



North Carolina INSURANCE LICENSING

Examination Candidate Guide

November 2013

QUICK REFERENCE
CHECKLIST



Dear License Applicant:

I want to personally congratulate you on your decision to consider insurance as a viable career option. Well-trained, knowledgeable representatives are an essential resource for insurance policyholders in North Carolina. A consumer who has confidence in a conscientious, well-informed agent is one who will make the best purchase decisions. When unexpected losses occur, our consumers rely on the support of proficient insurance adjusters to provide assurance that claims will be handled in a timely and efficient manner.

In North Carolina, agents and adjusters must meet certain standards to qualify for an insurance license. To help you meet those standards, we have developed an insurance prelicensing education program that offers each applicant a foundation in insurance principles, laws, and products. In addition we require a licensing examination by which you demonstrate what you've learned about insurance and by statute; insurance producers and public adjuster applicants are now required to submit their fingerprints for a state and federal criminal record search.

I believe you will find the Agent Services Division of the North Carolina Department of Insurance very helpful to you as you pursue your quest to engage in the business of insurance. The professionals in this Division are extremely knowledgeable about the licensing process and will assist you as you acquire and renew your insurance licenses. I also hope you will find our processes to be efficient; for example, you are now able to print your own license, rather than wait for our staff to process, print and mail to you.

Sincerely,

A handwritten signature in cursive script that reads "Wayne Goodwin".

Wayne Goodwin
Commissioner of Insurance

The North Carolina Department of Insurance has the sole responsibility for the content and procedures described herein.

HOW TO OBTAIN A NORTH CAROLINA PRODUCER LICENSE CHECKLIST

- 1. Do you require pre-licensing education (PLE)? (See page 4 in Candidate Guide or Skip to 2 if not required.)**



- 2. All applicants complete an electronic application at www.nipr.com.**
 - License/fingerprint/processing fees paid via credit/debit card, electronic check, or PayPal to NIPR.
 - “Yes” answers require supporting documentation, upload or send via USMAIL, FAX, or EMAIL to North Carolina Licensing Office of Pearson VUE.
 - You will receive an AUTHORIZATION EMAIL from Pearson VUE containing pertinent information for scheduling your license authority examination. The license application will be valid for 6 months. A “start” and “end” date for your eligibility period will also be included. If you have not obtained your confirmation that your license has been issued within that period, you will need to reapply to NIPR for a new eligibility period.
 - If PLE is required, you must have PLE completion date and school code when you make a reservation.



- 3. Do you need to pass the NC state exam administered by Pearson VUE? (See page 6 in Candidate Guide Skip to 5 if not required.)**

- 4. After you pass the examination, Pearson VUE transmits the examination result to NIPR to match up to your pending application.**



- 5. NIPR sends application electronically to NC Licensing Office of Pearson VUE. (See page 18 in Candidate Guide.)**



- 6. Are fingerprints required? (See page 21 in Candidate Guide.)**

If required, before having fingerprints taken (see #7), print the fingerprint package/forms from link in email message from NIPR:

 - Demographic Information (page 1)
 - SBI Electronic Fingerprint Submission Release of Information (page 2)
 - Applicant Information (page 3)





7. **Take forms (see #6) to a local law enforcement office that does Live Scan electronic fingerprints. (Electronic prints are mandatory and fingerprint cards will be returned.)**



8. **After prints are taken, the law enforcement office will sign the *SBI Electronic Fingerprint Submission Release of Information* form and give to applicant. You must fax pages 1-3 (see #6) to NC Licensing Office of Pearson VUE. (See *page 21 in Candidate Guide.*)**



9. **The Live Scan fingerprints are sent electronically to the SBI for state and national criminal check.**



10. **NC Licensing Office of Pearson VUE must receive following:**

- Completed fingerprint packet (if required, see #6)
- SBI/FBI criminal history (if required, see #6)
- NIPR application/fees (required for all)
- All documents required by “YES” responses to screening questions.



11. **NC Licensing Office of Pearson VUE review application/documents:**

- If all the license requirements have been met, the NC Licensing Office of Pearson VUE will approve the license application. If regulatory review is required, the application will be referred to Agent Services Division for review and a licensing decision.
- If the license is voluntarily issued, you will receive an email notifying you to print your own license within 48-72 hours. (See *page 23 in Candidate Guide.*)
- If the license is not voluntarily issued, you will receive a license-denial notice.
- If you fail to submit a complete application, your application will be withdrawn after six months and you will receive a withdrawal notice.

CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this guide or about an upcoming examination. Candidates may contact the North Carolina Licensing Office of Pearson VUE with questions about obtaining a license.

RESERVATIONS

Before making an exam reservation

CANDIDATES MUST VISIT www.nipr.com to complete the license application and pay ALL associated fees. For a detailed chart of the North Carolina resident licensing fees for Initial & Reinstatement License Applications candidates can go to www.pearsonvue.com/nc/insurance and click on *North Carolina Insurance Resident Licensing Fees*.

Candidates should thoroughly review this guide, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

Making an exam reservation

Candidates can not make the exam reservation until they receive an email from Pearson VUE with their “reserved” NPN (National Producer Number) and their exam information. Information contained in the email authorization will be collected in the exam reservation process. Candidates that do NOT have this information will not be allowed to register for an exam.

