West Virginia
Insurance Content Outlines

Content Outline for examinations taken before May 01, 2022

Content Outline for examinations on or after May 01, 2022
# LIFE—GENERAL KNOWLEDGE

## CONTENT OUTLINE

Product Knowledge, Terms, and Concepts

(50 scoreable questions plus 10 pretest questions)

## I. TYPES OF POLICIES

### A. Traditional whole life products
1. Ordinary whole life
2. Limited-pay and single-premium life

### B. Interest/market-sensitive/adjustable life products
1. Universal life
2. Variable whole life
3. Variable universal life
4. Interest-sensitive whole life
5. Indexed life

### C. Term life
1. Types
   a. Level
   b. Decreasing
   c. Return of premium
   d. Annually renewable
2. Special features
   a. Renewable
   b. Convertible

### D. Annuities
1. Single and flexible premium
2. Immediate and deferred
3. Fixed and variable
4. Indexed

### E. Combination plans and variations
1. Joint life
2. Survivorship life (second to die)

## II. POLICY RIDERS, PROVISIONS, OPTIONS, AND EXCLUSIONS

### A. Policy riders
1. Waiver of premium and waiver of monthly deduction
2. Guaranteed insurability
3. Payor benefit
4. Accidental death and/or accidental death and dismemberment
5. Term riders
6. Other insureds
7. Long term care
8. Return of premium

### 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. Common disaster

### C. Policy exclusions

## III. COMPLETING THE APPLICATION, UNDERWRITING, AND DELIVERING THE POLICIES

### 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 (e.g., HIPAA, HIV consent)
8. USA PATRIOT Act/anti-money laundering

### B. Underwriting
1. Insurable interest
2. Medical information and consumer reports
3. Fair Credit Reporting Act
4. Risk classification
5. Stranger/Investor-owned life insurance (STOLI/IOLI)

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

### D. Contract law
1. Elements of a contract
2. Unique aspects of the insurance contract
   a. Conditional
   b. Unilateral
   c. Adhesion
   d. Aleatory

## IV. TAXES, RETIREMENT, AND OTHER INSURANCE CONCEPTS

### A. Third-party ownership

### B. Viatical Settlements

### C. Life Settlements

### D. Group life insurance
1. Conversion privilege
2. Contributory vs. noncontributory
E. Retirement plans
1. Qualified plans
2. Nonqualified plans

F. Life insurance needs analysis/suitability
1. Personal insurance needs
2. Business insurance needs
   a. Key person
   b. Buy sell

G. Social Security benefits
H. Tax treatment of insurance premiums, proceeds, and dividends
1. Individual life
2. Group life
3. Modified Endowment Contracts (MECs)

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LIFE—WEST VIRGINIA SPECIFIC CONTENT OUTLINE
State Laws and Rules

(28 scoreable questions plus 6 pretest questions)

I. WEST VIRGINIA LAWS AND RULES COMMON TO LIFE, ACCIDENT AND SICKNESS INSURANCE
Ref: All statutory references are taken from §114 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal.

A. Insurance Commissioner
1. Broad powers
   Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6
2. Examination of records
   Ref: 33-2-4, 33-2-9
3. Notice and conduct of hearing
   Ref: 33-2-12, 33-2-13
4. Penalties
   Ref: 33-2-9, 33-2-11, 33-3-11, 33-11-6, 33-11-8, 33-12-24, 33-44-7
5. Filing and approval of forms
   Ref: 33-6-8, 33-6-9

B. Definitions
1. Domestic, foreign, alien, nonadmitted, and unauthorized companies
   Ref: 33-1-6, 33-1-7, 33-1-8, 33-44-3
2. Stock and mutual
   Ref: 33-1-18, 33-1-19
3. Transacting insurance
   Ref: 33-3-1, 33-12-2(m), (o), (p), 33-12-21
4. Producer
   Ref: 33-1-12, 33-12-22

C. Licensing
1. Purpose/Requirements
   Ref: 33-12-2, 33-12-6
2. Qualifications
   a. Producer
      Ref: 33-12-2, 33-12-6, 33-12-9
   b. Direct response
      Ref: 33-6-35(a)(1), 33-28-3(c), 33-28-3(e)
   c. Nonresident Life/A&H producer
      Ref: 33-12-12
d. Fingerprinting
   Ref: 33-12-37; Title 114-2A-7

3. Termination of license
   a. Expiration and cancellation
      Ref: 33-12-17
   b. Revocation and suspension
      Ref: 33-11-6, 33-12-24
   c. Nonrenewal
      Ref: 33-12-24
4. Limitation of license
   Ref: 33-12-18, 33-12-19, 33-12-20, 33-12-21
5. Appointment
   Ref: 33-12-3(d), 33-12-17, 33-12-18(a), 33-12-24
6. Education requirements
   a. Continuing education
      Ref: 33-12-8; Rule 114-42-1, 2, 3, 4, 7
7. Mandatory reporting requirements
   a. Criminal prosecution and administrative action
      Ref: 33-12-34
   b. Fraud
      Ref: 33-41-5, 114-71-3; Informational Letter 206

D. Unfair Trade Practices

E. Mass Marketed Life and Sickness Insurance

F. West Virginia Life and Health Guaranty Association

G. Unauthorized Insurers

II. WEST VIRGINIA LAWS AND RULES PERTINENT TO LIFE INSURANCE ONLY

A. Replacement

B. Disclosure

C. Policy Clauses and Provisions

West Virginia Insurance Supplement – Examination Content Outlines

Effective Date: April 1, 2021

S2
D. Group Life ................................................................. 2
   1. Assignment of proceeds
      Ref: 33-14-28
   2. Employee and debtor groups
      Ref: 33-14-2, 33-14-3

3. Labor union and trustee groups
   Ref: 33-14-4, 33-14-5

4. Conversion on termination of policy
   Ref: 33-14-17

5. Conversion on termination of employment
   Ref: 33-14-16

E. Suitability in Annuity Transactions ................. 0-1
   Ref: Rule 114-11B-1 through 114-11B-7

F. Insurable Interest .................................................. 0-1
   Ref: 33-6-2

III. SOCIAL INSURANCE ............................................... 3
   A. Medicare (Parts A, B, C, D)
   B. Medicaid
   C. Social Security benefits

IV. OTHER INSURANCE CONCEPTS ......................... 4
   A. Total, partial, recurrent and residual disability
   B. Owner’s rights
   C. Dependent children benefits
   D. Primary and contingent beneficiaries
   E. Modes of premium payments
   F. Nonduplication and coordination of benefits (e.g.,
      primary vs. excess)
   G. Occupational vs. non-occupational
   H. Tax treatment of premiums and proceeds of insurance
      contracts (e.g., disability income and medical
      expenses, etc.)
   I. Managed care
   J. Workers Compensation
   K. Subrogation

V. FIELD UNDERWRITING PROCEDURES ................. 9
   A. Completing the application

West Virginia Insurance Supplement – Examination Content Outlines

Effective Date: April 1, 2021

S3
B. Explaining sources of insurability and HIPAA privacy information (e.g., MIB Report, Fair Credit Reporting Act, etc.)

C. Initial premium payment and receipt and consequences of the receipt (e.g., medical examination, etc.)

D. Submitting application (and initial premium if collected) to company for underwriting

E. Policy delivery

F. Explaining policy and its provisions, riders, exclusions, and ratings to clients

G. Replacement

H. Contract law
   1. Elements of a contract
   2. Insurable interest
   3. Warranties and representations
   4. Unique aspects of the insurance contract
      a. Conditional
      b. Unilateral
      c. Adhesion
      d. Aleatory

ACCIDENT AND HEALTH OR SICKNESS WEST VIRGINIA SPECIFIC CONTENT OUTLINE

State Laws and Rules

(30 scoreable questions plus 6 pretest questions)

I. WEST VIRGINIA LAWS AND RULES COMMON TO LIFE AND ACCIDENT AND SICKNESS INSURANCE

Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.

A. Insurance Commissioner

1. Broad powers
   Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6

2. Examination of records
   Ref: 33-2-4, 33-2-9

3. Notice and conduct of hearing
   Ref: 33-2-12, 33-2-13

4. Penalties
   Ref: 33-2-9, 33-2-11, 33-3-11, 33-11-6, 33-11-8, 33-12-24, 33-44-7

5. Filing and approval of forms
   Ref: 33-6-8, 33-6-9

B. Definitions

1. Domestic, foreign, and alien companies
   Ref: 33-1-6, 33-1-7, 33-1-8

2. Stock and mutual
   Ref: 33-1-18, 33-1-19

3. Transacting insurance
   Ref: 33-3-1, 33-12-2(m), (o), (p), 33-12-21

4. Producer
   Ref: 33-1-12, 33-12-23

C. Licensing

1. Purpose/Requirements
   Ref: 33-12-2, 33-12-6

2. Qualifications
   a. Producer
      Ref: 33-12-2, 33-12-6, 33-12-9
   b. Direct response

Ref: 33-6-35(a)(1), 33-28-3(c), 33-28-3(e)

C. Nonresident Life/A&H producer
   Ref: 33-12-12

d. Fingerprinting
   Ref: 33-12-37; Title 114-2A-7

3. Termination of license
   a. Expiration and cancellation
      Ref: 33-12-17
   b. Revocation and suspension
      Ref: 33-11-6, 33-12-24
   c. Nonrenewal
      Ref: 33-12-24

4. Limitation of license
   Ref: 33-12-18, 33-12-19, 33-12-20, 33-12-21

5. Appointment
   Ref: 33-12-3(d), 33-12-17, 33-12-18(a), 33-12-24

6. Education requirements
   a. Continuing education
      Ref: 33-12-8; Series 42: 1, 2, 3, 4, 7

7. Mandatory reporting requirements
   a. Criminal prosecution and administrative action
      Ref: 33-12-34
   b. Fraud
      Ref: 33-41-5; 114-71-3; Informational Letter 206

D. Unfair Trade Practices

1. Unfair claims methods and practices
   Ref: 33-11-4(9), Rule 114-14-5, 6

2. Excessive charges
   Ref: Information Letter No. 6

3. Rebating
   Ref: 33-11-4(8), Rule 114-70

4. Coercion
   Ref: 33-11-5, 33-11-4(4)

5. Misrepresentation
   Ref: 33-11-4(1)

6. Defamation
   Ref: 33-11-4(3)

7. Advertising
   Ref: 33-11-4(2); Rule 114-11-4

8. Penalties
   Ref: 33-11-6, 33-11-8

E. Mass Marketed Life & Sickness Insurance

Ref: 33-6-35, 33-6-8(e)

F. West Virginia Life and Health Guaranty Association

Ref: 33-26A-2, 33-26A-9(a), 33-26A-3(c)(2)(A)

G. Unauthorized Insurers

Ref: 33-44-3, 4, 7, 9, 11

II. WEST VIRGINIA LAWS AND RULES PERTINENT TO ACCIDENT AND HEALTH OR SICKNESS INSURANCE ONLY

A. Required Disclosure Provisions; Individual Minimum A&S Standards

Ref: Informational Letter 186A

B. Requirements for Replacement; Individual Minimum A&S Standards

Ref: Informational Letter 186A

C. Medicare Supplement Insurance

Ref: 33-6-11(a), 33-16-3(d), 33-28-5(b); Rule 114-17, 24

D. Health Maintenance Organization Act

Ref: 33-25A-2, 33-25A-14
1. Definitions
2. Deceptive practice

E. Corporations
   Ref: 33-24-2, 33-24-4
   1. Hospital service corporations
   2. Medical service corporations
   3. Dental service corporations
   4. Health service corporations

F. Coverage for Newborn Children
   Ref: 33-6-32

G. Long-Term Care
   Ref: 33-15A, Rule 114-32-12.2; 114-32-32

H. Small Employer Group
   Ref: 33-16D-2

PROPERTY—GENERAL KNOWLEDGE
CONTENT OUTLINE

Product Knowledge, Terms, and Concepts

(50 scoreable questions plus 10 pretest questions)

I. TYPES OF POLICIES
   1. HO-2
   2. HO-3
   3. HO-4
   4. HO-5
   5. HO-6
   6. HO-8
   25

   A. Homeowners
   B. Dwelling policies
      1. DP-1
      2. DP-2
      3. DP-3
   C. Commercial lines
      1. Commercial Package Policy (CPP)
      2. Commercial property
         a. Causes of loss forms
         b. Business income
         c. Extra expense
         d. Equipment breakdown
      3. Business Owners Policy (BOP)
      4. Builders Risk
   D. Inland marine
      1. Personal Articles floaters
      2. Commercial Property floaters
   E. National Flood Insurance Program
   F. Others
      1. Earthquake
      2. Mobile Homes
      3. Watercraft
      4. Farm Owners
      5. Windstorm

II. INSURANCE TERMS AND RELATED CONCEPTS
    14
   A. Insurance
      1. Law of Large Numbers
   B. Insurable interest
   C. Risk
      1. Pure vs. Speculative Risk
   D. Hazard

   1. Moral
   2. Morale
   3. Physical
   E. Peril
   F. Loss
      1. Direct
      2. Indirect
   G. Loss Valuation
      1. Actual cash value
      2. Replacement cost
      3. Market value
      4. Stated/agreed value
      5. Salvage value
   H. Proximate cause
   I. Deductible
   J. Indemnity
   K. Limits of liability
   L. Coinsurance/Insurance to value
   M. Occurrence
   N. Cancellation
   O. Nonrenewal
   P. Vacancy and unoccupancy
   Q. Liability
      1. Absolute
      2. Strict
      3. Vicarious
   R. Negligence
   S. Binder
   T. Endorsements
   U. Blanket vs. Specific

III. POLICY PROVISIONS AND CONTRACT LAW
    11
   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. Subrogation
   N. Elements of a contract
   O. Warranties, representations, and concealment
   P. Sources of underwriting information
   Q. Fair Credit Reporting Act
   R. Privacy Protection (Gramm Leach Bliley)
   S. Policy Application
   T. Terrorism Risk Insurance Act (TRIA)
I. WEST VIRGINIA LAWS AND RULES PERTINENT TO PROPERTY INSURANCE

Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.

