

**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

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 - a. Level
 - b. Decreasing
 - c. Return of premium
 - d. Annually renewable
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 - b. Convertible

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1. Single and flexible premium
2. Immediate and deferred
3. Fixed and variable
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4. Accidental death and/or accidental death and dismemberment
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 - b. Revocable and irrevocable
 - c. Common disaster
 - d. Minor beneficiaries
 - e. Designation by class

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- b. Grace period
- c. Automatic premium loan
- d. Level or flexible

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8. USA PATRIOT Act/anti-money laundering
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2. Medical information and consumer reports
3. Fair Credit Reporting Act
4. Risk classification
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2. Explaining the policy and its provisions, riders, exclusions, and ratings to the client

D. Contract law

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 - a. Consideration
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 - c. Competent parties
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 - b. Unilateral
 - c. Adhesion
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 1. Individual life
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1. Purpose/Requirements
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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
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 - d. Fingerprinting
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3. Termination of license
 - a. Expiration and cancellation
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 - b. Revocation and suspension
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 - c. Nonrenewal
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4. Limitation of license
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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

**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 INSURANCE21**

Ref: All references below are taken from the West Virginia Code and/or the West Virginia Code of State Rules which are available at www.wvinsurance.gov/legal-authority.

- A. Insurance Commissioner 2**
 1. Broad powers
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 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
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- B. Definitions4**
 1. Domestic, foreign, alien, nonadmitted, and unauthorized companies
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 2. Stock and mutual
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 3. Transacting insurance
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- C. Licensing7**

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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

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G. Unauthorized Insurers
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- 3. Duties of insurance companies

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- 4. Exemptions

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- 2. Policy loan interest rate

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- 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

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- 5. Conversion on termination of employment

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**ACCIDENT & HEALTH—GENERAL
KNOWLEDGE
CONTENT OUTLINE**

Product Knowledge, Terms, and Concepts

(50 scoreable questions plus 5 pretest questions)

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B. Accidental death and dismemberment

C. Medical expense insurance

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- 4. Preferred Provider Organizations (PPOs)
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- 2. General characteristics
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- E. Modes of premium payments
- F. Nonduplication and coordination of benefits (e.g., primary vs. excess)
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- H. Tax treatment of premiums and proceeds of insurance contracts (e.g., disability income and medical expenses, etc.)
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- 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

- 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 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 12-18(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 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 11-6, 33-11-8*

E. Mass Marketed Life & Sickness Insurance 1

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

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

**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 INSURANCE21

Ref: All references below are taken from the West Virginia Code and/or the West Virginia Code of State Rules which are available at www.wvinsurance.gov/legal-authority.

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
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B. Definitions4

- 1. Domestic, foreign, and alien companies

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**PROPERTY—GENERAL KNOWLEDGE
CONTENT OUTLINE**

Product Knowledge, Terms, and Concepts

(50 scoreable questions plus 5 pretest questions)

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4. Builders Risk

5. Cyber First-Party Coverage

D. Inland marine

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1. Actual cash value

2. Replacement cost

3. Market value

4. Stated/agreed value

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H. Proximate cause

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- P. Sources of underwriting information
- Q. Fair Credit Reporting Act
- R. Privacy Protection (Gramm Leach Bliley)
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**PROPERTY—WEST VIRGINIA SPECIFIC
CONTENT OUTLINE**

State Laws and Rules

(30 scoreable questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO PROPERTY INSURANCE30

Ref: All references below are taken from the West Virginia Code and/or 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

B. Definitions, Restrictions, and Responsibilities..... 7

1. Licensed and unlicensed companies
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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
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4. Selling, soliciting, and negotiating insurance
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5. Producer
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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
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 - d. Fingerprinting
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3. Termination of license
 - a. Expiration
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 - b. Revocation and suspension
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 - 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 5

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
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6. Defamation
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**CASUALTY—GENERAL KNOWLEDGE
CONTENT OUTLINE
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(50 scoreable questions plus 5 pretest questions)

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 - 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

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 - b. Property Damage
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9. Exclusions
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(This section does not deal with specifics of state law, which are addressed elsewhere in this outline.)