Candidates who are required to take Pre-Licensing Education are still required to provide to the Call Center Reservationist, the School Code and education completion date that is provided on the EXAM ADMISSION TICKET. This can be found in the back of the Candidate Guide.

Note: Candidates required to complete Pre-licensing Education must pass their exams within 90 days of the Education Completion date OR within 5 exam attempts, whichever comes first.

Candidates may make a reservation either online at www.pearsonvue.com/nc/insurance or by calling (800) 274-0668. Candidates should make a reservation online or by phone at least twenty-four (24) hours before the desired examination date. **Walk-in examinations are not available.**

Candidates may request special accommodations by going to <http://pearsonvue.com/accommodations>.

STATE LICENSING INFORMATION

Candidates may contact the North Carolina Department Licensing Office of Pearson VUE with questions about obtaining or maintaining a license after the examination has been passed.

North Carolina Licensing Office of Pearson VUE

Physical Location:

3200 Atlantic Avenue, Ste. 120
Raleigh, NC 27604

Mailing Address:

NCDOL/Pearson VUE
PO Box 14209
Raleigh, NC 27620

Phone: (866) 265-6329

Email

northcarolinalingensingoffice@pearson.com

Fax

(888) 959-3010

For Licensing Status, Continuing Education and Other Information, visit the following website:
www.ncdoi.com.

EXAMINATION INFORMATION

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

Pearson VUE

North Carolina Insurance

Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437
(800) 274-0668

Email

pearsonvuecustomerservice@pearson.com

Website: www.pearsonvue.com

NIPR ELECTRONIC APPLICATION INFORMATION

Candidates may contact NIPR with general questions on electronic licensing, customer support and billing.

Phone: (855) 674-NIPR (6477)

Email

customerservice@nipr.com

PRACTICE TESTS

Practice tests are offered exclusively online at www.pearsonvue.com.

SSN/LICENSE NUMBER (NPN)

When you pursue licensure in North Carolina, you must complete an electronic application via www.nipr.com which requires your Social Security Number (SSN). Please be advised that an Individual Taxpayer Identification Number (ITIN) cannot be accepted as your SSN. You must have a valid SSN which was issued through the Social Security Administration.

If you do not have a valid SSN, you will be prevented from completing the license examination as you must enter a valid SSN to complete the examination. The National Insurance Producer Registry (NIPR) must have a valid SSN in order to assign a National Producer Number (NPN). To combat identity theft, the NPN is used for license identification. NIPR cannot accommodate any request for an NPN if the unique identifier provided is not a SSN issued by the Social Security Administration.

SCHEDULES & FEES

Test Center locations

A list of test centers appears on the back cover of this guide. Candidates should contact Pearson VUE to confirm specific locations and examination schedules.

Exam fees

The fee is \$46 for EACH examination attempt.

All exam fees must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Payment will not be accepted at the test center. Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy* (page 10).**

Registration, License, and Criminal Record Check Fees

Schedule of license, registration, and criminal record check fees by license type are available in the Resident Prelicensing and Exam Exemptions chart available on the Department's website in the following location: http://www.ncdoi.com/ASD/ASD_Agents_Adj_Obtain.aspx.

Follow the steps on the *How to Obtain a North Carolina Producer License Checklist* handy tear-out sheet within this candidate guide.

EXAM DAY

What to bring to the exam

Candidates should bring to the examination proper identification and other materials as dictated by the state licensing agency. A complete list appears in *What to Bring* (page 13).

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins to complete registration. The time allotted for the examination varies (as detailed on page 12), and each candidate will leave the test center with an official score report in hand. (*See sample score report at end of candidate guide.*)

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NC LICENSURE REQUIREMENTS

Resident applicants are required to take pre-licensing education, online with NIPR and/or pass a state examination for some insurance licenses. See below chart for exam and education requirements (license types listed alphabetically):

LICENSE	EXAM	PRE-LICENSING AND OTHER REQUIREMENTS	PRE-LICENSING EDUCATION EXEMPTIONS	EXAM EXEMPTION
Accident and Health or Sickness (Major Line of Authority)	Yes	Twenty (20) hrs pre-licensing education (PLE) for Accident and Health or Sickness from approved provider and pass state examination. Fingerprints for Criminal History check are required.	Certified Employee Benefits Specialist (CEBS), Health Insurance Associate (HIA), Registered Employee Benefits Counselor (REBC), Registered Health Underwriter (RHU), holder of a degree in insurance (associate or bachelor's).	NONE
Adjuster-Hail	Yes	Must pass state examination	N/A	NONE
Adjuster (Company/Independent) Adjuster works for insurance company or adjusting firm.	Yes	Must pass state examination	N/A	NONE
Adjuster (Public) Adjuster representing consumer; see NCGS 58-33A.	Yes	Must pass state examination. Must secure and maintain a \$20,000 surety bond or an irrevocable letter of credit issued by a qualified financial institution in the amount of \$20,000. Fingerprints for Criminal History check are required.	N/A	NONE
Adjuster-Self-Employed Adjuster is independent, self-employed with multiple contracts representing insurers.	Yes	Must pass state examination	N/A	NONE
Appraiser-Motor-Vehicle Damage	No	Apply on-line at www.nipr.com	N/A	N/A
Auto-physical damage Agent	Yes	Must pass state examination Fingerprints for Criminal History check are required.	N/A	NONE
Broker	No	Must be licensed as an agent for the lines of authority to be brokered and have at least one appointment. Must secure and maintain a \$15,000 surety bond.	N/A	N/A
Casualty Agent (Major Line of Authority)	Yes	Twenty (20) hrs pre-licensing education for Casualty from approved provider and pass state examination. Fingerprints for Criminal History check are required.	Accredited Advisor in Insurance (AAI), Associate in Risk Management (ARM), Certified Insurance Counselor (CIC), holder of degree in insurance (associate or bachelor), Chartered Property Casualty Underwriter (CPCU).	NONE