A. Insurance Commissioner

1. Broad powers
   Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6

2. Examination of records
   Ref: 33-2-4, 33-2-9

3. Notice and Conduct of hearing
   Ref: 33-2-12, 33-2-13

4. Penalties
   Ref: 33-2-9, 33-2-11, 33-3-11, 33-11-6, 33-11-8, 33-12-24, 33-44-7

B. Definitions, Restrictions, and Responsibilities

1. Licensed and unlicensed companies
   Ref: 33-3-1, 33-12C-3, 33-44-3

2. Domestic, foreign, alien, nonadmitted and unauthorized companies
   Ref: 33-1-6, 33-1-7, 33-1-8, 33-12C-3, 33-44-3

3. Stock and mutual companies
   Ref: 33-1-18, 33-1-19

4. Selling, soliciting, and negotiating insurance
   Ref: 33-3-1, 33-12-2, 33-12-21

5. Producer
   Ref: 33-1-12, 33-12-23

6. Surplus lines / Nonadmitted Insurance Act
   Ref: 33-12C

7. Valued policy law
   Ref: 33-17-9

8. Comparative negligence
   Ref: 55-7-13a through 13d

C. Licensing

1. Purpose/Requirements
   Ref: 33-12-2, 33-12-6

2. Qualifications
   a. Producer
      Ref: 33-12-6
   b. Nonresident licensing
      Ref: 33-12-12
   c. Company requirements
      Ref: 33-12-3(d)
   d. Fingerprinting
      Ref: 33-12-37; Title 114-2A-7

3. Termination of license
   a. Expiration
      Ref: 33-12-17
   b. Revocation and suspension
      Ref: 33-12-24

   c. Nonrenewal
      Ref: 33-12-24

4. Limitation of license
   Ref: 33-12-6(a)(7), 33-12-18, 33-12-19, 33-44-4(b)

5. Appointment
   Ref: 33-12-3(d), 33-12-18(a)

6. Educational requirements
   a. Continuing education
      Ref: 33-12-8; Rule 114-42-1, 2, 3, 4, 7

7. Mandatory reporting requirements
   a. Criminal prosecution and administrative action
      Ref: 33-12-34
   b. Fraud
      Ref: 33-41-5, 114-71-3; Informational Letter 206

D. Unfair Trade Practices

1. Unfair claims methods and practices
   Ref: 33-11-4(9); Rule 114-14-5, 6

2. Excessive charges
   Ref: Information Letter No. 6

3. Rebating
   Ref: 33-11-4(8), Rule 114-70

4. Coercion
   Ref: 33-11-4(4), 33-11-5

5. Misrepresentation
   Ref: 33-11-4(1)

6. Defamation
   Ref: 33-11-4(3)

7. Advertising
   Ref: 33-11-4(2)

8. Unfair discrimination
   Ref: 33-11-4(7)

9. Penalties
   Ref: 33-11-6, 33-11-8

E. Insurable Interest in Property

Ref: 33-6-3

F. Binders
Ref: 33-6-18

G. Approval of Rates and Forms

Ref: 33-6-8, 33-17-8, 33-20-4

H. Compensation of Licensees

1. Payment of commissions
   Ref: 33-12-23, 33-12-27; 114-2-1 et. seq.

I. West Virginia Essential Insurance Coverage Act (FAIR) Plan

Ref: 33-20A-1 through 33-20A-3; Series 21: Sec. 8, 9, 11, 13, 14

J. Mine Subsidence

Ref: 33-30-3, 33-30-4, 33-30-6, 33-30-7, 33-30-10

K. Homeowner’s Insurance

1. Declination, termination, and disclosure
   Ref: 33-17a

L. West Virginia Insurance Guaranty Association

Ref: 33-26-1 to 33-26-19; 114-20-4

M. Risk Retention Act of West Virginia

Ref: 33-32-1, 33-32-2, 33-32-21
I. TYPES OF POLICIES, BONDS, AND RELATED TERMS

A. Commercial general liability
   1. Exposures
      a. Premises and Operations
      b. Products and Completed Operations
   2. Coverage
      a. Coverage A: Bodily Injury and Property Damage Liability
         (1) Occurrence
         (2) Claims made
         (a) 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
         (1) Per occurrence
         (2) Annual Aggregate
      g. Damage to Property of Others

B. Automobile: personal auto and business auto
   1. Liability
      a. Bodily Injury
      b. Property Damage
      c. Split Limits
      d. Combined Single Limit
   2. Medical Payments
   3. Physical Damage (collision; other than collision; specified perils)
   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
      e. Newly Acquired Autos
      f. Transportation Expense and Rental Reimbursement Expense
   8. Garage Coverage Form, including Garagekeepers Insurance
   9. Exclusions
   10. Individual Insured and Drive Other Car (DOC)

C. Workers Compensation Insurance, Employers Liability Insurance, and Related Issues
   (This section does not deal with specifics of state law, which are addressed elsewhere in this outline.)
   1. Standard policy concepts
      a. Who is an employee/employer
      b. Compensation
   2. Work-related vs. non-work-related
   3. Other states’ insurance
   4. Employers Liability
   5. Exclusive remedy

D. Crime
   1. Employee Dishonesty
   2. Theft
   3. Robbery
   4. Burglary
   5. Forgery and Alteration
   6. Mysterious disappearance

E. Bonds
   1. Surety
   2. Fidelity

F. Professional liability
   1. Errors and Omissions
   2. Medical Malpractice
   3. Directors and Officers (D&O)
   4. Employment Practices Liability (EPLI)
   5. Cyber liability and data breach

G. Umbrella/Excess Liability

II. INSURANCE TERMS AND RELATED CONCEPTS

A. Risk

B. Hazards
   1. Moral
   2. Morale
   3. Physical

C. Indemnity

D. Insurable interest

E. Loss valuation
   1. Actual cash value
   2. Replacement cost
   3. Market value
   4. Stated/agreed value
   5. Salvage value

F. Negligence

G. Liability

H. Occurrence

I. Binders

J. Warranties

K. Representations

L. Concealment

M. Deposit Premium/Audit

N. Certificate of Insurance

O. Law of Large Numbers

P. Pure vs. Speculative Risk

Q. Endorsements

R. Damages
   1. Compensatory
      a. General
      b. Special
   2. Punitive

S. Compliance with provisions of Fair Credit Reporting Act

III. POLICY PROVISIONS

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. Supplementary payments
I. Proof of loss
J. Notice of claim
K. Arbitration
L. Other insurance
M. Subrogation
N. Loss settlement provisions including consent to settle a loss
O. Terrorism Risk Insurance Act (TRIA)

Casualty—West Virginia Specific Content Outline
State Laws and Rules

(30 scoreable questions plus 5 pretest questions)

I. West Virginia Laws and Rules Pertinent to Casualty Insurance

Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.

A. Insurance Commissioner Act

1. Broad powers
   Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6
2. Examination of records
   Ref: 33-2-4, 33-2-9
3. Notice and Conduct of hearing
   Ref: 33-2-12, 33-2-13
4. Penalties
   Ref: 33-2-9, 33-2-11, 33-3-11, 33-11-6, 33-11-8, 33-12-24, 33-44-7

B. Definitions, Restrictions, and Responsibilities

1. Licensed and unlicensed companies
   Ref: 33-3-1, 33-12C-3, 33-44-3
2. Domestic, foreign, alien, nonadmitted and unauthorized companies
   Ref: 33-1-6, 33-1-7, 33-1-8, 33-12C-3, 33-44-3
3. Stock and mutual companies
   Ref: 33-1-18, 33-1-19
4. Selling, soliciting, and negotiating insurance
   Ref: 33-3-1, 33-12-2, 33-12-21
5. Producer
   Ref: 33-1-12, 33-12-23
6. Surplus lines / Nonadmitted Insurance Act
   Ref: 33-12C
7. Valued policy law
   Ref: 33-17-9
8. Comparative negligence
   Ref: 55-7-13a through 13d

C. Licensing

1. Purpose/Requirements
   Ref: 33-12-2, 33-12-6
2. Qualifications
   a. Producer
      Ref: 33-12-6
   b. Nonresident licensing
      Ref: 33-12-12
   c. Company requirements
      Ref: 33-12-3(d)
   d. Fingerprinting
      Ref: 33-12-37; Title 114-2A-7
3. Termination of license
   a. Expiration
      Ref: 33-12-17
   b. Revocation and suspension
      Ref: 33-12-24
   c. Nonrenewal
      Ref: 33-12-24
4. Limitation of license
   Ref: 33-12-6(a)(7), 33-12-18, 33-12-19, 33-44-4(b)
5. Appointment
   Ref: 33-12-3(d), 33-12-18(a)
6. Educational requirements
   a. Continuing education
      Ref: 33-12-34
   b. Fraud
      Ref: 33-41-5, 114-71-3; Informational Letter 206
7. Mandatory reporting requirements
   a. Criminal prosecution and administrative action
      Ref: 33-12-34

D. Unfair Trade Practices

1. Unfair claims methods and practices
   Ref: 33-11-4(9); Rule 114-14-4, 6
2. Excessive charges
   Ref: Information Letter No. 6
3. Rebating
   Ref: 33-11-4(8), Rule 114-70
4. Coercion
   Ref: 33-11-4(4), 33-11-5
5. Misrepresentation
   Ref: 33-11-4(1)
6. Defamation
   Ref: 33-11-4(3)
7. Advertising
   Ref: 33-11-4(2)
8. Unfair discrimination
   Ref: 33-11-4(7)
9. Penalties
   Ref: 33-11-6, 33-11-8

E. Binders

Ref: 33-6-18

F. Approval of Rates and Forms

Ref: 33-6-8, 33-17-8, 33-20-4

G. Compensation of Licensees

1. Payment of commissions

H. Automobile Insurance

1. Provisions
   Ref: 33-6-31
   a. Coverage
   b. Uninsured motorists
      Ref: 17D-4-2
   c. Underinsured motorists

2. Financial responsibility and required minimum liability limits
   Ref: Ch. 17A-3-3 and 17D Motor Vehicle laws

3. Renewal, nonrenewal, and cancellation
   Ref: 33-6A-1 through 33-6A-4; 17D

4. West Virginia Automobile Insurance Plan
   (Assigned Risk)
   Ref: Auto manual

I. Malpractice Policies

Ref: 33-64-1 through 33-64-4; 17D

Effective Date: April 1, 2021
Ref: 33-20C

J. Workers’ Compensation ........................................... 0-1
  Ref: 23-2-1(a), 23-2-1(b), 33-1-10(e)(14)

K. West Virginia Insurance Guaranty Association... 0-1
  Ref: 33-26-1 to 33-26-19

1. Actual cash value
2. Replacement cost
3. Market value
4. Stated/agreed value
5. Salvage value

H. Proximate cause
I. Deductible
J. Indemnity
K. Limits of liability
L. Coinsurance/Insurance to value
M. Occurrence
N. Cancellation
O. Nonrenewal
P. Vacancy and unoccupancy
Q. Liability
  1. Absolute
  2. Strict
  3. Vicarious
R. Negligence
S. Binder
T. Endorsements
U. Blanket vs. Specific

VI. POLICY PROVISIONS AND CONTRACT LAW .............. 11
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. Subrogation
N. Elements of a contract
O. Warranties, representations, and concealment
P. Sources of underwriting information
Q. Fair Credit Reporting Act
R. Privacy Protection (Gramm Leach Billey)
S. Policy Application
T. Terrorism Risk Insurance Act (TRIA)

V. INSURANCE TERMS AND RELATED CONCEPTS ....... 14
A. Insurance
  1. Law of Large Numbers
B. Insurable interest
C. Risk
  1. Pure vs. Speculative Risk
D. Hazard
  1. Moral
  2. Morale
  3. Physical
E. Peril
F. Loss
  1. Direct
  2. Indirect
G. Loss Valuation

PROPERTY & CASUALTY CONTENT OUTLINE—
PROPERTY GENERAL KNOWLEDGE

Product Knowledge, Terms, and Concepts

(50 scoreable questions plus 10 pretest questions)

IV. TYPES OF POLICIES ............................................. 25
A. Homeowners
  1. HO-2
  2. HO-3
  3. HO-4
  4. HO-5
  5. HO-6
  6. HO-8
B. Dwelling policies
  1. DP-1
  2. DP-2
  3. DP-3
C. Commercial lines
  1. Commercial Package Policy (CPP)
  2. Commercial property
     a. Commercial building and business personal property
     form
  b. Causes of loss forms
  c. Business income
  d. Extra expense
  e. Equipment breakdown
  3. Business Owners Policy (BOP)
  4. Builders Risk
D. Inland marine
  1. Personal Articles floaters
  2. Commercial Property floaters
E. National Flood Insurance Program
F. Others
  1. Earthquake
  2. Mobile Homes
  3. Watercraft
  4. Farm Owners
  5. Windstorm