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 - b. Compensation
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4. Employment Practices Liability (EPLI)
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II. INSURANCE TERMS AND RELATED CONCEPTS 15

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C. Indemnity

D. Insurable interest

E. Loss valuation

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

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 - 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)

**CASUALTY—WEST VIRGINIA SPECIFIC
CONTENT OUTLINE
State Laws and Rules**

(30 scoreable questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO CASUALTY INSURANCE30

Ref: All references below are taken from the West Virginia Code and/or the West Virginia Code of State Rules which are available at www.wvinsurance.gov/legal-authority.

A. Insurance Commissioner Act2

- 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. Licensing6

- 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 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 Insurance5

- 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

- J. Workers' Compensation 0-1**
Ref: 23-2-1(a), 23-2-1(b), 23-2-1(i), 33-1-10(e)(14)
- K. West Virginia Insurance Guaranty Association..... 0-1**
Ref: 33-26-1 to 33-26-19

**PROPERTY & CASUALTY CONTENT OUTLINE—
PROPERTY GENERAL KNOWLEDGE
Product Knowledge, Terms, and Concepts**

(50 coreable 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 Bliley)**
- 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

- 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)

**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 INSURANCE40

Ref: All references below are taken from the West Virginia Code and/or 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, 33-3-11, 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. Licensing6

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 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 Property1

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) Plan1

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

J. Automobile Insurance8

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

L. Mine Subsidence	1
<i>Ref: 33-30-3, 33-30-4, 33-30-6, 33 30-7, 33-30-10</i>	
M. Malpractice Policies	1
<i>Ref: 33-20C</i>	
N. Risk Retention Act of West Virginia	0-1
<i>Ref: 33-32-1, 33 32-2, 33-32-21</i>	
O. Homeowner's Insurance	1
1. Declination, termination, and disclosure	
<i>Ref: 33-17a</i>	
P. Workers' Compensation	0-1
<i>Ref: 23-2-1(a), 23-2-1(b), 23-2-1(i), 33-1-10(e)(14)</i>	

**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	24
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 Bliley)
- 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
 - a loss
- W. Territory

- 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

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

(38 scoreable questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO PERSONAL LINES INSURANCE38

Ref: All references below are taken from the West Virginia Code and/or 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

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

D. Unfair Trade Practices6

- 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

Ref: 15A-10-6 (Fire Prevention and Control Act)

3. Mine subsidence coverage
Ref: 33-30-1 through 33-30-3; 33-30-6; 33-30-7; 33-30-10; 33-30-12; 33-30-13

4. West Virginia Essential Property Insurance Association (FAIR plan)
Ref: 33-20A-1 through 33-20A-3; Rule 114-21-1, 2, 8, 9, 13

C. Automobile Adjusting

1. Required liability coverage. Uninsured and underinsured motorists coverage. Named driver exclusion.
Ref: 33-6-31; 17D-4-2 (Motor Vehicle Safety Responsibility Law)

2. Guest passenger law
Ref: 33-6-29

3. Standards for settling auto claims
Ref: 33-6-33; Rule 114-14-7; 33-6F-2

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

E. Workers' Compensation

1. Benefits
Ref: 23-4-1d(a), 1e(a), 5, 6, 9, 10, 15, 18; Rules 85-1-5.1, 10.1, 10.2, 10.3, 10.5, 10.6, 10.7, 16

a. Indemnity

b. Medical

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

COMPANY AND INDEPENDENT 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 references below are taken from the West Virginia Code and/or 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

4. Binders
Ref: 33-6-18

5. West Virginia Property and Casualty Insurance Guaranty Association
Ref: 33 26-10 through 33-26-19

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

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

- Ref: §114-25-10.1f*
- 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
Ref: §114-25-10.2 §114-25-10.2.d, §114-25-11, §114-25-11.1, §114-25-11.2, §114-25-11.5, §114-25-11.5c, §114-25-11.6.f, §114-25-11.6.i, §114-25-15.4
 - 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

**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 references below are taken from the West Virginia Code and/or 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
Ref: §114-25-10.1.d, §114-25-10.e, §114-25-11.2.a, §114-25-11.2.b, §114-25-10.2c, §114-25-11.3, §114-25-12.4, §114-25-15.2
 - a. Disclosure
Ref: §114-25-10.1.h
 - b. Obligation
Ref: §114-25-11
 - c. Ownership
 - d. Referrals