NC LICENSURE REQUIREMENTS

LICENSE	EXAM	PRE-LICENSING AND OTHER REQUIREMENTS	PRE-LICENSING EDUCATION EXEMPTIONS	EXAM EXEMPTION
Life Agent (Major Line of Authority)	Yes	Twenty (20) hrs pre-licensing education (PLE) for Life from approved provider and pass state examination. Fingerprints for Criminal History check are required.	Certified Employee Benefits Specialist (CEBS), Certified Financial Planner (CFP), Certified Insurance Counselor (CIC), holder of a degree in insurance (associate or bachelor's), Chartered Life Underwriter (CLU), Chartered Financial Consultant (ChFC), Life Underwriter Training Council Fellow (LUTCF) and Fellow Life Management Institute (FLMI).	NONE
Medicare Supplement Long-Term Care Agent	Yes	Must be licensed for Accident/Health or Sickness. Ten (10) hrs pre-licensing education (PLE) for Medicare Supplement/LTC from approved provider and pass state examination. Fingerprints for Criminal History check are required.	Waivers for PLE are granted on a case-by-case basis. To request a waiver for PLE submit proof of education/ experience in Medicare Supplement/Long-Term Care.	NONE
Personal Lines Agent (Major Line of Authority)	Yes	Twenty (20) hrs pre-licensing education (PLE) for Personal Lines from approved provider and pass state examination. Fingerprints for Criminal History check are required.	Accredited Advisor in Insurance (AAI), Associate in Risk Management (ARM), Certified Insurance Counselor (CIC), holder of degree in insurance (associate or bachelor), Chartered Property Casualty Underwriter (CPCU).	NONE
Property Agent (Major Line of Authority)	Yes	Twenty (20) hrs pre-licensing education for Property from approved provider and pass state examination. Fingerprints for Criminal History check are required.	Accredited Advisor in Insurance (AAI), Associate in Risk Management (ARM), Certified Insurance Counselor (CIC), holder of degree in insurance (associate or bachelor), Chartered Property Casualty Underwriter (CPCU).	NONE
Purchasing Group/Risk Retention Group	No	Must be licensed for Property/Casualty. Group must be registered through the Department's Financial Evaluation Division. Submit NC-1 application, power of attorney, and fee payment to the NC Licensing Office of Pearson VUE. Fingerprints for Criminal History check are required.	N/A	N/A

NC LICENSURE REQUIREMENTS

LICENSE	EXAM	PRE-LICENSING AND OTHER REQUIREMENTS	PRE-LICENSING EDUCATION EXEMPTIONS	EXAM EXEMPTION
Surplus Lines Agent	Yes	Must be licensed for Property and pass state examination. After licensure, must maintain membership in the North Carolina Surplus Lines Association.	N/A	NONE
Title Agent	Yes	Must pass state examination. Fingerprints for Criminal History check are required.	N/A	Attorneys who submit a statement from the Bar that they are a member in good standing; and will be compensated only by salary.
Variable Life and Variable Annuity Agent (Major Line of Authority)	No	Applicants must: Hold a Life Agent license; and demonstrate that their FINRA licenses are registered with Securities Div. of NC Secretary of State Fingerprints for Criminal History check are required.	N/A	NONE
Viatical Broker	No	Fingerprints for Criminal History check are required.	N/A	N/A

Submit request for PLE or exam waiver with proof of PLE exemption certification to NCDOL/Agent Services Division by fax (919) 715-3794.
All applicants must be at least 18 years of age.

See pages 9 and 15 for examination reservation procedures and test center policies.

APPROVED PROVIDER LIST (CLASS AND CORRESPONDENCE) IS AVAILABLE AT WWW.NCDOI.COM.

Correspondence Providers MUST follow specific procedures for students. See Pre-licensing handbook at www.ncdoi.com.

NC APPROVED PRE-LICENSING EDUCATION PROVIDERS

Agent Services maintains a list of approved Pre-licensing Education Providers on the Department's website at www.ncdoi.com. The list includes the following:

- Provide Name and Number
- Location
- Contact Information
- Types of classes taught (correspondence or class)
- Line of Authority taught

Contact the provider directly to schedule courses.

The Pre-licensing Providers present the education in a traditional classroom setting, correspondence-workbook method or correspondence- internet method. All providers teach or provide the course material using the course content outline included in this guide because **THE BEST BLUEPRINT TO FOLLOW IN SELECTING TOPICS OF STUDY IS THE COURSE CONTENT OUTLINE.**

Pre-licensing Providers are approved to offer their educational services and are required to comply with statutes and rules relative to education, hours, internet security and access. A Pre-licensing provider handbook which outlines the provider's responsibilities is posted on the Department's website. The educational providers are audited by the Agent Services Division staff on a random basis to ensure the provider is complying with the statutory and administrative code requirement for Pre-licensing education.