PROPERTY & CASUALTY CONTENT OUTLINE—
CASUALTY GENERAL KNOWLEDGE

Product Knowledge, Terms, and Concepts

(50 scoreable questions plus 10 pretest questions)

I. TYPES OF POLICIES, BONDS, AND RELATED TERMS ........................................... 25
A. Commercial general liability
  1. Exposures
     a. Premises and Operations
     b. Products and Completed Operations
  2. Coverage
     a. Coverage A: Bodily Injury and Property Damage Liability
        (1) Occurrence
        (2) Claims made

West Virginia Insurance Supplement – Examination Content Outlines

Effective Date: April 1, 2021

S9
(a) 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  
   (1) Per occurrence  
   (2) Annual Aggregate  
g. Damage to Property of Others  

B. Automobile: personal auto and business auto  
1. Liability  
   a. Bodily Injury  
   b. Property Damage  
   c. Split Limits  
   d. Combined Single Limit  
2. Medical Payments  
3. Physical Damage (collision; other than collision; specified perils)  
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  
   e. Newly Acquired Autos  
   f. Transportation Expense and Rental Reimbursement Expense  
8. Garage Coverage Form, including Garagekeepers Insurance  
9. Exclusions  
10. Individual Insured and Drive Other Car (DOC)  

C. Workers Compensation Insurance, Employers Liability Insurance, and Related Issues  
(This section does not deal with specifics of state law, which are addressed elsewhere in this outline.)  
1. Standard policy concepts  
   a. Who is an employee/employer  
   b. Compensation  
2. Work-related vs. non-work-related  
3. Other states’ insurance  
4. Employers Liability  
5. Exclusive remedy  
6. Premium Determination  

D. Crime  
1. Employee Dishonesty  
2. Theft  
3. Robbery  
4. Burglary  
5. Forgery and Alteration  
6. Mysterious disappearance  

E. Bonds  
1. Surety  
2. Fidelity  

F. Professional liability  
1. Errors and Omissions  
2. Medical Malpractice  
3. Directors and Officers (D&O)  
4. Employment Practices Liability (EPLI)  
5. Cyber liability and data breach  

G. Umbrella/Excess Liability  

II. INSURANCE TERMS AND RELATED CONCEPTS .......... 14  
A. Risk  
B. Hazards  
   1. Moral  
   2. Morale  
   3. Physical  
C. Indemnity  
D. Insurable interest  
E. Loss valuation  
   1. Actual cash value  
   2. Replacement cost  
   3. Market value  
   4. Stated/agreed value  
   5. Salvage value  
F. Negligence  
G. Liability  
H. Occurrence  
I. Binders  
J. Warranties  
K. Representations  
L. Concealment  
M. Deposit Premium/Audit  
N. Certificate of Insurance  
O. Law of Large Numbers  
P. Pure vs. Speculative Risk  
Q. Endorsements  
R. Damages  
   1. Compensatory  
      a. General  
      b. Special  
   2. Punitive  
S. Compliance with provisions of Fair Credit Reporting Act  

III. POLICY PROVISIONS ............................................ 11  
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. Supplementary payments  
   I. Proof of loss  
J. Notice of claim  
K. Arbitration  
L. Other insurance  
M. Subrogation  
N. Loss settlement provisions including consent to settle a loss  
O. Terrorism Risk Insurance Act (TRIA)
PROPERTY & CASUALTY
WEST VIRGINIA SPECIFIC
CONTENT OUTLINE
State Laws and Rules

(40 scoreable questions plus 8 pretest questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO PROPERTY AND CASUALTY INSURANCE

Ref: All statutory references are taken from §114 PROPERTY AND CASUALTY INSURANCE (40 scoreable questions plus 8 pretest questions)

33-12A of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.

A. Insurance Commissioner

1. Broad powers
   Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6, 9
2. Examination of records
   Ref: 33-2-4, 33-2-9
3. Notice and Conduct of hearing
   Ref: 33-2-12, 33-2-13
4. Penalties
   Ref: 33-2-9, 33-2-11, 33-3-11, 33-11-6, 33-11-8, 33-12-24, 33-44-7

B. Definitions, Restrictions, and Responsibilities

1. Licensed and unlicensed companies
   Ref: 33-3-1, 33-12C-3, 33-44-3
2. Domestic, foreign, alien, nonadmitted and unauthorized companies
   Ref: 33-1-6, 33-1-7, 33-1-8, 33-12C-3, 33-44-3
3. Stock and mutual companies
   Ref: 33-1-18, 33-1-19
4. Selling, soliciting, and negotiating insurance
   Ref: 33-3-1, 33-12-2, 33-12-21
5. Producer
   Ref: 33-1-12, 33-12-23
6. Surplus lines / Nonadmitted Insurance Act
   Ref: 33-12C
7. Valued policy law
   Ref: 33-17-9
8. Comparative negligence
   Ref: 55-7-13a through 13d

C. Licensing

1. Purpose/Requirements
   Ref: 33-12-2, 33-12-6
2. Qualifications
   a. Producer
      Ref: 33-12-6
   b. Nonresident licensing
      Ref: 33-12-12
   c. Company requirements
      Ref: 33-12-3(d)
   d. Fingerprinting
      Ref: 33-12-37; Title 114-2A-7
3. Termination of license
   a. Expiration
      Ref: 33-12-17
   b. Revocation and suspension
      Ref: 33-12-24
   c. Nonrenewal
      Ref: 33-12-24

D. Unfair Trade Practices

1. Unfair claims methods and practices
   Ref: 33-11-4(9); Rule 114-14-5, 6
2. Excessive charges
   Ref: 33-11-4(8), Rule 114-70
3. Rebating
   Ref: 33-11-4(4), 33-11-5
4. Coercion
   Ref: 33-11-4(4), 33-11-5
5. Misrepresentation
   Ref: 33-11-4(1)
6. Defamation
   Ref: 33-11-4(3)
7. Advertising
   Ref: 33-11-4(2)
8. Unfair discrimination
   Ref: 33-11-4(7)
9. Penalties
   Ref: 33-11-6, 33-11-8

E. Insurable Interest in Property

1. Ref: 33-6-3

F. Binders

1. Ref: 33-6-18

G. Approval of Rates and Forms

1. Ref: 33-6-8, 33-17-8, 33-20-4

H. Compensation of Licensees

1. Payment of commissions
   Ref: 33-12-23, 33-12-27, 114-2-1 et. seq

I. West Virginia Essential Insurance Coverage Act (FAIR) Plan

1. Ref: 33-20A-1 through 33-20A-3; Series 21: Sec. 8, 9, 11, 13, 14

J. Automobile Insurance

1. Provisions
   a. Coverage
   b. Uninsured motorists
      Ref: 17D-4-2
   c. Underinsured motorists
   2. Financial responsibility and required minimum liability limits
      Ref: Ch. 17A-3-3 and 17D Motor Vehicle laws
   3. Renewal, nonrenewal, and cancellation
      Ref: 33-6A-1 through 33-6A-4; 17D
   4. West Virginia Automobile Insurance Plan
      (Assigned Risk)
      Ref: Auto manual

K. West Virginia Insurance Guaranty Association

1. Ref: 33-26-1 to 33-26-19

Effective Date: April 1, 2021
PERSONAL LINES—GENERAL KNOWLEDGE
CONTENT OUTLINE
Product Knowledge, Terms, and Concepts

(75 questions plus 11 pretest questions)

I. TYPES OF PROPERTY POLICIES .......................................................... 10
A. Homeowners
   1. HO-2
   2. HO-3
   3. HO-4
   4. HO-5
   5. HO-6
   6. HO-8
B. Dwelling policies
   1. DP-1
   2. DP-2
   3. DP-3
C. Inland marine
   1. Personal Articles floaters
D. National Flood Insurance Program
E. Others
   1. Earthquake
   2. Mobile Homes
   3. Watercraft
   4. Windstorm

II. TYPES OF CASUALTY POLICIES ...................................................... 13
A. Automobile: personal auto
   1. Liability
      a. Bodily Injury
      b. Property Damage
      c. Split Limits
      d. Combined Single Limit
   2. Medical Payments
   3. Physical Damage (collision; other than collision; specified perils)
   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
      e. Newly Acquired Autos
      f. Transportation Expense and Rental Reimbursement Expense
   8. Exclusions
B. Umbrella/Excess liability

III. PROPERTY AND CASUALTY INSURANCE TERMS AND RELATED CONCEPTS ............................................. 28
A. Insurance
   1. Law of Large Numbers
B. Insurable interest
C. Risk
   1. Pure vs. Speculative Risk
D. Hazard
   1. Moral
   2. Morale
   3. Physical
E. Peril
F. Loss
   1. Direct
   2. Indirect
G. Loss Valuation
   1. Actual cash value
   2. Replacement cost
   3. Market value
   4. Stated value
   5. Salvage value
H. Proximate cause
I. Deductible
J. Indemnity
K. Limits of liability
L. Coinsurance/Insurance to value
M. Occurrence
N. Cancellation
O. Nonrenewal
P. Vacancy and unoccupancy
Q. Liability
   1. Absolute
   2. Strict
   3. Vicarious
R. Negligence
S. Binder
T. Endorsements
U. Blanket vs. Specific
V. Burglary, Robbery, Theft, and Mysterious Disappearance
W. Warranties
X. Representations
Y. Concealment
Z. Deposit Premium/Audit
AA. Certificate of Insurance
BB. Damages
   1. Compensatory
      a. General
      b. Special
   2. Punitive
CC. Compliance with Provisions of Fair Credit Reporting Act

IV. PROPERTY AND CASUALTY POLICY PROVISIONS AND CONTRACT LAW ....................................................... 24
A. Declarations
B. Insuring agreement
C. Conditions
D. Exclusions
E. Definition of the insured
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 Provision
M. Subrogation
N. Elements of a contract
O. Sources of underwriting information
P. Fair Credit Reporting Act
Q. Privacy Protection (Gramm Leach Billey)
R. Policy Application
S. Terrorism Risk Insurance Act (TRIA)
T. Cancellation and nonrenewal provisions
U. Supplementary payments
V. Arbitration
W. Loss settlement provisions including consent to settle a loss

PERSONAL LINES—WEST VIRGINIA SPECIFIC CONTENT OUTLINE

State Laws and Rules

1. Purpose/Requirements
   Ref: 33-12-2, 33-12-6
2. Qualifications
   a. Producer
      Ref: 33-12-6
   b. Nonresident licensing
      Ref: 33-12-12
   c. Company requirements
      Ref: 33-3-14(d)
   d. Fingerprinting
      Ref: 33-12-37; Title 114-2A-7
3. Termination of license
   a. Expiration
      Ref: 33-12-17
   b. Revocation and suspension
      Ref: 33-12-24
   c. Nonrenewal
      Ref: 33-12-24
4. Limitation of license
   Ref: 33-12-6(a)(7), 33-12-18, 33-12-19, 33-44-4(b)
5. Appointment
   Ref: 33-12-3(d), 33-12-18(a)
6. Educational requirements
   a. Continuing education
      Ref: 33-12-34
6. Mandatory reporting requirements
   a. Criminal prosecution and administrative action
      Ref: 33-12-34
   b. Fraud
      Ref: 33-41-5, 114-71-3; Informational Letter 206

D. Unfair Trade Practices
   6. 
   Ref: 33-11-4(9); Rule 114-14-5, 6
   2. Excessive charges
      Ref: Information Letter No. 6
   3. Rebating
      Ref: 33-11-4(8), Rule 114-70
   4. Coercion
      Ref: 33-11-4(4), 33-11-5
   5. Misrepresentation
      Ref: 33-11-4(1)
   6. Defamation
      Ref: 33-11-4(3)
   7. Advertising
      Ref: 33-11-4(2)
   8. Unfair discrimination
      Ref: 33-11-4(7)
   9. Penalties
      Ref: 33-11-6, 33-11-8
   10. Undefined acts
      Ref: 33-11-7

E. Insurable Interest in Property
   Ref: 33-6-3

F. Binders
   Ref: 33-6-18

G. Approval of Rates and Forms
   Ref: 33-6-8, 33-17-8, 33-20-4

H. Compensation of Licensees
   Ref: 33-12-23, 33-12-27
I. West Virginia Essential Insurance Coverage Act (FAIR) Plan
Ref: 33-20A-1 through 33-20A-3; Series 21: Sec. 8, 9, 11, 13, 14

J. Automobile Insurance
1. Provisions
   Ref: 33-6-31
   a. Coverage
   b. Uninsured motorists
      Ref: 17D-4-2
   c. Underinsured motorists
2. Financial responsibility and required minimum liability limits
   Ref: Ch. 17A-3-3 and 17D Motor Vehicle laws

3. Renewal, nonrenewal, and cancellation
   Ref: 33-6A-1 through 33-6A-4; 17D

4. West Virginia Automobile Insurance Plan (Assigned Risk)
   Ref: Auto manual

K. West Virginia Property and Casualty Insurance
   Guaranty Association
Ref: 33-26A-2 through 33-26A-8

L. Mine Subsidence
Ref: 33-30-3, 33-30-4, 33-30-6, 33-30-7, 33-30-10

M. Homeowner’s Insurance
1. Declination, termination, and disclosure
   Ref: 33-17a

II. COMMERCIAL LINES COVERAGE
Ref: Standard insurance textbooks and policies
A. Commercial Property Forms
B. Commercial General Liability Policy
C. Businessowners Policy
D. Commercial Auto Forms
E. Commercial Crime Forms
F. Surety Bonds

