFICATE
(REQUIRED IF APPLYING FOR A TEMPORARY OR LIMITED SUBAGENT LICENSE ONLY)**

I HAVE READ THE QUESTIONS AND ANSWERS GIVEN BY THIS APPLICANT HEREIN, AND HAVE MADE A DILIGENT INQUIRY AND INVESTIGATION RELATIVE TO THIS APPLICANT'S CHARACTER, IDENTITY, RESIDENCE, EXPERIENCE AND INSTRUCTION. THE FINDINGS OF SAID INQUIRY AND INVESTIGATION ENABLE ME TO CERTIFY AS FOLLOWS:

(1) SAID ANSWERS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF;
(2) I AM SATISFIED THAT THE APPLICANT IS TRUSTWORTHY AND QUALIFIED TO ACT AS OUR TEMPORARY AGENT OR LIMITED SUBAGENT AND TO HOLD HIMSELF OR HERSELF IN GOOD FAITH TO GENERAL PUBLIC AS SUCH TEMPORARY AGENT OR LIMITED SUBAGENT;
(3) WE DESIRE THAT THE APPLICANT BE LICENSED AS INDICATED TO REPRESENT US IN THE STATE OF GEORGIA.

Name of insurance company if applying for temporary license or sponsoring agent if applying for limited subagent license _____

Print name and title of company official for temporary license or name of sponsoring agent for limited subagent _____

Signature of company official for temporary license or sponsoring agent for limited subagent license _____

The following INSTRUCTIONS (page 3 of this form) need not be printed and submitted with this application to reduce paper.



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

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AGENTS LICENSING

GID-103-AL JAN10

RESIDENT INSURANCE LICENSE APPLICATION

INSTRUCTIONS

PLEASE NOTE: ALL NEW APPLICANTS, EXCLUDING ACTIVE LICENSEES AND INDIVIDUALS THAT APPLY FOR REINSTATEMENT WITHIN 6 MONTHS OF EXPIRATION DATE, SHALL BE REQUIRED TO SUBMIT ELECTRONIC FINGERPRINTS FOR A CRIMINAL BACKGROUND CHECK. THE APPLICANTS SHALL BEAR THE COST FOR ELECTRONIC FINGERPRINTING. FINGERPRINTING INFORMATION CAN BE FOUND ON THE DEPARTMENT'S WEBSITE WWW.GAININSURANCE.ORG

ONLINE APPLICATION SERVICES ARE AVAILABLE AT WWW.SIRCON.COM/GEORGIA

IF APPLYING FOR VARIABLE PRODUCTS – A CURRENT U-4 /WEB CRD STATUS REPORT SHOWING NASD SERIES 6 OR 7 APPROVED REGISTRATIONS MUST BE SUBMITTED WITH THIS APPLICATION.

IF APPLYING AS A COUNSELOR, PUBLIC ADJUSTER OR SURPLUS LINES BROKER, APPROPRIATE BOND MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION.

IF APPLYING FOR A COUNSELOR LICENSE, MUST ATTACH SUPPLEMENT SHOWING EVIDENCE OF 5 YEARS EXPERIENCE AS AN AGENT, SUBAGENT OR ADJUSTER OR IN SOME OTHER PHASE OF THE INSURANCE BUSINESS OR SUFFICIENT TEACHING EXPERIENCE OR EDUCATIONAL QUALIFICATIONS.

FEE FOR AGENTS LICENSE FOR ONE CLASS/MAJOR LINE OF INSURANCE: \$65 TOTAL (\$50 LICENSE, \$15 APPLICATION) PLEASE NOTE THE FEE FOR AN AGENT LICENSE IS BASED ON CLASSES OF INSURANCE AND LICENSES REQUESTED.