The first thirty (30) minutes of each prelicensing course must be spent introducing the candidate guide. The instructor must cover the following topics in the guide: *Examination Admission Ticket, Exam Reservations, Exam Fees, Exam Day, Pearson VUE Test Center Policies, and Screening Questions*. The instructor should also cover the appropriate content outline (included in this guide). Your instructor will teach from the course content outline and all examination questions are developed from the course outline.

Instructors review this candidate guide at each prelicensing course meeting. Correspondence Providers, both workbook and internet, must ensure the candidate understands the candidate guide. Correspondence schools are to provide the same information either by written instructions with the workbooks or as preliminary material for on-line courses.

HOW TO PREPARE FOR THE EXAMINATION

Persons attending the state examination will take an examination for any one of ten different insurance licenses. The topics to be examined vary for each of the different licenses. A prelicensing education requirement exists for some licenses but not for others; therefore, examination preparation will vary depending on the license type.

In many instances, the student is required to absorb large amounts of information in a short period of time, and topics covered may not be explained to the complete satisfaction of the student. Students who memorize "catch phrases" and definitions, but lack the understanding to apply the knowledge to a set of circumstances that differ from those used by their instructor, will find many of the state examination questions difficult. For these reasons, education provided by an approved school should not be considered complete preparation for the state examination.

A review of previously studied material, preferably presented from a different point of view, can only help strengthen the student's understanding. Supplemental study, in the form of a company training course, a private vendor's programmed learning course, practical experience, topical review with industry peers, or study and review time away from the classroom, or in addition to an approved correspondence text/workbook, is recommended to enhance a person's chances of passing the licensing examination.

THE BEST BLUEPRINT TO FOLLOW IN SELECTING TOPICS OF STUDY IS THE COURSE CONTENT OUTLINE. The content outlines and/or suggestions as to how an individual may prepare for his or her particular licensing examination are included in this guide. Included also are the lengths and formats of the various examinations.

HINT: STUDY FOR EXAM—Use course content outline (Questions on exam are based on course outline).

NC LICENSURE EXAMINATION

You must have a valid Examination Admission Ticket to test.

PRACTICE TESTS

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

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

EXAMINATION ADMISSION TICKET

An *Examination Admission Ticket* is available in the back of this guide. All candidates must have a completed *Examination Admission Ticket* before scheduling an examination. Students who attend an approved insurance pre-licensing education school for Life, Health, Accident and Sickness, Property, Casualty, Personal Lines, or Medicare Supplement/Long-Term Care and who complete all course requirements and pass the course's comprehensive final examination must present this certificate to the school for validation. The school will validate the certificate and return it to the student.

All persons wishing to take a licensing examination must present this *Examination Admission Ticket* at the test center, in addition to complying with the other requirements.

Only a properly completed and originally signed *Examination Admission Ticket* will be accepted at the test center. Certificates presented at the test center that indicate completion of more than one course shall be considered invalid. A certificate is valid for only ninety (90) days from the date of course completion, or a maximum of five (5) examination attempts, whichever occurs first. **Providers MUST NOT alter a certificate after expiration or give a candidate a new certificate unless the candidate retakes the prelicensing education course or their authority to provide courses in NC may be jeopardized.** Applicants for a Life, Accident and Health or Sickness, Property, Casualty, Personal Lines, or Medicare Supplement/Long-Term Care license who do not pass the examination within ninety (90) days of the date of course completion, or within five (5) examination attempts over the ninety (90) day period, shall again complete a prelicensing education course at an approved school to be eligible to retake the examination.

AVAILABLE EXAMS

A list of available examinations appears on the back cover of this guide.

All Surplus Lines agents must become a member of the North Carolina Surplus Lines Association. The address of the Association is PO Box 41368, Raleigh, NC 27629. The telephone number is (919) 876-0687.

HOW TO PREPARE FOR THE EXAM

CONTENT OUTLINES

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

EXAM CONTENT

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

HOW TO PREPARE FOR THE EXAM

LIFE; ACCIDENT AND HEALTH OR SICKNESS; PROPERTY; CASUALTY AND ADJUSTER EXAMINATION SAMPLE QUESTIONS

The insurance examinations developed by Pearson VUE contain four-option, multiple-choice questions. In addition to being as clear and concise as possible, the questions are developed using strict psychometric guidelines. No attempt is made to trick candidates into answering a question incorrectly. Such words as **not** and **except** are capitalized in boldface to help alert the candidate. Candidates who possess the necessary knowledge of each insurance line being tested should perform well on the examination for which they prepared.

Multiple-choice questions can be written at various cognitive levels. The insurance examinations developed by Pearson VUE incorporate questions that test recall, comprehension of insurance concepts and principles, and application of these concepts and principles to specific situations that are geared to the level of the examination.

The following questions are representative of the type that appear on the examination.