III. PERSONAL LINES COVERAGE
Ref: Standard insurance textbooks and policies
A. Dwelling Forms/Standard Fire Policy
B. Homeowner’s Forms
C. Personal Property Floaters
D. Personal Excess Liability Coverage
E. Personal Auto Policy
F. Mobile Home Coverage

IV. MISCELLANEOUS COVERAGE
Ref: Standard insurance textbooks and policies
A. Watercraft Coverage
B. Flood Insurance

V. INSURANCE TERMS AND CONCEPTS
Ref: Standard insurance textbooks and policies
A. Abandonment
B. Accident
C. Actual Cash Value
D. Appraisal Clause
E. Arbitration / Mediation
F. Co-insurance
G. Concealment
H. Deductible
I. Depreciation
J. Direct Loss
K. Fraud
L. Hazard
M. Indemnity
N. Indirect Loss
O. Liability
P. Loss of Use
Q. Market Value
R. Misrepresentation
S. Mortgagee Rights
T. Named Perils Coverage
U. Negligence
V. Occurrence
W. Open Perils (all-risk) Coverage
X. Other Insurance Provision
Y. Overinsurance
Z. Pair and Set Clause
AA. Peril
BB. Proximate Cause
CC. Replacement Cost
DD. Representations
EE. Subrogation
FF. Warranties
GG. Surplus Lines

Ref: §114-25-10.1.f
4. Record keeping
   a. Reporting changes to the Commissioner of
      Insurance
      Ref: §114-25-17, §114-25-10.2a
   b. Record retention
      Ref: §114-25-8.2, §114-25-11.1
5. Contracts
   a. General requirements
   b. Rescinding
      Ref: §114-25-11.6.h
   c. Voiding
      Ref: §114-25-15.4
6. Claims
   a. Catastrophe fees
      Ref: §114-25-12.4
   b. Disclosure process
      Ref: §114-25-11.6
   c. Settlement
      Ref: §114-25-11.6, §114-25-13, §114.25-15.3
7. Mandatory reporting requirements
   a. Criminal prosecution and administrative action
      Ref: 33-12-34
   b. Fraud
      Ref: 33-41-5, 114-71-3; Informational Letter 206

II. INSURANCE TERMS AND CONCEPTS ......................... 15
Ref: Standard insurance textbooks and policies
A. Abandonment
B. Accident
C. Actual Cash Value
D. Appraisal Clause
E. Arbitration / Mediation
F. Co-insurance
G. Concealment
H. Deductible
I. Depreciation
J. Direct Loss
K. Fraud
L. Hazard
M. Indemnity
N. Indirect Loss
O. Liability
P. Loss of Use
Q. Market Value
R. Misrepresentation
S. Mortgagee Rights
T. Named Perils Coverage
U. Negligence
V. Occurrence
W. Open Perils (all-risk) Coverage
X. Other Insurance Provision
Y. Overinsurance
Z. Pair and Set Clause
AA. Peril
BB. Proximate Cause
CC. Replacement Cost

West Virginia Insurance Supplement – Examination Content Outlines
Effective Date: April 1, 2021
S15
WEST VIRGINIA LAWS AND RULES PERTINENT TO
VIATIONAL SETTLEMENTS

(35 scoreable questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO
VIATIONAL SETTLEMENTS............................................... 35
Ref: All statutory references are taken from §114-25 and Section
33-12B of the West Virginia Code of State Rules, which are
available at www.wvinsurance.gov/Legal-Authority.
A. Definitions
Ref: §33-13C-2; Rule §114-80-2
B. Licensing and Renewal Requirements
Ref: §33-13C-3; Rule §114-80-4
C. Reporting Requirements
Ref: §33-13C-6; Rule §114-80-6
D. Disclosures
Ref: §33-13C-5, §33-13C-8; Rule §114-80-10
E. Contracts and Payments of Proceeds
Ref: Rule §114-80-8
F. Examination or Investigation
Ref: §33-13C-7
G. Standards for Evaluation of Reasonable Payments to
Terminaly or Chronically Ill Insureds
Ref: Rule §114-80-5
H. General Rules
Ref: §33-13C-10; Rule §114-80-7
I. Prohibited Practices
Ref: §33-13C-11, §33-13C-12; Rule §114-80-118
J. Advertising and Marketing
Ref: §33-13C-13; Rule §114-80-9
K. Fraud Prevention and Control
Ref: §33-13C-15; Informational Letter 206
L. Criminal Penalties
Ref: §33-13C-16

WEST VIRGINIA
SURPLUS LINES EXAMINATION
CONTENT OUTLINE

(50 scoreable questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO
SURPLUS LINES INSURANCE............................................. 50
Ref: All statutory references are taken from §114-25 and Section
33-12B of the West Virginia Code of State Rules, which are
available at www.wvinsurance.gov/Legal-Authority.
A. Allen Insurer
B. Rebates
C. Definitions
D. Surplus Lines Insurance
E. Withdrawal of Eligibility As A Surplus Lines Insurer
F. Surplus Lines Tax
G. Surplus Lines Licenses
H. Suspension, Revocation or Nonrenewal of Surplus
Lines Licensee’s License
I. Duty to File Evidence of Insurance and Affidavits
J. Evidence of Insurance and Subsequent Changes to
the Insurance
K. Licensee’s Duty to Notify Insured
L. Effect of Payment to Surplus Lines Licensee
M. Surplus Lines Licensees May Accept Business
From Other Producers
N. Records of Surplus Lines Licensee
O. Reports-Summary of Exported Business
P. Violations
Q. Service of Process
R. Change of Address
S. Due Diligence
T. Placement of Surplus Lines Coverage
U. Surplus Lines Premium Tax Annual Return and
Report by Surplus Lines Licensee
V. Allocation of Surplus Lines Insurance Premium Tax
on Multi-State Risks
W. Export List
X. Conditions for Marketing Insurance with Surplus
Lines Insurers
Y. Mandatory Reporting Requirements
1. Criminal prosecution and administrative action
Ref: 33-12-34
2. Fraud
Ref: 33-41-5, 114-71-3; Informational Letter 206

WEST VIRGINIA WORKERS COMPENSATION
ADJUSTER EXAMINATION
CONTENT OUTLINE

(45 scoreable questions)

I. WORKERS COMPENSATION INSURANCE, EMPLOYERS
LIABILITY INSURANCE, AND RELATED ISSUES
A. Standard policy concepts
B. Self-insurers
Ref: 23-2-9; 85-18-1
C. Work-related vs. non-work related
D. Other states’ insurance

II. WEST VIRGINIA LAWS AND RULES PERTINENT TO
ADJUSTER
Ref: All statutory references are taken from §114-25 and Section
33-12B of the West Virginia Code of State Rules
A. General Adjusting
1. State licensing and regulation of adjusters
Ref: 33-12B (1); Rule 114-25; Session 2020 House Bill
4502
2. Compromise and settlement
Ref: 23-5-7
3. Mandatory reporting requirements
a. Criminal prosecution and administrative action
Ref: 33-12-34
b. Fraud
Ref: 33-41-5, 114-71-3; Informational Letter 206
III. WEST VIRGINIA LAWS, RULES AND REGULATIONS PERTINENT TO WORKERS COMPENSATION

A. Purpose

B. Definitions

1. Employer
2. Employee
3. Temporary partial disability
4. Temporary total disability
5. Non-awarded partial disability (NAP)
6. Permanent partial disability
7. Permanent total disability
8. Injury
9. Occupational exposure injury
10. Occupational disease
11. Orthopedic occupational disease
12. Non-orthopedic occupational disease
13. Occupational Pneumoconiosis Board

C. Requirements/Procedures

1. Exclusiveness of right to compensation
   Ref: 23-2-6
2. Injury reports
   Ref: 23-4-1a, 23-4-1b, 85-1-3, 85-1-4

D. Coverages

1. Injuries covered
   Ref: 23-4-1, 23-4-1(b)
2. Employment covered
   Ref: 23-2-1, 23-2-1a, 85-8-4, 85-8-6
3. Employment excluded
   Ref: 23-2-1, 1a; 85-8-4, 85-8-6
4. Sole proprietors and partners
   Ref: 23-2-1, 85-8-6

E. Benefits

1. Medical care services and supplies
   Ref: 85-1-10.3, 85-1-15, 23-4-3, 85-20
2. Income
   a. Temporary total disability
      Ref: 23-4-6(b), 23-4-1c
   b. Permanent partial disability
      Ref: 23-4-6(e)(1), 23-4-6(f), 23-4-1d
   c. Permanent total disability
      Ref: 23-4-6(d), 23-4-6(n)(1)
   d. Weekly
      Ref: 23-4-6, 23-4-14, Info Letter 162A
   d. Payment
      Ref: 23-4-18, 23-4-1c, 23-4-1d, 85-1-11, 85-1-12, Info Letters 162A, 173
3. Vocational Rehabilitation
   Ref: 23-4-9, 85-15-1
4. Death and burial
   Ref: 23-4-4, 23-4-10, Info Letter 170.
5. Right to sue
   Ref: 23-2-6, 23-2C-21
6. Non-awarded partial (NAP)
7. Temporary partial rehabilitation (TPR)

F. Administrative

Ref: 23-5-1(b)(1); Rules 85-1-7.2, 10.7, 16

IV. WEST VIRGINIA WORKERS COMPENSATION ADJUSTING

A. Claims practices
   Ref: 85-1; Rule 1
B. Content of orders
C. Office of Judges
D. Board of Review
E. Supreme Court
F. Medical examinations
   Ref: 23-4-7a, 85-1-10.4, 85-20-12 and 85-20-64.
G. Settlements/awards
   Ref: 23-5-7, 85-12-1.

V. INSURANCE TERMS AND CONCEPTS

Ref: Standard insurance textbooks and policies

A. Fraud
B. Indemnity
C. Negligence
D. Timely filing
E. To and from / zone of employment
LIFE—GENERAL KNOWLEDGE
CONTENT OUTLINE
Product Knowledge, Terms, and Concepts
(50 scoreable questions plus 5 pretest questions)

I. TYPES OF POLICIES ........................................................ 15
   A. Traditional whole life products
      1. Ordinary whole life
      2. Limited-pay and single-premium life
   B. Interest/market-sensitive/adjustable life products
      1. Universal life
      2. Variable whole life
      3. Variable universal life
      4. Interest-sensitive whole life
      5. Indexed life
   C. Term life
      1. Types
         a. Level
         b. Decreasing
         c. Return of premium
         d. Annually renewable
      2. Special features
         a. Renewable
         b. Convertible
   D. Annuities
      1. Single and flexible premium
      2. Immediate and deferred
      3. Fixed and variable
      4. Indexed
      5. Accumulation and Annuity Periods
      6. Payout options
   E. Combination plans and variations
      1. Joint life (first to die)
      2. Survivorship life (second to die)

II. LIFE PROVISIONS, RIDERS, OPTIONS, AND
EXCLUSIONS...........................................................15
   A. Policy riders
      1. Waiver of premium and waiver of monthly deduction
      2. Guaranteed insurability
      3. Payor benefit
      4. Accidental death and/or accidental death and dismemberment
      5. Term riders
      6. Other insureds
      7. Long term care
      8. Return of premium
      9. Disability
      10. Cost of Living
   B. Policy provisions and options
      1. Entire contract
      2. Insuring clause
      3. Free look
      4. Consideration
      5. Owner’s rights
   C. Policy exclusions
      1. War
      2. Aviation
      3. Dangerous Occupation
   D. Annuity
      1. Single and flexible premium
      2. Immediate and deferred
      3. Fixed and variable
      4. Indexed
      5. Accumulation and Annuity Periods
      6. Payout options

III. COMPLETING THE APPLICATION, UNDERWRITING, AND
DELIVERING THE POLICY…………………………………….. 12
   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 (e.g. HIPAA, HIV consent)
      8. USA PATRIOT Act/anti-money laundering
      9. Gramm-Leach-Bliley Act (GLBA) Privacy
   B. Underwriting
      1. Insurable interest
      2. Medical information and consumer reports
      3. Fair Credit Reporting Act
      4. Risk classification
      5. Stranger/Investor-owned life insurance (STOLI/IOLI)
   C. Delivering the policy
      1. When coverage begins
      2. Explaining the policy and its provisions, riders, exclusions, and ratings to the client
   D. Contract law
      1. Elements of a legal contract
         a. Consideration
         b. Offer and Acceptance
         c. Competent parties
         d. Legal purpose
      2. Policy riders (required)
      3. Policy provision (e.g., rider, option)
      4. Policy exclusion
      5. Policy options
      6. Policy exceptions
      7. Policy exclusions
      8. Policy endorsements
      9. Policy riders (optional)
      10. Policy provisions (optional)
      11. Policy exceptions (optional)
      12. Policy endorsements (optional)
      13. Policy riders (consequences)
      14. Policy provisions (consequences)
      15. Policy exclusions (consequences)
      16. Policy options (consequences)
      17. Policy exceptions (consequences)
      18. Policy endorsements (consequences)
      19. Policy riders (required)
      20. Policy provision (required)
      21. Policy exclusion (required)
      22. Policy options (required)
      23. Policy exceptions (required)
      24. Policy endorsements (required)
      25. Policy riders (optional)
      26. Policy provision (optional)
      27. Policy exclusion (optional)
      28. Policy options (optional)
      29. Policy exceptions (optional)
      30. Policy endorsements (optional)
      31. Policy riders (consequences)
      32. Policy provisions (consequences)
      33. Policy exclusions (consequences)
      34. Policy options (consequences)
      35. Policy exceptions (consequences)
      36. Policy endorsements (consequences)
      37. Policy riders (required)
      38. Policy provision (required)
      39. Policy exclusion (required)
      40. Policy options (required)
      41. Policy exceptions (required)
      42. Policy endorsements (required)
      43. Policy riders (optional)
      44. Policy provision (optional)
      45. Policy exclusion (optional)
      46. Policy options (optional)
      47. Policy exceptions (optional)
      48. Policy endorsements (optional)
      49. Policy riders (consequences)
      50. Policy provisions (consequences)
      51. Policy exclusions (consequences)
      52. Policy options (consequences)
      53. Policy exceptions (consequences)
      54. Policy endorsements (consequences)
2. Unique aspects of the insurance contract
   a. Conditional
   b. Unilateral
   c. Adhesion
   d. Aleatory