FEE FOR A TEMPORARY LICENSE \$75 TOTAL (\$50 LICENSE, \$15 APPLICATION, \$10 CERTIFICATE OF AUTHORITY)

FEE FOR LIMITED SUBAGENT LICENSE \$70 TOTAL (\$50 LICENSE, \$15 APPLICATION, \$5 SUBAGENT CERTIFICATE OF AUTHORITY)

FEE FOR ADJUSTER AND COUNSELOR LICENSES \$65 TOTAL (INCLUDES \$50 LICENSE, \$15 APPLICATION FEE)

FEE FOR SURPLUS LINES BROKER LICENSE \$315 TOTAL (INCLUDES \$300 LICENSE FEE, \$15 APPLICATION FEE)

MAKE CHECKS OR MONEY ORDERS PAYABLE TO GEORGIA INSURANCE DEPARTMENT.

ADDRESS TO REMIT BY MAIL:

Georgia Dept. of Insurance-Agents Licensing Division, P.O. Box 935132, Atlanta, GA 31193-5132

ADDRESS TO REMIT BY COURIER:

Wachovia Bank, Georgia Dept. of Insurance-Agents Licensing Division, Lockbox 935132, 3585 Atlanta Ave, Hapeville, GA 30354

ADDITIONAL INFORMATION REGARDING LICENSURE CAN BE FOUND ON THE DEPARTMENT'S WEBSITE WWW.GAININSURANCE.ORG

SCHEDULING OF THE EXAMINATION CAN BE DONE ONLINE AT WWW.PEARSONVUE.COM OR 1-800-274-0488.

YOU MAY VIEW YOUR LICENSING STATUS ONLINE AT WWW.GAININSURANCE.ORG OR WWW.SIRCON.COM/GEORGIA

This last page of INSTRUCTIONS (page 3 of this form) need not be printed and submitted with the application to reduce paper.



FAX RESERVATION FORM

| | | | |
|--|--|--|------------|
| Today's Date: | | Time of Day: | |
| Candidate/Sponsor Signature: | | | |
| Last Name: | | | |
| First Name: | | | |
| Date of Birth: | Social Security Number: | Your Fax Number: | |
| Address: | | | |
| City: | State: | ZIP: | Telephone: |
| Test Center Location (1 st Choice): | | | |
| Test Center Location (2 nd Choice): | | | |
| Exam Session (1 st Choice): <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | | Exam Session (2 nd Choice): <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | |
| Exam Date (1 st Choice): | | Exam Date (2 nd Choice): | |
| School Code: | May we register you for the next exam date if your two choices are taken? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| May we email your confirmation? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If so, include email address: | | | |

| Credit Card Payments: | Electronic Check Payments: |
|--|--|
| <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AmExpress <input type="checkbox"/> Discover | Bank Name: |
| Card Number: | Next Available Check Number: |
| Expiration Date: | Account Number: |
| Signature: | Routing Number: |
| | Name/Address on Account (if different from above): |

FOR PEARSON VUE USE ONLY

| | |
|-----------------------------|-------|
| Reservation Date: | Time: |
| Pearson VUE Representative: | |

Fax to Pearson VUE at (888) 204-6291.

DUPLICATE SCORE REQUEST FORM



DIRECTIONS: You may use this form to request that Pearson VUE send a duplicate copy of your score report to you. Please print all information on this form.

Please enclose a cashier's check or money order made payable to "Pearson VUE." **DO NOT SEND CASH.**

FEE: For scores less than one year old there is a \$10.00 charge.
For scores one or more years old there is a \$25.00 charge.

SEND TO: Pearson VUE
GEORGIA INSURANCE
DUPLICATE SCORE
PO Box 8588
Philadelphia, PA 19101-8588

Amount Enclosed: \$ _____

I hereby authorize Pearson VUE to send to me at the address below a duplicate of my score report from the insurance examination.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Please complete the following form with your current name and address.

| | | |
|----------|--------|------|
| Name: | | |
| Address: | | |
| City: | State: | ZIP: |

If the above information was different at the time you tested, please indicate original information.

| | | |
|----------|--------|------|
| Name: | | |
| Address: | | |
| City: | State: | ZIP: |

| | |
|-------------------------|----------------|
| Exam Taken: | |
| Date Taken: | Date of Birth: |
| Licensing Jurisdiction: | |

SPECIAL ACCOMMODATIONS REQUEST FORM



Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.