1. J made a policy loan under a life insurance policy. The next premium notice showed the interest due on the loan. J paid the premium but not the interest. The result of this action is that the:
 - (A) policy will lapse thirty days after the premium due date
 - (B) unpaid interest will be added to the loan principal
 - (C) policy face amount will be reduced by twice the amount of the unpaid interest
 - (D) company can demand immediate payment of the loan and interest
2. In health insurance the term "preexisting condition" refers to a health condition that:
 - (A) begins during a policy's probationary period
 - (B) begins during an insured's right to examine (free look) period
 - (C) results in a claim during a policy's first year
 - (D) exists before a policy is issued
3. The Standard Fire Policy does **not** cover direct loss caused by:
 - (A) fire
 - (B) lightning
 - (C) explosion
 - (D) removal
4. An insured under a Commercial General Liability policy acquires a new location during the term of the policy. Coverage for liability claims arising out of this new location is provided:
 - (A) when insurer approval is received
 - (B) automatically for ten days only
 - (C) for one-half of the policy limit
 - (D) automatically until the end of the policy period

1. B	2. D	3. C	4. D
ANSWERS			

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

ONLINE RESERVATIONS

Online reservations are the most efficient way for candidates to schedule their examination. Candidates must go to www.pearsonvue.com/nc/insurance to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk (*), on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the examination reservation process.

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

PHONE RESERVATIONS

Candidates may call (800) 274-0668 to make an examination reservation. Please do not call to schedule your exam reservation until you receive an email from NIPR which is your authorization that you have been approved to test for a license authority. Scheduling will not continue unless you have your Authorization Email.

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

Eastern Standard Time

Before calling, candidates should have the following:

- Email Authorization to Test with NPN number
- Legal name, address, daytime telephone number, email address and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list of test centers appears on the back cover of this guide)
- A failing score report (if retaking an examination)

Candidates are responsible for knowing which examination they need to take. A representative will help candidates select a convenient examination date and location and will answer questions.

Candidates should make a reservation by phone at least twenty-four (24) hours before the desired examination date. Candidates should be mindful of the expiration of the Examination Admission Ticket in relation to test availability.

PHONE RESERVATION

Call (800) 274-0668

EXAM RESERVATIONS

EXAM FEES

The exam fee is \$46 for each exam attempt. The fee must be paid at the time of reservation by credit card, debit card, voucher, or electronic check.

Payment for the examination fee will not be accepted at the test center. Examination fees are non-refundable and non-transferable.

VOUCHERS

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

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

ELECTRONIC CHECKS

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

- Bank name
- Bank routing number
- Driver license number
- Name and address on the account
- Account number

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

CHANGE/CANCEL POLICY

Candidates should call (800) 274-0668 at least forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer the fee to a new reservation or request a refund. **Candidates who change or cancel a reservation without proper notice will forfeit the examination fee.**

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

ABSENCE/TARDINESS POLICY

Candidates who are unable to attend a scheduled examination may be excused for the following reasons:

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

Candidates who are otherwise absent from or late to an examination and have not changed or canceled the reservation according to the Change/Cancel Policy will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at accommodationspearsonvue@pearson.com

TIME ALLOTTED FOR EXAMS

The examination is divided into two parts, general and a state-specific. The time allotted is divided between the two parts. Candidates should monitor their time to ensure they have adequate time for the second part.

EXAM NAME	TIME ALLOTTED
Life Agent	1 hour, 15 minutes
Accident and Health or Sickness Agent	1 hour, 15 minutes
Property Agent	1 hour, 15 minutes
Casualty Agent	1 hour, 15 minutes
Personal Lines Agent	1 hour, 45 minutes
Auto Physical Damage Agent	30 minutes
Medicare Supplement/Long-Term Care Agent	1 hour, 45 minutes
Company Independent Adjuster	2 hours, 15 minutes
Self-Employed Adjuster	2 hours, 15 minutes
Public Adjuster	2 hours, 15 minutes
Hail Adjuster	30 minutes
Title Agent	1 hour
Surplus Lines Agent	1 hour

WHAT TO BRING

Required Materials

All candidates are required to bring identification that is deemed acceptable, as listed under *Acceptable Forms of Candidate Identification*, to the test center on the day of examination.

The following is also required for applicants:

- Prelicensing *Examination Admission Ticket*. Life, Accident and Health or Sickness, Property, Casualty, Personal Lines, or Medicare Supplement/ Long-Term Care candidates must have their certificate validated by an approved prelicensing school. Those taking the adjuster examination should be sure that the adjuster section of the *Examination Admission Ticket* is completed.
- Written documentation of any name change, along with the change of address or name form. This documentation may be a copy of a marriage license, divorce decree, or other official documentation.

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

Acceptable Forms of Candidate Identification

Candidates must present two (2) forms of current signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government issued and photo-bearing with a signature and the secondary identification must contain a valid signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

- Government-issued driver's license
- U.S. Dept. of State driver's license
- U.S. learner's permit (plastic card only with photo and signature)
- National/state/country ID
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (signature, not expired)

- Debit (ATM) card or Credit card
- Any form of ID on the Primary ID list

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

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

EXAM PROCEDURES

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

IMPORTANT EXAMINATION INFORMATION

Candidates have ninety (90) days from the prelicensing course completion date or a maximum of five (5) times to take the examination, whichever comes first.

Also candidates must pass their exam prior to the END DATE of their license application with NIPR.

The 6 month eligibility date will be on your Email Authorization Notice.

PLEASE NOTE

If you choose not to have your palm scanned, you will not be permitted to take any breaks during the exam. If you choose to take a break, you will not be permitted back into the test center to complete your exam.

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

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

Once candidates are familiar with the examination unit, they may begin the examination. The examination begins the moment a candidate looks at the first question. The time allotted for each examination is detailed on page 12. After the examination time has expired, the examination unit will automatically turn off. Candidates will leave the test center with their official scores in hand.