IV. RETIREMENT AND OTHER INSURANCE CONCEPTS..8
A. Third-party ownership
B. Life Settlements
C. Group life insurance
   1. Conversion privilege
   2. Contributory vs. noncontributory
D. Retirement plans
   1. Qualified plans
   2. Nonqualified plans
E. Life insurance needs analysis/suitability
   1. Personal insurance needs
   a. Key person
   b. Buy sell
F. Social Security benefits
G. Tax treatment of insurance premiums, proceeds, and dividends
   1. Individual life
   2. Group life
   3. Modified Endowment Contracts (MECs)
Ref: Rule 114-8-4.2(d)
3. Duties of insurance companies
   Ref: Rule 114-8-5
4. Exemptions
   Ref: Rule 114-8-3
B. Disclosure....................................................0-1
   Ref: Rule 114-11A-5
C. Policy Clauses and Provisions.........................1
   1. Protection, beneficiaries, and creditors
      Ref: 33-6-20, 33-6-27, 33-6-28
   2. Policy loan interest rate
      Ref: 33-13-8, 33-13-8(a)
D. Group Life....................................................2
   1. Assignment of proceeds
      Ref: 33-14-28
   2. Employee and debtor groups
      Ref: 33-14-2, 33-14-3
   3. Labor union and trustee groups
      Ref: 33-14-4, 33-14-5
   4. Conversion on termination of policy
      Ref: 33-14-17
   5. Conversion on termination of employment
      Ref: 33-14-16
E. Suitability in Annuity Transactions..................0-1
   Ref:  Rule 114-11B-1 through 114-11B-7
F. Insurable Interest.........................................0-1
   Ref: 33-6-2
ACCIDENT & HEALTH—GENERAL
KNOWLEDGE
CONTENT OUTLINE
(Product Knowledge, Terms, and Concepts)

(50 scoreable questions plus 5 pretest questions)

I. TYPES OF POLICIES ........................................... 16
   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 policy
   B. Accidental death and dismemberment
   C. Medical expense insurance
      1. Basic hospital, medical, and surgical policies
      2. Major medical policies
      3. Health Maintenance Organizations (HMOs)
      4. Preferred Provider Organizations (PPOs)
      5. Point of Service (POS) plans
      6. Flexible Spending Accounts (FSAs)
      7. High Deductible Health Plans (HDHPs) and related Health Savings Accounts (HSAs)
      8. Health Reimbursement Accounts (HRAs)
   D. Medicare supplement policies
   E. Group insurance
      1. Differences between individual and group contracts
      2. General characteristics
      3. COBRA
   F. Individual/Group Long Term Care (LTC)
      1. Eligibility
      2. Levels of care
G. Other policies
   1. Dental
   2. Vision
   3. Cancer
   4. Critical illness or specified disease
   5. Worksite (employer-sponsored)
   6. Hospital indemnity
   7. Short-term medical
   8. Accident

II. POLICY PROVISIONS, CLAUSES, AND RIDERS .......... 15
   A. Mandatory and optional 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
      13. Misstatement of age or gender
      14. Change of occupation
      15. Illegal occupation
      16. Relation of earnings to insurance
   B. Other provisions and clauses
      1. Insuring clause
      2. Free look
      3. Consideration clause
      4. Probationary period
      5. Elimination period
      6. Waiver of premium
      7. Exclusions and limitations
      8. Preexisting conditions
      9. Coinsurance
      10. Deductibles
      11. Eligible expenses
      12. Copayments
      13. Pre-authorizations and prior approval requirements
      14. Usual, reasonable, and customary (URC) charges
      15. Lifetime, annual, or per cause maximum benefit limits
   C. Riders
      1. Impairment/exclusions
      2. Guaranteed insurability
      3. Future increase option
   D. Rights of renewability
      1. Noncancelable
      2. Cancelable
      3. Guaranteed renewable

III. SOCIAL INSURANCE ...................................... 6
   A. Medicare (Parts A, B, C, D)
   B. Medicaid
   C. Social Security benefits

IV. OTHER INSURANCE CONCEPTS.......................... 5
   A. Total, partial, recurrent and residual disability
   B. Owner’s rights
   C. Dependent children benefits
   D. Primary and contingent beneficiaries
E. Modes of premium payments
F. Nonduplication and coordination of benefits (e.g., primary vs. excess)
G. Occupational vs. non-occupational
H. Tax treatment of premiums and proceeds of insurance contracts (e.g., disability income and medical expenses, etc.)
I. Managed care
J. Workers Compensation
  1. Impact on health insurance benefits
K. Subrogation
L. Cost containment

V. FIELD UNDERWRITING PROCEDURES ......................... 8
A. Completing the application
B. Explaining sources of insurability and HIPAA privacy information (e.g., MIB Report, Fair Credit Reporting Act, etc.)
C. Initial premium payment and receipt and consequences of the receipt (e.g., medical examination, etc.)
D. Submitting application (and initial premium if collected) to company for underwriting
E. Policy delivery
F. Explaining policy and its provisions, riders, exclusions, and ratings to clients
G. Replacement
H. Contract law
  1. Elements of a contract
  2. Insurable interest
  3. Warranties and representations
  4. Unique aspects of the insurance contract
    a. Conditional
    b. Unilateral
    c. Adhesion
    d. Aleatory

ACCIDENT AND HEALTH OR SICKNESS
WEST VIRGINIA SPECIFIC
CONTENT OUTLINE
State Laws and Rules

(30 scoreable questions plus 6 pretest questions)

I. WEST VIRGINIA LAWS AND RULES COMMON TO LIFE AND ACCIDENT AND SICKNESS INSURANCE ........... 21
Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.
A. Insurance Commissioner ...................................... 2
  1. Broad powers
    Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6
  2. Examination of records
    Ref: 33-2-4, 33-2-9
  3. Notice and conduct of hearing
    Ref: 33-2-12, 33-2-13
  4. Penalties
    Ref: 33-2-9, 33-2-11, 33-3-11, 33-11-6, 33-11-8, 33-12-24, 33-44-7
  5. Filing and approval of forms
    Ref: 33-6-8, 33-6-9
B. Definitions .................................................... 4
  1. Domestic, foreign, and alien companies

2. Stock and mutual
   Ref: 33-1-18, 33-1-19
3. Transacting insurance
   Ref: 33-3-1, 33-12-2(m), (o), (p), 33-12-21
4. Producer
   Ref: 33-1-12, 33-12-23

C. Licensing .......................................................... 7
  1. Purpose/Requirements
    Ref: 33-12-2, 33-12-6
  2. Qualifications
    a. Producer
      Ref: 33-12-2, 33-12-6, 33-12-9
    b. Direct response
      Ref: 33-6-35(a)(1), 33-28-3(c), 33-28-3(e)
    c. Nonresident Life/A&H producer
      Ref: 33-12-12
    d. Fingerprinting
      Ref: 33-12-37, Title 114-2A-7
  3. Termination of license
    a. Expiration and cancellation
      Ref: 33-12-17
    b. Revocation and suspension
      Ref: 33-11-6, 33-12-24
    c. Nonrenewal
      Ref: 33-12-24
  4. Limitation of license
    Ref: 33-12-18, 33-12-19, 33-12-20, 33-12-21
  5. Appointment
    Ref: 33-12-3(d), 33-12-17, 33-12-24
  6. Education requirements
    a. Continuing education
      Ref: 33-12-8, Series 42: 1,2,3,4,7
  7. Mandatory reporting requirements
    a. Criminal prosecution and administrative action
      Ref: 33-12-34
    b. Fraud
      Ref: 33-41-5; 114-71-3; Informational Letter 206

D. Unfair Trade Practices ........................................... 6
  1. Unfair claims methods and practices
     Ref: 33-11-4(9), Rule 114-14-5, 6
  2. Excessive charges
     Ref: Information Letter No. 6
  3. Rebating
     Ref: 33-11-4(8), Rule 114-70
  4. Coercion
     Ref: 33-11-5, 33-11-4(4)
  5. Misrepresentation
     Ref: 33-11-4(1)
  6. Defamation
     Ref: 33-11-4(3)
  7. Advertising
     Ref: 33-11-4(2); Rule 114-11-4
  8. Penalties
     Ref: 33-11-4, 33-11-8

E. Mass Marketed Life & Sickness Insurance .......... 1
  Ref: 33-6-35, 33-6-8(c)

F. West Virginia Life and Health Guaranty
   Association .......................................................... 1
  Ref: 33-26A-2, 33-26A-9 (a), 33-26A-3(c)(2)(A)

G. Unauthorized Insurers

West Virginia Insurance Supplement – Examination Content Outlines  Effective Date: May 1, 2022
S4
II. WEST VIRGINIA LAWS AND RULES PERTINENT TO ACCIDENT AND HEALTH OR SICKNESS INSURANCE ONLY................................................................................................................. 9
A. Required Disclosure Provisions; Individual Minimum A&S Standards ..................................................... 1
Ref: Informational Letter 186A
B. Requirements for Replacement; Individual Minimum A&S Standards ...................................... 1
Ref: Informational Letter 186A
C. Medicare Supplement Insurance ............................................. 2
Ref: 33-6-11(a), 33-16-3(d), 33-28-5(b); Rule 114-17, 24
D. Health Maintenance Organization Act ....................... 1
Ref: 33-25A-2, 33-25A-14
  1. Definitions
  2. Deceptive practice
E. Corporations .................................................................... 1
Ref: 33-24-2, 33-24-4
  1. Hospital service corporations
  2. Medical service corporations
  3. Dental service corporations
  4. Health service corporations
F. Coverage for Newborn Children .................................... 1
Ref: 33-6-32
G. Long-Term Care ..................................................... 1-2
Ref: 33-15A, Rule 114-32-12.2; 114-32-32
H. Small Employer Group ............................................ 0-1
Ref: 33-16D-2

PROPERTY—GENERAL KNOWLEDGE CONTENT OUTLINE
Product Knowledge, Terms, and Concepts
(50 scoreable questions plus 5 pretest questions)

I. TYPES OF POLICIES ............................................................. 22
A. Homeowners
  1. HO-2
  2. HO-3
  3. HO-4
  4. HO-5
  5. HO-6
  6. HO-8
B. Dwelling policies
  1. DP-1
  2. DP-2
  3. DP-3
C. Commercial lines
  1. Commercial Package Policy (CPP)
  2. Commercial property
     a. Commercial building and business personal property form
     b. Causes of loss forms
     c. Business income
d. Extra expense
e. Equipment breakdown
  3. Business Owners Policy (BOP)
  4. Builders Risk
  5. Cyber First-Party Coverage
D. Inland marine
  1. Personal Articles floaters
  2. Commercial Property floaters
E. National Flood Insurance Program
F. Others
  1. Earthquake
  2. Mobile Homes
  3. Watercraft
  4. Farm Owners
  5. Windstorm
II. INSURANCE TERMS AND RELATED CONCEPTS ......... 15
A. Insurance
  1. Law of Large Numbers
B. Insurable interest
C. Risk
  1. Pure vs. Speculative Risk
D. Hazard
  1. Moral
  2. Morale
  3. Physical
E. Peril
F. Loss
  1. Direct
  2. Indirect
G. Loss Valuation
  1. Actual cash value
  2. Replacement cost
  3. Market value
  4. Stated/agreed value
  5. Salvage value
H. Proximate cause
I. Deductible
J. Indemnity
K. Limits of liability
L. Coinsurance/Insurance to value
M. Occurrence
N. Cancellation
O. Nonrenewal
P. Vacancy and unoccupancy
Q. Liability
  1. Absolute
  2. Strict
  3. Vicarious
R. Negligence
S. Binder
T. Endorsements
U. Blanket vs. Specific

III. POLICY PROVISIONS AND CONTRACT LAW .............. 13
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. Subrogation
N. Elements of a contract

Effective Date: May 1, 2022
**PROPERTY—WEST VIRGINIA SPECIFIC CONTENT OUTLINE**

State Laws and Rules

(30 scoreable questions plus 5 pretest questions)

**I. WEST VIRGINIA LAWS AND RULES PERTINENT TO PROPERTY INSURANCE**

Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at [www.wvinsurance.gov/Legal-Authority](http://www.wvinsurance.gov/Legal-Authority).