Candidates who wish to request special accommodations for ADA should fax this form to Pearson VUE at (610) 617-9397. Certain documentation must be faxed along with this form, as detailed on page 11.

All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of the approval before scheduling an examination.

PLEASE PRINT CLEARLY

| | | |
|---|--|----------------|
| Date: | | |
| Last Name: | | |
| First Name: | | M.I.: |
| Address: | | |
| City: | | State: |
| | | ZIP: |
| Daytime Telephone: | | Email address: |
| Description of Disability: | | |
| <input type="checkbox"/> Large-print written exam <input type="checkbox"/> Marker <input type="checkbox"/> Additional time <input type="checkbox"/> Reader <input type="checkbox"/> Separate testing room <input type="checkbox"/> Sign language interpreter | | |
| <input type="checkbox"/> Other equipment or accommodation (please explain): | | |
| Accommodations previously provided to you (<i>list accommodation and purpose, such as "sign language interpreter for SAT examination"</i>): | | |
| Candidates should contact Pearson VUE with questions about special accommodations. Pearson VUE Special Accommodations • 3 Bala Plaza West, Suite 300 • Bala Cynwyd, PA 19004 Phone (800) 466-0450 • TDD (866) 274-4777 • Fax (610) 617-9397 | | |

Note: Only candidates who require special examination accommodations should use this form.

GENERAL INFORMATION

CANDIDATES MAY CALL (800) 274-0488 TO MAKE AN EXAM RESERVATION.
CANDIDATES MAY TEST AT ANY TEST CENTER.
 See www.pearson.com for full list of test centers.

| TEST CENTERS | |
|------------------|-------------------------|
| LOCATION* | SCHEDULE |
| Jacksonville, FL | Tuesday |
| Tallahassee, FL | Monday |
| Macon | Monday through Saturday |
| Savannah | Monday through Saturday |
| Augusta | Monday through Saturday |
| Albany | Monday through Saturday |
| Marietta | Tuesday |
| Chattanooga, TN | Monday through Saturday |
| Atlanta | Monday through Friday |

**Locations and schedules are subject to change.*

| AVAILABLE EXAMINATIONS | | | |
|------------------------|-------------------------------------|-------------|-----------|
| EXAM CODE | EXAM NAME | EXAM LENGTH | EXAM FEE* |
| 12-GA-01 | Life Agent | 2 hours | \$90 |
| 12-GA-02 | Accident/Sickness Agent | 2 hours | \$90 |
| 12-GA-03 | Property Agent | 2 hours | \$90 |
| 12-GA-04 | Casualty Agent | 2 hours | \$90 |
| 12-GA-05 | Life/Accident/Sickness Agent COMBO | 2 hours | \$90 |
| 12-GA-06 | Property & Casualty Agent COMBO | 2 hours | \$90 |
| 12-GA-20 | Public Adjuster | 2 hours | \$90 |
| 12-GA-23 | Crop Hail Adjuster | 1 hour | \$90 |
| 12-GA-24 | Adjuster | 2 hours | \$90 |
| 12-GA-40 | Life, Accident & Sickness Counselor | 2 hours | \$90 |
| 12-GA-41 | Property/Casualty Counselor | 2 hours | \$90 |
| 12-GA-50 | Surplus Lines Broker | 2 hours | \$90 |
| 12-GA-55 | Personal Lines | 2 hours | \$90 |
| 12-GA-62 | Variable Products | 2 hours | \$90 |

**Personal checks and cash will not be accepted.*

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

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