Palm Vein Recognition Technology

Candidates will be required to have their palm scanned using Palm Vein Recognition technology. Pearson VUE's company-owned sites are equipped with advanced palm vein recognition technology, which captures and recognizes the unique patterns in a candidate's palm veins using non-intrusive, near-infrared scanning technology.

New candidates are enrolled in the biometric system during their first test center admission; their identities are then automatically verified when candidates take and return from breaks, and again when they test in the future at any biometrically equipped location worldwide. Palm vein recognition is secure, privacy friendly, fast, highly accurate, and virtually impossible to forge, and has replaced digital fingerprinting to become the standard biometric technology for candidate identification.

Please note: If you choose not to have your palm scanned, you will not be permitted to take any breaks during the exam. If you choose to take a break, you will not be permitted back into the test center to complete your exam.

SCORE REPORTING

When candidates complete the examination, they will receive a score report marked "pass" or "fail."

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to the general portion of the examination, as well as information about re-examination. Reservations for re-examination are not made at the test center. **Candidates must wait twenty-four (24) hours before scheduling a re-examination.**

Examination results are confidential and are released only to the candidate and the North Carolina Department of Insurance.

To protect candidates' privacy and to maintain the confidentiality of results, Pearson VUE does not give score information over the telephone.

Candidates who fail a major lines or adjuster examination receive diagnostic reports on the failing score report that provide the candidates with a list of the areas on the content

outline in which the candidate performed unsatisfactorily. (Candidates do **not** have to pass **all** components to pass the examination. The total number of questions answered correctly determines whether or not the candidate passes the licensing examination.)

REVIEW OF EXAMS

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

SCORE EXPLANATION

Equating and Scaling

There are multiple versions of each of the licensing examinations. These versions are known as *forms*. Although all forms of an examination are developed based on the content outlines, the difficulty of the forms of an examination may vary slightly because different questions appear on each form. To ensure that no candidate is put at an unfair advantage or disadvantage due to the particular form of an examination that he or she is given, a statistical procedure known as *equating* is used to correct for differences in form difficulty.

For example, in an examination with two (2) forms, Form A and Form B, the state licensing agency determines that answering 30 questions correctly on Form A demonstrates the minimum amount of knowledge necessary to be licensed. It is further determined through the equating process that Form B contains slightly more difficult questions than Form A; therefore, answering 30 questions correctly on Form A would indicate the same level of knowledge as answering only 28 questions correctly on Form B. Under this set of circumstances, a score of 30 questions correct would be used as the passing score on Form A whereas a score of 28 questions correct would be used as the passing score on Form B.

A second statistical procedure known as scaling is used to derive the numerical score to report for each candidate. Scaling is used to place a raw score on a common reporting scale on which each scaled score represents a given level of knowledge regardless of the difficulty of the form on which the raw score was achieved.

To illustrate how scaling works, suppose that in the examination example used above, the state licensing agency decides to use a score of 500 as the passing score for reporting purposes. (Note that the score selected to be used as the reported passing score is not related to, and has no bearing on, the difficulty of the examination.) Based on the information provided above, a raw score of 30 on Form A would translate to a scaled score of 500; a raw score of 28 on Form B would also translate to a scaled score of 500 since a raw score of 30 on Form A represents the same level of knowledge as a raw score of 28 on Form B.

Scaled Score

The passing score of an examination was set by the North Carolina Department of Insurance (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. Raw scores are converted into scaled scores that can range from 0 to 100. To avoid misuse of score information, numeric scores are only reported to failing candidates. The scaled score that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. With a passing score of 70, any score below 70 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly.

CANDIDATES MUST FOLLOW THE TEST CENTER POLICIES.

DUPLICATE SCORE REPORTS

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

TEST CENTER POLICIES

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

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

books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

EXAM SECURITY

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

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

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

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

NC LICENSURE APPLICATION

IMPORTANT
Complete online
application before you
get fingerprinted.

ELECTRONIC APPLICATION – BEFORE EXAM SCHEDULING

Effective May 11, 2012, the North Carolina Department of Insurance requires that ALL applicants requiring an examination to obtain a license, complete their license applications and pay the associated fees before they schedule an examination for a license authority. NIPR will provide detailed instructions as you proceed through the license application process on www.nipr.com.

- Applicants, who are required to submit fingerprints for a criminal history background check, will receive a link to access instructions on how to proceed and print an Electronic Fingerprint Submission Release of Information form.
- Applicants who respond “YES” to one or more of the screening questions in the license application will need to submit additional documentation.

Time Saving Tip: For submitting documentation required for positive responses to application screening questions, please use the Attachment Warehouse on NIPR to electronically submit your documents. Otherwise, please mail, fax, or email the supporting documents to the North Carolina Licensing Office of Pearson VUE.

NOTE: The license application will not be reviewed for licensing decision until all of the necessary documents, fees, successful exam result, and criminal history background check information have been received.

- Fees can be paid on line to NIPR via credit/debit card, electronic check, or PayPal. Your fees will be required for the following items:
 - application registration fee for NCDOI
 - criminal history background check fee for NC SBI – if applicable
 - NIPR transaction fee
 - Pearson VUE application processing fee

Upon completion of the application, be sure to **PRINT THE TRANSACTION CONFIRMATION NUMBER** from NIPR for your records.