**A. Insurance Commissioner**

1. **Broad powers**
   - Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6

2. **Examination of records**
   - Ref: 33-2-4, 33-2-9

3. **Notice and Conduct of hearing**
   - Ref: 33-2-12, 33-2-13

4. **Penalties**
   - Ref: 33-2-9, 33-2-11, 33-3-1, 33-12-6, 33-12-24, 33-44-7

**B. Definitions, Restrictions, and Responsibilities**

1. **Licensed and unlicensed companies**
   - Ref: 33-3-1, 33-12C-3, 33-44-3

2. **Domestic, foreign, alien, nonadmitted and unauthorized companies**
   - Ref: 33-1-6, 33-1-7, 33-1-8, 33-12C-3, 33-44-3

3. **Stock and mutual companies**
   - Ref: 33-1-18, 33-1-19

4. **Selling, soliciting, and negotiating insurance**
   - Ref: 33-3-1, 33-12-2, 33-12-21

5. **Producer**
   - Ref: 33-1-12, 33-12-23

6. **Surplus lines /Nonadmitted Insurance Act**
   - Ref: 33-12C

7. **Valued policy law**
   - Ref: 33-17-9

8. **Comparative negligence**
   - Ref: 55-7-13a through 13d

**C. Licensing**

1. **Purpose/Requirements**
   - Ref: 33-12-2, 33-12-6

2. **Qualifications**
   - a. **Producer**
     - Ref: 33-12-6
   - b. **Nonresident licensing**
     - Ref: 33-12-12
   - c. **Company requirements**
     - Ref: 33-12-3(d)
   - d. **Fingerprinting**
     - Ref: 33-12-37; Title 114-2A-7

3. **Termination of license**
   - a. **Expiration**
     - Ref: 33-12-17
   - b. **Revocation and suspension**
     - Ref: 33-12-24
   - c. **Nonrenewal**
     - Ref: 33-12-24

4. **Limitation of license**
   - Ref: 33-12-6(a)(7), 33-12-18, 33-12-19, 33-44-4(b)

5. **Appointment**
   - Ref: 33-12-3(d), 33-12-18(a)

6. **Educational requirements**
   - a. **Continuing education**
     - Ref: 33-12-8; Rule 114-42-1, 2, 3, 4, 7

7. **Mandatory reporting requirements**
   - a. **Criminal prosecution and administrative action**
     - Ref: 33-12-34
   - b. **Fraud**
     - Ref: 33-41-5, 114-71-3; Informational Letter 206

**D. Unfair Trade Practices**

1. **Unfair claims methods and practices**
   - Ref: 33-11-4(9); Rule 114-14-5, 6

2. **Excessive charges**
   - Ref: Information Letter No. 6

3. **Rebating**
   - Ref: 33-11-4(8), Rule 114-70

4. **Coercion**
   - Ref: 33-11-4(4), 33-11-5

5. **Misrepresentation**
   - Ref: 33-11-4(1)

6. **Defamation**
   - Ref: 33-11-4(3)

7. **Advertising**
   - Ref: 33-11-4(2)

8. **Unfair discrimination**
   - Ref: 33-11-4(7)

9. **Penalties**
   - Ref: 33-11-6, 33-11-8

**E. Insurable Interest in Property**

- Ref: 33-6-3

**F. Binders**

- Ref: 33-6-18

**G. Approval of Rates and Forms**

- Ref: 33-6-8, 33-17-8, 33-20-4

**H. Compensation of Licensees**

1. **Payment of commissions**
   - Ref: 33-12-23, 33-12-27, 114-2-1 et. seq.

**I. West Virginia Essential Insurance Coverage Act (FAIR) Plan**

- Ref: 33-20A-1 through 33-20A-3; Series 21: Sec. 8, 9, 11, 13, 14

**J. Mine Subsidence**

- Ref: 33-30-3, 33-30-4, 33-30-6, 33-30-7, 33-30-10

**K. Homeowner's Insurance**

1. **Declination, termination, and disclosure**
   - Ref: 33-17a

**L. West Virginia Insurance Guaranty Association**

1. Ref: 33-26-1 to 33-26-19; 114-20-4

**M. Risk Retention Act of West Virginia**

- Ref: 33-32-1, 33-32-2, 33-32-21
CASUALTY—GENERAL KNOWLEDGE
CONTENT OUTLINE
Product Knowledge, Terms, and Concepts

(50 scoreable questions plus 5 pretest questions)

I. TYPES OF POLICIES, BONDS, AND RELATED TERMS ........................................................... 23
A. Commercial general liability
   1. Exposures
   a. Premises and Operations
   b. Products and Completed Operations
   2. Coverage
   a. Coverage A: Bodily Injury and Property Damage Liability (Occurrence, Claims made including Retroactive Date)
   b. Coverage B: Personal Injury and Advertising Injury
   c. Coverage C: Medical Payments
   d. Supplemental Payments
   e. Who is an insured
   f. First named insured
   g. Limits (Per occurrence, Annual Aggregate)
   h. Damage to Property of Others
B. Automobile: personal auto and business auto
   1. Liability
   a. Bodily Injury
   b. Property Damage
   c. Split Limits
   d. Combined Single Limit
   2. Medical Payments
   3. Physical Damage (collision; other than collision; specified perils)
   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
   e. Newly Acquired Autos
   f. Transportation Expense and Rental Reimbursement Expense
   8. Auto Dealers Coverage Form, including Garagekeepers Insurance
   9. Exclusions
   10. Individual Named Insured and Drive Other Car (DOC)
   11. Mobile equipment
C. Workers Compensation Insurance, Employers Liability Insurance, and Related Issues
   (This section does not deal with specifics of state law, which are addressed elsewhere in this outline.)
   1. Standard policy concepts
   a. Who is an employee/employer
   b. Compensation
   2. Work-related vs. non-work-related
   3. Other states’ insurance
   4. Employers Liability
   5. Exclusive remedy
   6. Premium Determination
D. Crime
   1. Employee Dishonesty
   2. Theft
   3. Robbery
   4. Burglary
   5. Forgery and Alteration
   6. Mysterious disappearance
E. Bonds
   1. Surety
   2. Fidelity
F. Professional liability
   1. Errors and Omissions
   2. Medical Malpractice
   3. Directors and Officers (D&O)
   4. Employment Practices Liability (EPLI)
   5. Cyber liability and data breach, funds transfer
   6. Liquor liability
G. Umbrella/Excess Liability
H. Business Owners Policy (BOP)

II. INSURANCE TERMS AND RELATED CONCEPTS........... 15
A. Risk
B. Hazards
   1. Moral
   2. Morale
   3. Physical
C. Indemnity
D. Insurable interest
E. Loss valuation
   1. Actual cash value
   2. Replacement cost
   3. Market value
   4. Stated/agreed value
   5. Salvage value
F. Negligence
G. Liability
H. Occurrence
I. Binders
J. Warranties
K. Representations
L. Concealment
M. Deposit Premium/Audit
N. Certificate of Insurance
O. Law of Large Numbers
P. Pure vs. Speculative Risk
Q. Endorsements
R. Damages
   1. Compensatory
      a. General
      b. Special
   2. Punitive
S. Compliance with provisions of Fair Credit Reporting Act

III. POLICY PROVISIONS..................................................... 12
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. Supplementary payments
I. Proof of loss
J. Notice of claim
K. Other insurance
L. Subrogation
M. Loss settlement provisions including consent to settle a loss
N. Terrorism Risk Insurance Act (TRIA)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO CASUALTY INSURANCE ............................................. 30
Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.

A. Insurance Commissioner Act ............................................. 2
1. Broad powers
   Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6
2. Examination of records
   Ref: 33-2-4, 33-2-9
3. Notice and Conduct of hearing
   Ref: 33-2-12, 33-2-13
4. Penalties
   Ref: 33-2-9, 33-2-11, 33-11-6, 33-11-8, 33-12-24, 33-44-7

B. Definitions, Restrictions, and Responsibilities ..................................................... 7
1. Licensed and unlicensed companies
   Ref: 33-3-1, 33-12C-3, 33-44-3
2. Domestic, foreign, alien, nonadmitted and unauthorized companies
   Ref: 33-1-6, 33-1-7, 33-1-8, 33-12C-3, 33-44-3
3. Stock and mutual companies
   Ref: 33-1-18, 33-1-19
4. Selling, soliciting, and negotiating insurance
   Ref: 33-3-1, 33-12-2, 33-12-21
5. Producer
   Ref: 33-1-12, 33-12-23
6. Surplus lines / Nonadmitted Insurance Act
   Ref: 33-12C
7. Valued policy law
   Ref: 33-17-9
8. Comparative negligence
   Ref: 55-7-13a through 13d

C. Licensing ............................................................... 6
1. Purpose/Requirements
   Ref: 33-12-2, 33-12-6
2. Qualifications
   a. Producer
      Ref: 33-12-6
   b. Nonresident licensing
      Ref: 33-12-12
   c. Company requirements
      Ref: 33-12-3(d)
   d. Fingerprinting
      Ref: 33-12-37; Title 114-2A-7
3. Termination of license

D. Unfair Trade Practices .......................................... 6
1. Unfair claims methods and practices
   Ref: 33-11-4(9); Rule 114-14-5, 6
2. Excessive charges
   Ref: Information Letter No. 6
3. Rebating
   Ref: 33-11-4(8), Rule 114-70
4. Coercion
   Ref: 33-11-4(4), 33-11-5
5. Misrepresentation
   Ref: 33-11-4(1)
6. Defamation
   Ref: 33-11-4(3)
7. Advertising
   Ref: 33-11-4(2)
8. Unfair discrimination
   Ref: 33-11-4(7)
9. Penalties
   Ref: 33-11-6, 33-11-8

E. Binders ................................................................. 0-1
Ref: 33-6-18

F. Approval of Rates and Forms ............................................. 0-1
Ref: 33-6-8, 33-17-8, 33-20-4

G. Compensation of Licensees ............................................. 0-1
1. Payment of commissions

H. Automobile Insurance ............................................. 5
1. Provisions
   Ref: 33-6-31
   a. Coverage
   b. Uninsured motorists
      Ref: 17D-4-2
   c. Underinsured motorists
2. Financial responsibility and required minimum liability limits
   Ref: Ch. 17A-3-3 and 17D Motor Vehicle laws
3. Renewal, nonrenewal, and cancellation
   Ref: 33-6A-1 through 33-6A-4; 17D

4. West Virginia Automobile Insurance Plan
   (Assigned Risk)
   Ref: Auto manual

I. Malpractice Policies ............................................. 0-1
Ref: 33-20C
PROPERTY & CASUALTY CONTENT OUTLINE—PROPERTY GENERAL KNOWLEDGE
Product Knowledge, Terms, and Concepts
(50 scoreable questions plus 5 pretest questions)

I. TYPES OF POLICIES .............................................................................. 22

V. Homeowners
1. HO-2
2. HO-3
3. HO-4
4. HO-5
5. HO-6
6. HO-8

W. Dwelling policies
1. DP-1
2. DP-2
3. DP-3

X. Commercial lines
1. Commercial Package Policy (CPP)
2. Commercial property
   a. Commercial building and business personal property form
   b. Causes of loss forms
   c. Business income
   d. Extra expense
   e. Equipment breakdown
3. Business Owners Policy (BOP)
4. Builders Risk
5. Cyber First-Party Coverage

Y. Inland marine
1. Personal Articles floaters
2. Commercial Property floaters

Z. National Flood Insurance Program
AA. Others
1. Earthquake
2. Mobile Homes
3. Watercraft
4. Farm Owners
5. Windstorm

II. INSURANCE TERMS AND RELATED CONCEPTS .................. 15

A. Insurance
1. Law of Large Numbers

B. Insurable interest

C. Risk
1. Pure vs. Speculative Risk

D. Hazard
1. Moral
2. Morale
3. Physical

E. Peril

F. Loss
1. Direct
2. Indirect

G. Loss Valuation
   1. Actual cash value
   2. Replacement cost
   3. Market value
   4. Stated/agreed value
   5. Salvage value

H. Proximate cause

I. Deductible

J. Indemnity

K. Limits of liability

L. Coinsurance/Insurance to value

M. Occurrence

N. Cancellation

O. Nonrenewal

P. Vacancy and unoccupancy

Q. Liability
   1. Absolute
   2. Strict
   3. Vicarious

R. Negligence

S. Binder

T. Endorsements

U. Blanket vs. Specific

III. POLICY PROVISIONS AND CONTRACT LAW .................. 13

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. Subrogation

N. Elements of a contract

O. Warranties, representations, and concealment

P. Sources of underwriting information

Q. Fair Credit Reporting Act

R. Privacy Protection (Gramm Leach Billey)

S. Policy Application

T. Terrorism Risk Insurance Act (TRIA)

U. Territory

PROPERTY & CASUALTY CONTENT OUTLINE—CASUALTY GENERAL KNOWLEDGE
Product Knowledge, Terms, and Concepts
(50 scoreable questions plus 5 pretest questions)

I. TYPES OF POLICIES, BONDS, AND RELATED TERMS .................. 23

A. Commercial general liability
   1. Exposures
      a. Premises and Operations
      b. Products and Completed Operations
   2. Coverage
      a. Coverage A: Bodily Injury and Property Damage Liability (Occurrence, Claims made including Retroactive Date)
      b. Coverage B: Personal Injury and Advertising Injury

West Virginia Insurance Supplement – Examination Content Outlines

Effective Date: May 1, 2022

S9
c. Coverage C: Medical Payments
d. Supplemental Payments
e. Who is an insured
f. First named insured
g. Limits (Per occurrence, Annual Aggregate)
h. Damage to Property of Others