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

- 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

**VIATICAL SETTLEMENT BROKER
WEST VIRGINIA SPECIFIC
CONTENT OUTLINE
State Laws and Rules**

(35 scoreable questions)

I. WEST VIRGINIA LAWS AND RULES PERTINENT TO VIATICAL SETTLEMENTS 35

Ref: All references below are taken from the West Virginia Code and/or 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 references below are taken from the West Virginia Code and/or 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 references below are taken from the West Virginia Code and/or the West Virginia Code of State Rules which are available at www.wvinsurance.gov/legal-authority.

- 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

Ref: 23-2-1, 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(n)(1)
 - c. 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

**WEST VIRGINIA
PROFESSIONAL BAIL BONDSMAN
CONTENT OUTLINE**

(30 questions)

*All statutory and rule references are taken from §51-10, 33-2, 33-41, 33-44 and Rules
114-103, 114-71-3, and Informational Letter 106 of the West Virginia Code of State Rules, which are available at
www.wvinsurance.gov/Legal-Authority.*

I. INSURANCE COMMISSIONER AUTHORITY AND GENERAL TERMINOLOGY.....5-8 QUESTIONS

- A. Insurance Commissioner
 - 1. Broad powers
Ref: 33-2-1, 33-2-3, 33 2-4, 51-10-8
 - 2. Examination of records
Ref: 33-2-4, 33-2-9, 114 103-13, 114-103-14
 - 3. Notice and Conduct of hearing
Ref: 33 2-12, 33-2-13
 - 4. Penalties
Ref: 33-2-9, 33-2-11, 33-44-7, 33-44-9, 51 10-9, 114-103-16
- B. Definitions
Reference: 114-103-2
 - 1. Agent, clerk, or representative
Ref: 114-103-2.1
 - 2. Bond
Ref: 114-103-2.2
 - 3. Bonding business
Ref: 114-103-2.3
 - 4. Bondsman
Ref: 114-103-2.4
 - 5. Cash
Ref: 114-103-2.5
 - 6. Commissioner
Ref: 114-103-2.6
 - 7. Insurer
Ref: 114-103-2.7
 - 8. Person
Ref: 114-103-2.8
 - 9. Surety Bondsman
Ref: 114-103-2.11
 - 10. Professional Bondsman
Ref: 114-103-2.9

II. REQUIREMENTS AND QUALIFICATIONS OF LICENSE HOLDER4-6 QUESTIONS

- Reference: 114-103-3*
- A. Purpose/Requirements
Ref: 114-103-3.1
 - B. Qualifications
 - 1. Bondsman
Ref: 114-103-2.11.1, 114-103-2 11.2, 114-103-3.2
 - 2. Address
Ref: 114-103-3.2.1.a
 - 3. Age
Ref: 114-103-3.2.1.b
 - 4. Citizenship
Ref: 114-103-3.2.1.c
 - 5. Authority
Ref: 114-103-3.2.1.d
 - 6. Default of payment
Ref: 114-103-3.2.1.e
 - 7. Knowledge, training, experience
Ref: 114-103-3.2.1.f
 - 8. Driver's license

- Ref: 114-103-3.2.1.g*
 - 9. Past criminal history
 - Ref: 114-103-3.2.1.i*
 - 10. Past convictions
 - Ref: 114-103-3.2.1.h*
 - 11. Completion of affidavit
 - Ref: 114-103-3.2.j*
 - 12. Employee information
 - Ref: 114-103-3.2.1.k*
- C. Change of Personal Information
 - Ref: 114-103-3.11, 113-103-11.1.11*
- D. Surety bondsman
 - Ref: 51-10-8, 114-103-3.2.2*
 - 1. Company appointment
 - 2. Qualifying power of attorney
- E. Fingerprinting
 - Ref: 114-103-4.4*
- F. Appointment
 - Ref: 114-103-3.2.2.b*
- G. Application fee
 - Ref: 114-103-3.4*
- H. Identification card
 - Ref: 114-103-3.6*
- I. Unauthorized Insurers Act
 - Ref: 33-44-4*
- J. Reporting requirements
 - Ref: 114-103-15*
 - 1. Annual report by insurers
 - i. Company appointment terminations
 - ii. Administrative actions taken.
 - iii. Additional information request
 - 2. Mandatory reporting requirements
 - i. Criminal prosecution and administrative action
 - Ref: 114-103-15.6, 144-103-15.7*
- K. Fraud
 - Ref: 33-41-5, 114-71-3; Informational Letter 206*