For a detailed chart of the North Carolina resident licensing fees for Initial & Reinstatement License Applications candidates can go to www.pearsonvue.com/nc/insurance and click on *North Carolina Insurance Resident Licensing Fees*.

SCREENING QUESTIONS

The following questions are part of the online electronic license application that must be completed at www.nipr.com after passing the exam. The candidate must read very carefully and answer every question truthfully. **IF A FOLLOW-UP INVESTIGATION SHOWS THAT A CANDIDATE GAVE FALSE OR MISLEADING ANSWERS TO ANY SCREENING QUESTION, THEN HIS OR HER LICENSE WILL BE SUBJECT TO REVOCATION.**

Candidates who disqualify on any screening question must provide the documents specified in italics. All required copies of documents for questions answered with a “yes” must be scanned and submitted electronically to the NIPR Attachment Warehouse. All written statements submitted by the candidate must include an original signature. Submit the required documents with a copy of the examination pass notice.

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

<p>1. Have you ever been convicted of a crime, had a judgment withheld or deferred, or are you currently charged with committing a crime?</p> <p><i>Note: “Crime” includes a misdemeanor, a felony or a military offense. You may exclude misdemeanor traffic citations and misdemeanor convictions or pending misdemeanor charges involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license and juvenile offenses. “Convicted” includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, or no contest, or having been given probation, a suspended sentence or a fine.</i></p> <p><i>“Juvenile Offense” is an offense adjudicated through the juvenile justice system pursuant to Chapter 7B of the North Carolina General Statutes. Any offense adjudicated through the regular criminal justice system, where the defendant was tried and convicted as an adult, is not a juvenile offense and must be reported on this application, regardless of the age of the defendant at the time of conviction.</i></p> <p><i>If you answer yes, you must attach to this application:</i></p> <p><i>a) a written statement explaining the circumstances of each incident,</i></p> <p><i>b) a copy of the charging document,</i></p> <p><i>c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment, and</i></p>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p><i>If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033?</i></p>	YES <input type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/>
<p><i>If so, was that consent granted? (Attach copy of 1033 consent approved by home state.)</i></p>	YES <input type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/>
<p>2. Have you ever been named or involved as a party in an administrative proceeding including FINRA sanction or arbitration proceeding regarding any professional or occupational license or registration?</p> <p><i>“Involved” means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation, sanctioned, or surrendering a license to resolve an administrative action. “Involved” also means being named as a party to an administrative or arbitration proceeding which is related to a professional or occupational license or registration. “Involved” also means having a license application or registration denied or the act of withdrawing an application to avoid a denial. INCLUDE any business so named because of your actions in your capacity as an owner, partner, officer, director, or member or manager of a Limited Liability Company. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.</i></p> <p><i>a) a written statement identifying the type of license and explaining the circumstances of each incident,</i></p> <p><i>b) a copy of the Notice of Hearing or other document that states the charges and allegations, and</i></p> <p><i>c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.</i></p>	YES <input type="checkbox"/> NO <input type="checkbox"/>

NC LICENSURE APPLICATION

<p>3. Has any demand been made or judgment rendered against you or any business in which you are or were an owner, partner, officer or director, or member or manager of a limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Do not include personal bankruptcies, unless they involve funds held on behalf of others.</p> <p><i>If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment, and/or type and location of bankruptcy.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>4. Have you been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement?</p> <p><i>If you answer yes, identify the jurisdiction(s): _____</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>5. Are you currently a party to, or have you ever been found liable in, any lawsuit or arbitration or mediation proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty?</p> <p><i>If you answer yes, you must attach to this application:</i></p> <p><i>a) a written statement summarizing the details of each incident,</i></p> <p><i>b) a copy of the Petition, Complaint, or other document that commenced the lawsuit or arbitration, or mediation proceedings, and</i></p> <p><i>c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>6. Have you or any business in which you are or were an owner, partner, officer, director, or member or manager of a limited liability company, ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct?</p> <p><i>If you answer yes, you must attach to this application:</i></p> <p><i>a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and</i></p> <p><i>b) copies of all relevant documents.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>7. Do you have a child support obligation in arrearage?</p> <p><i>If you answer yes,</i></p> <p><i>a) by how many months are you in arrearage?</i></p> <p><i>b) are you currently subject to and in compliance with any repayment agreement?</i></p> <p><i>c) are you the subject of a child support related subpoena/warrant?</i></p> <p><i>(If you answered yes, provide documentation showing proof of current payments or an approved repayment plan from the appropriate state child support agency.)</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>_____ MONTHS</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>8. In response to a “yes” answer to one or more of the Background Questions for this application, are you submitting document(s) to the NAIC/NIPR Attachments Warehouse?</p> <p><i>If you answer yes, will you be associating (linking) previously filed documents from the NAIC/NIPR Attachments Warehouse to this application?</i></p> <p>Note: <i>If you have previously submitted documents to the Attachments Warehouse that are intended to be filed with this application, you must go to the Attachments Warehouse and associate (link) the supporting document(s) to this application based upon the particular background question number you have answered yes to on this application. You will receive information in a follow-up page at the end of the application process, providing a link to the Attachment Warehouse instructions.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

- A license decision cannot be made until a thorough review of the documents required for “yes” responses to any of the seven screening questions. Preferred method to submit the documents is to use the NIPR Attachment Warehouse process when completing the electronic application. Applicant may attach to Warehouse after the application is submitted at: <https://pdb.nipr.com/docMgmt/jsp/docmgmt/terms.jsp>
- Applicant may also fax the required documents to ATTN: NC Licensing Office of Pearson VUE at (888)-959-3010. Please be advised that faxing documents may delay the review of your application. To expedite processing, use the NIPR Attachment Warehouse.