B. Automobile: personal auto and business auto
1. Liability
   a. Bodily Injury
   b. Property Damage
c. Split Limits
d. Combined Single Limit
2. Medical Payments
3. Physical Damage (collision; other than collision; specified perils)
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
e. Newly Acquired Autos
f. Transportation Expense and Rental Reimbursement Expense
8. Auto Dealers Coverage Form, including Garagekeepers Insurance
9. Exclusions
10. Individual Named Insured and Drive Other Car (DOC)
11. Mobile equipment

C. Workers Compensation Insurance, Employers Liability Insurance, and Related Issues
(This section does not deal with specifics of state law, which are addressed elsewhere in this outline.)
1. Standard policy concepts
   a. Who is an employee/employer
   b. Compensation
2. Work-related vs. non-work-related
3. Other states’ insurance
4. Employers Liability
5. Exclusive remedy
6. Premium Determination

D. Crime
1. Employee Dishonesty
2. Theft
3. Robbery
4. Burglary
5. Forgery and Alteration
6. Mysterious disappearance

E. Bonds
1. Surety
2. Fidelity

F. Professional liability
1. Errors and Omissions
2. Medical Malpractice
3. Directors and Officers (D&O)
4. Employment Practices Liability (EPLI)
5. Cyber liability and data breach, funds transfer
6. Liquor liability

G. Umbrella/Excess Liability

H. Business Owners Policy (BOP)

II. INSURANCE TERMS AND RELATED CONCEPTS........ 15
A. Risk
B. Hazards
   1. Moral
   2. Morale
   3. Physical
C. Indemnity
D. Insurable interest
E. Loss valuation
   1. Actual cash value
   2. Replacement cost
   3. Market value
   4. Stated/agreed value
   5. Salvage value
F. Negligence
G. Liability
H. Occurrence
I. Binders
J. Warranties
K. Representations
L. Concealment
M. Deposit Premium/Audit
N. Certificate of Insurance
O. Law of Large Numbers
P. Pure vs. Speculative Risk
Q. Endorsements
R. Damages
   1. Compensatory
      a. General
      b. Special
   2. Punitive
S. Compliance with provisions of Fair Credit Reporting Act

III. POLICY PROVISIONS..................................................... 12
A. Declarations
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D. Exclusions and Limitations
E. Definition of the insured
F. Duties of the insured after a loss
G. Cancellation and nonrenewal provisions
H. Supplementary payments
I. Proof of loss
J. Notice of claim
K. Other insurance
L. Subrogation
M. Loss settlement provisions including consent to settle a loss
N. Terrorism Risk Insurance Act (TRIA)
PROPERTY & CASUALTY
WEST VIRGINIA SPECIFIC CONTENT OUTLINE
State Laws and Rules

(40 scoreable questions plus 8 pretest questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO PROPERTY AND CASUALTY INSURANCE ............... 40
Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.

A. Insurance Commissioner ...................................................... 2
1. Broad powers
Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6, 9
2. Examination of records
Ref: 33-2-4, 33-2-9
3. Notice and Conduct of hearing
Ref: 33-2-12, 33-2-13
4. Penalties
Ref: 33-2-9, 33-2-11, 33-11-4, 33-11-6, 33-11-8, 33-12-24, 33-44-7

B. Definitions, Restrictions, and Responsibilities ......................................................... 7
1. Licensed and unlicensed companies
Ref: 33-3-1, 33-12C-3, 33-44-3
2. Domestic, foreign, alien, nonadmitted and unauthorized companies
Ref: 33-1-6, 33-1-7, 33-1-8, 33-12C-3, 33-44-3
3. Stock and mutual companies
Ref: 33-1-18, 33-1-19
4. Selling, soliciting, and negotiating insurance
Ref: 33-3-1, 33-12-2, 33-12-21
5. Producer
Ref: 33-1-12, 33-12-23
6. Surplus lines / Nonadmitted Insurance Act
Ref: 33-12C
7. Valued policy law
Ref: 33-17-9
8. Comparative negligence
Ref: 55-7-13a through 13d

C. Licensing ............................................................................. 6
1. Purpose/Requirements
Ref: 33-12-2, 33-12-6
2. Qualifications
a. Producer
Ref: 33-12-6
b. Nonresident licensing
Ref: 33-12-12
c. Company requirements
Ref: 33-12-3(d)
d. Fingerprinting
Ref: 33-12-37, Title 114-2A-7
3. Termination of license
a. Expiration
Ref: 33-12-17
b. Revocation and suspension
Ref: 33-12-24
c. Nonrenewal
Ref: 33-12-24

D. Unfair Trade Practices ............................................. 6
1. Unfair claims methods and practices
Ref: 33-11-4(9); Rule 114-14-5, 6
2. Excessive charges
Ref: Information Letter No. 6
3. Rebating
Ref: 33-11-4(8), Rule 114-70
4. Coercion
Ref: 33-11-4(4), 33-11-5
5. Misrepresentation
Ref: 33-11-4(1)
6. Defamation
Ref: 33-11-4(3)
7. Advertising
Ref: 33-11-4(2)
8. Unfair discrimination
Ref: 33-11-4(7)
9. Penalties
Ref: 33-11-6, 33-11-8

E. Insurable Interest in Property .................................................. 1
Ref: 33-6-3

F. Binders ............................................................................. 1
Ref: 33-6-18

G. Approval of Rates and Forms ............................................... 1
Ref: 33-6-8, 33-17-8, 33-20-4

H. Compensation of Licensees .................................................. 2
1. Payment of commissions
Ref: 33-12-23, 33-12-27, 114-2-1 et. seq

I. West Virginia Essential Insurance Coverage Act (FAIR) Plan .................................................. 1
Ref: 33-20A-1 through 33-20A-3; Series 21: Sec. 8, 9, 11, 13, 14

J. Automobile Insurance ..................................................... 8
1. Provisions
Ref: 33-6-31
a. Coverage
b. Uninsured motorists
Ref: 17D-4-2
c. Underinsured motorists
2. Financial responsibility and required minimum liability limits
Ref: Ch. 17A-3-3 and 17D Motor Vehicle laws
3. Renewal, nonrenewal, and cancellation
Ref: 33-6A-1 through 33-6A-4; 17D
4. West Virginia Automobile Insurance Plan (Assigned Risk)
Ref: Auto manual

K. West Virginia Insurance Guaranty Association……. 1
Ref: 33-26-1 to 33-26-19

Effective Date: May 1, 2022
L. Mine Subsidence ................................................... 1  
Ref: 33-30-3, 33-30-4, 33-30-6, 33-30-7, 33-30-10

M. Malpractice Policies .............................................. 1  
Ref: 33-20C

N. Risk Retention Act of West Virginia ..................... 0-1  
Ref: 33-32-1, 33-32-2, 33-32-21

O. Homeowner’s Insurance ...................................... 1  
1. Declination, termination, and disclosure  
Ref: 33-17a

P. Workers’ Compensation......................................... 0-1  
Ref: 23-2-1(a), 23-2-1(b), 23-2-1(i), 33-1-10(e)(14)

PERSONAL LINES—GENERAL KNOWLEDGE CONTENT OUTLINE

Product Knowledge, Terms, and Concepts

(75 scoreable questions plus 5 pretest questions)

I. TYPES OF PROPERTY POLICIES ................................... 10

A. Homeowners  
1. HO-2  
2. HO-3  
3. HO-4  
4. HO-5  
5. HO-6  
6. HO-8

B. Dwelling policies  
1. DP-1  
2. DP-2  
3. DP-3

C. Inland marine  
1. Personal Articles floaters

D. National Flood Insurance Program

E. Others  
1. Earthquake  
2. Mobile Homes  
3. Watercraft  
4. Windstorm

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

A. Automobile: personal auto  
1. Liability  
   a. Bodily Injury  
   b. Property Damage  
   c. Split Limits  
   d. Combined Single Limit  
2. Medical Payments  
3. Physical Damage (collision; other than collision; specified perils)  
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  
   e. Newly Acquired Autos  
   f. Transportation Expense and Rental Reimbursement Expense  
8. Exclusions

B. Umbrella/Excess liability

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

A. Insurance  
1. Law of Large Numbers

B. Insurable interest

C. Risk  
1. Pure vs. Speculative Risk

D. Hazard  
1. Moral  
2. Morale  
3. Physical

E. Peril

F. Loss  
1. Direct  
2. Indirect

G. Loss Valuation  
1. Actual cash value  
2. Replacement cost  
3. Market value  
4. Stated value  
5. Salvage value

H. Proximate cause

I. Deductible

J. Indemnity

K. Limits of liability

L. Coinsurance/Insurance to value

M. Occurrence

N. Cancellation

O. Nonrenewal

P. Vacancy and unoccupancy

Q. Liability  
1. Absolute  
2. Strict  
3. Vicarious

R. Negligence

S. Binder

T. Endorsements

U. Blanket vs. Specific

V. Burglary, Robbery, Theft, and Mysterious Disappearance

W. Warranties

X. Representations

Y. Concealment

Z. Deposit Premium/Audit

AA. Certificate of Insurance

BB. Damages  
1. Compensatory  
   a. General  
   b. Special  
2. Punitive

CC. Compliance with Provisions of Fair Credit Reporting Act

IV. PROPERTY AND CASUALTY POLICY PROVISIONS AND CONTRACT LAW .......................... 24

A. Declarations

B. Insuring agreement

C. Conditions

D. Exclusions

E. Definition of the insured

F. Duties of the insured after a loss

West Virginia Insurance Supplement – Examination Content Outlines  
Effective Date: May 1, 2022

S12
### G. Obligations of the insurance company
- I. Proof of loss
- J. Notice of claim
- K. Appraisal
- L. Other Insurance Provision
- M. Subrogation
- N. Elements of a contract
- O. Sources of underwriting information
- P. Fair Credit Reporting Act
- Q. Privacy Protection (Gramm Leach Billey)
- R. Policy Application
- S. Terrorism Risk Insurance Act (TRIA)
- T. Cancellation and nonrenewal provisions
- U. Supplementary payments
- V. Loss settlement provisions including consent to settle a loss
- W. Territory

## PERSONAL LINES—WEST VIRGINIA SPECIFIC CONTENT OUTLINE
### State Laws and Rules

<table>
<thead>
<tr>
<th>(38 scoreable questions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. WEST VIRGINIA LAWS AND RULES PERTINENT TO PERSONAL LINES INSURANCE ................................. 38</td>
</tr>
<tr>
<td>Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at <a href="http://www.wvinsurance.gov/Legal-Authority">www.wvinsurance.gov/Legal-Authority</a>.</td>
</tr>
<tr>
<td>A. Insurance Commissioner ........................................ 2</td>
</tr>
</tbody>
</table>
| 1. Broad powers  
  Ref: 33-2-1, 33-2-3, 33-2-4, 33-12-6 |
| 2. Examination of records  
  Ref: 33-2-4, 33-2-9 |
| 3. Notice and conduct of hearing  
  Ref: 33-2-12, 33-2-13 |
| 4. Penalties  
  Ref: 33-2-9, 33-2-11, 33-3-11, 33-11-6, 33-11-8, 33-12-24, 33-44-7 |
| B. Definitions, Restrictions, and Responsibilities...7 |
| 1. Licensed and unlicensed companies  
  Ref: 33-3-1, 33-12C-3, 33-44-3 |
| 2. Domestic, foreign, alien, nonadmitted, and unauthorized companies  
  Ref: 33-1-6, 33-1-7, 33-1-8, 33-12C-3, 33-44-3 |
| 3. Stock and mutual companies  
  Ref: 33-1-18, 33-1-19 |
| 4. Selling, soliciting, and negotiating insurance  
  Ref: 33-3-1, 33-12-2, 33-12-21 |
| 5. Producer  
  Ref: 33-1-12, 33-12-23 |
| 6. Surplus lines / Nonadmitted Insurance Act  
  Ref: 33-12C |
| 7. Valued policy law  
  Ref: 33-17-9 |
| 8. Comparative negligence  
  Ref: 55-7-13a through 13d |
| C. Licensing ............................................................6 |
| 1. Purpose/Requirements  
  Ref: 33-12-2, 33-12-6 |
| 2. Qualifications  
  a. Producer  
  Ref: 33-12-6 |
| b. Nonresident licensing  
  Ref: 33-12-12 |
| c. Company requirements  
  Ref: 33-3-14(d) |
| d. Fingerprinting  
  Ref: 33-12-37; Title 114-2A-7 |
| 3. Termination of license  
  a. Expiration  
  Ref: 33-12-17 |
| b. Revocation and suspension  
  Ref: 33-12-24 |
| c. Nonrenewal  
  Ref: 33-12-24 |
| 4. Limitation of license  
  Ref: 33-12-6(a)(7), 33-12-18, 33-12-19, 33-44-4(b) |
| 5. Appointment  
  Ref: 33-12-3(d), 33-12-18(a) |
| 6. Educational requirements  
  a. Continuing education  
  Ref: 33-12-8; Rule 114-42-1, 2, 3, 4, 7 |
| 7. Mandatory reporting requirements  
  a. Criminal prosecution and administrative action  
  Ref: 33-12-34 |
| b. Fraud  
  Ref: 33-41-5, 114-71-3; Informational Letter 206 |
| D. Unfair Trade Practices .......................................... 6 |
| 1. Unfair claims methods and practices  
  Ref: 33-11-4(9); Rule 114-14-5, 6 |
| 2. Excessive charges  
  Ref: Information Letter No. 6 |
| 3. Rebating  
  Ref: 33-11-4(8), Rule 114-70 |
| 4. Coercion  
  Ref: 33-11-4(4), 33-11-5 |
| 5. Misrepresentation  
  Ref: 33-11-4(1) |
| 6. Defamation  
  Ref: 33-11-4(3) |
| 7. Advertising  
  Ref: 33-11-4(2) |
| 8. Unfair discrimination  
  Ref: 33-11-4(7) |
| 9. Penalties  
  Ref: 33-11-6, 33-11-8 |
| 10. Undefined acts  
  Ref: 33-11-7 |
| E. Insurable Interest in Property ......................... 1 |
| Ref: 33-6-3 |
| F. Binders ............................................................... 1 |
| Ref: 33-6-18 |
| G. Approval of Rates and Forms ......................... 1 |
| Ref: 33-6-8, 33-17-8, 33-20-4 |
| H. Compensation of Licensees .............................. 2 |
| 1. Payment of commissions  
  Ref: 33-12-23, 33-12-27 |
I. West Virginia Essential Insurance Coverage Act (FAIR) Plan............................................................. 1
Ref: 33-20A-1 through 33-20A-3; Series 21: Sec. 8, 9, 11, 13, 14