III. RENEWAL OF LICENSE.....1-2 QUESTIONS

Reference: 114-103-4

- A. Renewed biennially
 - Ref: 114-103-4.1*
- B. Renewal Fee
 - Ref: 114-103-4.2*
- C. Attestation at time of renewal
 - Ref: 51-10-8(g), 114-103-4.3, 114-103-3*
- D. Applications
 - Ref: 114-103-4*
- E. Criminal history check/finger printing
 - Ref: 114-103-4.4*

IV. RESPONSIBILITIES OF LICENSE HOLDERS.....5-8 QUESTIONS

Reference: 51-10-3, 51-10-4, 51-10-5, 51-10-5a, 51-10-6, 51 10-7, 114-103-5

- A. Bonding fee requirements
 - Ref: 51 10-5a, 114-103-5*
- B. List of prohibited activities
 - Ref: 114-103-5*

V. RECEIPTS FOR COLLATERAL1-3 QUESTIONS

Reference: 114-103-7

- A. Written Receipt Required
Ref: 114-103-7.1
- B. Receipt requirements
 - 1. Prenumbered and consecutive order
Ref: 114-103-7.2.1
 - 2. Name and address of the bail bondsman
Ref: 114-103-7.2.2
 - 3. Name and address of the person providing collateral.
Ref: 114-103-7.2.3
 - 4. Amount and nature of the collateral and date received
Ref: 114-103-7.2.4
 - 5. Name of person accepting the collateral
Ref: 114-103-7.2.5
 - 6. Include total amount of bond for which collateral is accepted
Ref: 114-103-7.2.6
- C. Accepting cash or check as collateral
Ref: 114-103-7.3

VI. CANCELLATION OF LICENSE, DEATH, INCOMPETENCE, SUSPENSION AND REVOCATION.....5-8 QUESTIONS

Reference: 114 103-10 – 114-103-11

- A. Discontinuing the business of bail bonds
Ref: 114-103-10.1
- B. Death, incapacitation, or incompetence
Ref: 114-103-10.2
- 1. Transfer the business to another.
Ref: 114-103-10.3
- C. Suspension reasons
Ref: 114-103-11.1
- 1. Violating the law
Ref: 114-103-11.1.2
- 2. Material misstatement or misrepresentation
Ref: 114-103-11.1.3
- 3. Misappropriation or conversion of funds
Ref: 114-103-11.1.4
- 4. Conviction or pleading guilty to a felony.
Ref: 114-103-11.1.5
- 5. Fraudulent or dishonest practices
Ref: 114-103-11.1.6
- 6. Untrustworthiness
Ref: 114-103-11.1.7
- 7. Misrepresentation
Ref: 114-103-11.1.8
- 8. Forgery
Ref: 114-103-11.1.9
- 9. Failure to return security
Ref: 114-103-11.1.10
- 10. Failure to notify the Insurance Commissioner of Contact Information
Ref: 114-103-11.1.11
- 11. Failure to file a report or filing a materially untrue report
Ref: 114-103-11.1.12
- 12. Affidavits/ False Affidavits
Ref: 51 10-8(g), 114-103.11.1.13
- 13. Failure to pay required fees or forfeited bonds to a court
Ref: 114-103.11.1.14
- 14. Failure to pay any required fee to the Commissioner
Ref: 114-103.11.1.15

15. Posting a bond for any defendant without first obtaining a written or oral agreement with the defendant or cosigner of the bond.
Ref: 114-103.11.1.16

D. Expiration
Ref: 114-103-4, 114-103-3.6

E. Revocation and suspension
Ref: 114-103-11

F. Nonrenewal
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