J. Automobile Insurance........................................... 8
1. Provisions
   Ref: 33-6-31
   a. Coverage
   b. Uninsured motorists
      Ref: 17D-4-2
   c. Underinsured motorists
2. Financial responsibility and required minimum liability limits
   Ref: Ch. 17A-3-3 and 17D Motor Vehicle laws
3. Renewal, nonrenewal, and cancellation
   Ref: 33-6A-1 through 33-6A-4; 17D
4. West Virginia Automobile Insurance Plan (Assigned Risk)
   Ref: Auto manual

K. West Virginia Property and Casualty Insurance Guaranty Association............................................ 1
Ref: 33-26A-2 through 33-26A-8

L. Mine Subsidence ................................................... 1
Ref: 33-30-3, 33-30-4, 33-30-6, 33-30-7, 33-30-10

M. Homeowner's Insurance ....................................... 1
1. Declination, termination, and disclosure
   Ref: 33-17a
2. Coverage
   Ref: 33-6-31
   a. Coverage
   b. Uninsured motorists
      Ref: 17D-4-2
   c. Underinsured motorists
3. Financial responsibility and required minimum liability limits
   Ref: Ch. 17A-3-3 and 17D Motor Vehicle laws
4. Renewal, nonrenewal, and cancellation
   Ref: 33-6A-1 through 33-6A-4; 17D
5. West Virginia Automobile Insurance Plan (Assigned Risk)
   Ref: Auto manual

ADJUSTER—WEST VIRGINIA SPECIFIC CONTENT OUTLINE
State Laws and Rules
(75 scoreable questions plus 5 pretest questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO ADJUSTERS............................................. 55
Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.

A. Claims Practice Rules
   1. State licensing and regulation of adjusters
      Ref: 33-12B(1); Rule 114-25-2.10, 3, 7, 9
   2. Unfair claim settlement practices
      Ref: 33-11-4(9); Rule 114-14-1 through 10
   3. Insurable interest in property
      Ref: 33-6-3

B. Property Adjusting
   1. Valued policy law
      Ref: 33-17-9
   2. Cooperation with fire marshal in fire loss investigation

II. COMMERCIAL LINES COVERAGE.................................................0-3
Ref: Standard insurance textbooks and policies

A. Commercial Property Forms
B. Commercial General Liability Policy
C. Businessowners Policy
D. Commercial Auto Forms
E. Commercial Crime Forms
F. Surety Bonds

III. PERSONAL LINES COVERAGE................................................0-3
Ref: Standard insurance textbooks and policies

A. Dwelling Forms/Standard Fire Policy
B. Homeowner's Forms
C. Personal Property Floaters
D. Personal Excess Liability Coverage
E. Personal Auto Policy
F. Mobile Home Coverage

IV. MISCELLANEOUS COVERAGE.................................0-1
Ref: Standard insurance textbooks and policies

A. Watercraft Coverage
B. Flood Insurance

V. INSURANCE TERMS AND CONCEPTS ..................5-15
Ref: Standard insurance textbooks and policies

A. Abandonment
B. Accident
C. Actual Cash Value
D. Appraisal Clause
E. Arbitration / Mediation
F. Co-insurance
G. Concealment
H. Deductible
I. Depreciation
J. Direct Loss
K. Fraud
L. Hazard
M. Indemnity
N. Indirect Loss
O. Liability
P. Loss of Use
Q. Market Value
R. Misrepresentation
S. Mortgagee Rights
T. Named Perils Coverage
U. Negligence
V. Occurrence
W. Open Perils (all-risk) Coverage
X. Other Insurance Provision
Y. Overinsurance
Z. Pair and Set Clause
AA. Peril
BB. Proximate Cause
CC. Replacement Cost
DD. Representations
EE. Subrogation
FF. Warranties
GG. Surplus Lines

PUBLIC ADJUSTER
WEST VIRGINIA SPECIFIC CONTENT OUTLINE
State Laws and Rules
(45 scoreable questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO PUBLIC ADJUSTERS.......................................................... 30
Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.

A. Public Adjusters
1. License requirements
   a. Administrative actions
   b. Definition of public adjuster
      Ref: §114-25-2.10, §114-25-11.6.a.2, §114-25-11.6.g, 33-12B-1, 33-12B-3, 33-12B-4
c. Hearings
   Ref: 33-12B-14
d. Penalties
   Ref: 33-12B-14

2. Standards of Conduct
   Ref: §114-25-10, §114-25-2.10, §§114-25-10.2h, §114-25-14

3. Compensation
   a. Disclosure
      Ref: §114-25-10.1.h
   b. Obligation
      Ref: §114-25-11
c. Ownership
d. Referrals

4. Record keeping
   a. Reporting changes to the Commissioner of Insurance
      Ref: §114-25-17, 33-12B-10a
   b. Record retention
      Ref: §114-25-8.2, §114-25-11.1

5. Contracts
   a. General requirements
   b. Rescinding
      Ref: §114-25-11.6.h
   c. Voiding
      Ref: §114-25-15.4

6. Claims
   a. Catastrophe fees
      Ref: §114-25-12.4
   b. Disclosure process
      Ref: §114-25-11.6
   c. Settlement
      Ref: §114-25-11.6, §114-25-13, §§114-25-15.3

7. Mandatory reporting requirements
   a. Criminal prosecution and administrative action
      Ref: 33-12-34
   b. Fraud
      Ref: 33-41-5, 114-71-3; Informational Letter 206

II. INSURANCE TERMS AND CONCEPTS ......................... 15
Ref: Standard insurance textbooks and policies

A. Abandonment
B. Accident
C. Actual Cash Value
D. Appraisal Clause
E. Arbitration / Mediation
F. Co-insurance
G. Concealment
H. Deductible
I. Depreciation
J. Direct Loss
K. Fraud
L. Hazard
M. Indemnity
N. Indirect Loss
O. Liability
P. Loss of Use
Q. Market Value
R. Misrepresentation
S. Mortgagee Rights
T. Named Perils Coverage
U. Negligence
V. Occurrence
W. Open Perils (all-risk) Coverage
X. Other Insurance Provision
Y. Overinsurance
Z. Pair and Set Clause
AA. Peril
BB. Proximate Cause
CC. Replacement Cost

West Virginia Insurance Supplement – Examination Content Outlines
Effective Date: May 1, 2022
S15
DD. Representations  
EE. Subrogation  
FF. Warranties  
GG. Surplus Lines  

E. Withdrawal of Eligibility As A Surplus Lines Insurer  
F. Surplus Lines Tax  
G. Surplus Lines Licenses  
H. Suspension, Revocation or Nonrenewal of Surplus Lines Licensee’s License  
I. Duty to File Evidence of Insurance and Affidavits  
J. Evidence of Insurance and Subsequent Changes to the Insurance  
K. Licensee’s Duty to Notify Insured  
L. Effect of Payment to Surplus Lines Licensee  
M. Surplus Lines Licensees May Accept Business From Other Producers  
N. Records of Surplus Lines Licensee  
O. Reports-Summary of Exported Business  
P. Violations  
Q. Service of Process  
R. Change of Address  
S. Due Diligence  
T. Placement of Surplus Lines Coverage  
U. Surplus Lines Premium Tax Annual Return and Report by Surplus Lines Licensee  
V. Allocation of Surplus Lines Insurance Premium Tax on Multi-State Risks  
W. Export List  
X. Conditions for Marketing Insurance with Surplus Lines Insurers  
Y. Mandatory Reporting Requirements  
1. Criminal prosecution and administrative action  
   Ref: 33-12-34  
2. Fraud  
   Ref: 33-41-5, 114-71-3; Informational Letter 206  

VIATIONAL SETTLEMENT BROKER  
WEST VIRGINIA SPECIFIC  
CONTENT OUTLINE  
State Laws and Rules  

(35 scoreable questions)  

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO VIATIONAL SETTLEMENTS ........................................... 35  
Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.  
A. Definitions  
   Ref: §33-13C-2; Rule §114-80-2  
B. Licensing and Renewal Requirements  
   Ref: §33-13C-3; Rule §114-80-4  
C. Reporting Requirements  
   Ref: §33-13C-6; Rule §114-80-6  
D. Disclosures  
   Ref: §33-13C-5, §33-13C-8; Rule §114-80-10  
E. Contracts and Payments of Proceeds  
   Ref: Rule §114-80-8  
F. Examination or Investigation  
   Ref: §33-13C-7  
G. Standards for Evaluation of Reasonable Payments to Terminally or Chronically Ill Insureds  
   Ref: Rule §114-80-5  
H. General Rules  
   Ref: §33-13C-10; Rule §114-80-7  
I. Prohibited Practices  
   Ref: §33-13C-11, §33-13C-12; Rule §114-80-118  
J. Advertising and Marketing  
   Ref: §33-13C-13; Rule §114-80-9  
K. Fraud Prevention and Control  
   Ref: §33-13C-15; Informational Letter 206  
L. Criminal Penalties  
   Ref: §33-13C-16  

WEST VIRGINIA SURPLUS LINES EXAMINATION CONTENT OUTLINE  
State Laws and Rules  

(50 scoreable questions)  

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO SURPLUS LINES INSURANCE .................................50  
Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules, which are available at www.wvinsurance.gov/Legal-Authority.  
A. Alien Insurer  
B. Rebates  
C. Definitions  
D. Surplus Lines Insurance  

WEST VIRGINIA WORKERS COMPENSATION ADJUSTER EXAMINATION CONTENT OUTLINE  

(45 scoreable questions)  

I. WORKERS COMPENSATION INSURANCE, EMPLOYERS LIABILITY INSURANCE, AND RELATED ISSUES  
A. Standard policy concepts  
B. Self-insurers  
   Ref: 23-2-9; 85-18-1  
C. Work-related vs. non-work related  
D. Other states’ insurance  
II. WEST VIRGINIA LAWS AND RULES PERTINENT TO ADJUSTERS  
Ref: All statutory references are taken from §114-25 and Section 33-12B of the West Virginia Code of State Rules  
A. General Adjusting  
   1. State licensing and regulation of adjusters  
      Ref: 33-12B (1); Rule 114-25; Session 2020 House Bill 4502  
   2. Compromise and settlement  
      Ref: 23-5-7  
   3. Mandatory reporting requirements  
      a. Criminal prosecution and administrative action  
      Ref: 33-12-34
III. WEST VIRGINIA LAWS, RULES AND REGULATIONS PERTINENT TO WORKERS COMPENSATION

A. Purpose

B. Definitions
Ref: 23-2-1, 23-4-1a; 23-4-6; 85-8-3.4, 3.5
1. Employer
2. Employee
3. Temporary partial disability
4. Temporary total disability
5. Non-awarded partial disability (NAP)
6. Permanent partial disability
7. Permanent total disability
8. Injury
9. Occupational exposure injury
10. Occupational disease
11. Orthopedic occupational disease
12. Non-orthopedic occupational disease
13. Occupational Pneumoconiosis Board

C. Requirements/Procedures
1. Exclusiveness of right to compensation
Ref: 23-2-6
2. Injury reports
Ref: 23-4-1a, 23-4-1b, 85-1-3, 85-1-4

D. Coverages
1. Injuries covered
Ref: 23-4-1; 23-4-1(b)
2. Employment covered
Ref: 23-2-1, 23-2-1a, 85-8-4, 85-8-6
3. Employment excluded
Ref: 23-2-1, 1a; 85-8-4, 85-8-6
4. Sole proprietors and partners
Ref: 23-2-1, 85-8-6

E. Benefits
1. Medical care services and supplies
Ref: 85-1-10.3, 85-1-15, 23-4-3, 85-20
2. Income
a. Temporary total disability
Ref: 23-4-6(b), 23-4-1c
b. Permanent partial disability
Ref: 23-4-6(e)(1), 23-4-6(f), 23-4-1d
c. Permanent total disability
Ref: 23-4-6(d), 23-4-6(m)(1)
d. Weekly
Ref: 23-4-6, 23-4-14, Info Letter 162A
d. Payment
Ref: 23-4-18, 23-4-1c, 23-4-1d, 85-1-11, 85-1-12, Info Letters 162A, 172
3. Vocational Rehabilitation
Ref: 23-4-9, 85-15-1
4. Death and burial
Ref: 23-4-4, 23-4-10, Info Letter 170.
5. Right to sue
Ref: 23-2-6, 23-2C-21
6. Non-awarded partial (NAP)
7. Temporary partial rehabilitation (TPR)

F. Administrative
Ref: 23-5-1(b)(1); Rules 85-1-7.2, 10.7, 16