LIVE SCAN ELECTRONIC FINGERPRINTS

- Print the Fingerprint Submission Packet-Releases forms from the NIPR email link after you submit your license application.
- Call Local law enforcement to obtain days/hours for fingerprinting service; be sure to find out if the local law enforcement office will do Livescan fingerprints for non-criminal reasons. (Fingerprints cards will not be accepted.)
- Take form packet including cover page to local law enforcement agency for digital fingerprints
 - Applicant must have a photo ID.
 - Applicant completes pages 1 and 3 of the packet.
 - Local Law enforcement person taking the prints must sign page 2 of the packet.
 - The local law enforcement agency may require a fee to take the fingerprint impressions.
- Send the completed SBI forms pages 1 through 3 to the NC Licensing Office of Pearson VUE via:
 - Fax to 888-959-3010 or;
 - Scan documents and send via email to NorthCarolinaLicensingOffice@Pearson.com; or
 - Mail to: NCDOI/Pearson VUE
PO Box 14209
Raleigh, NC 27620

**ELECTRONIC LIVE
SCAN FINGERPRINTS
ARE REQUIRED.**

IMPORTANT

The SBI Release Form **MUST** be signed and sent to the NC Licensing Office of Pearson VUE.

NC LICENSURE CRIMINAL HISTORY

IMPORTANT

Follow the steps on the *How to Obtain a North Carolina Producer License Checklist* handy tear-out sheet within this candidate guide.

CRIMINAL HISTORY REPORT

- The law enforcement agency electronically sends the fingerprint impressions to SBI/FBI.
- SBI sends a hard copy of the criminal record check to the NC Licensing Office of Pearson VUE via USPS.
- NC Licensing Office of Pearson VUE matches the criminal record check to the pended NIPR electronic application and the pended Release forms.
- NC Licensing Office of Pearson VUE reviews the criminal history with other application information. If regulatory review is required, the application and criminal history information is referred to Agent Services Division to make a decision to voluntarily issue a license or to deny.
- NC Licensing Office of Pearson VUE cannot issue the license without the SBI release forms.
- Agent Services Division will not make a decision about the license application until all documents relative to the disqualified questions are received and reviewed.
 - NIPR automatically sends an email to the applicant email address when license is issued for licensee to print license.
 - Agent Services Division will notify applicant of license denial.

NC LICENSURE PRINT YOUR LICENSE

PRINT YOUR OWN LICENSE

- Wait 48-72 hours after receiving the e-mail notification
- Access SBS Connect through the link provided in the e-mail message at http://www.ncdoi.com/ASD/ASD_SBSConnect.aspx
- Be sure to save your license record to a file on your computer in case of printer problems.
- It is free to print the license the first time.
- For additional copies of a license you may purchase a yearly subscription to NAIC Online Licensee Services <https://sbs-nc.naic.org/Lion-Web/jsp/onlineserv/profile.jsp>

NAIC ONLINE LICENSEE SERVICES

Online Licensee Services (OLS) is an optional service provided by State Based Systems (SBS) of the National Association of Insurance Commissioners (NAIC). For a nominal annual subscription fee of \$5.95, which is paid directly to SBS, licensees who subscribe will have the online ability to print duplicate licenses; view detailed licensing information including demographic information, license status, appointments and lines of authority; make address changes and optionally select e-mail notification for certain license changes. License administrators can view and print license information for multiple licensee subscriptions simultaneously with one login ID. Licensees can subscribe to OLS at the following location: <https://sbs-nc.naic.org/Lion-Web/jsp/onlineserv/profile.jsp>.

**PRINT YOUR NC
LICENSE VIA SBS
CONNECT.**

NC LICENSURE SPECIAL SITUATIONS

WAIVERS MAY BE GRANTED UNDER CERTAIN SITUATIONS.

NON-RESIDENT AGENTS WHO MOVE TO NORTH CAROLINA

If you hold a resident agent license from another state and move to North Carolina, you may qualify for an exemption from the examination. You must hold a license for the same kinds of insurance in your prior home state.

Follow these instructions:

1. Cancel your former home state license within ninety (90) days of the application date for a North Carolina resident license.
2. Apply for resident initial license and pay fees online at www.nipr.com.
3. Submit your fingerprints for a criminal background check following the instructions provided in the NIPR email after you submit your application.
4. The Department will confirm the license status in your former home state on the NAIC Producer Database (PDB). If PDB shows your license canceled in good standing within ninety (90) days of the application date, then you are exempt from taking the North Carolina licensing exam.

If the NAIC Producer Database (PDB) shows that your license canceled more than ninety (90) days from the application date, then you must obtain a Prelicensing Education Waiver and take the appropriate North Carolina examination. Contact the NC Licensing Office of Pearson VUE at 866-265-6329.

NON-RESIDENT ADJUSTERS WHO MOVE TO NORTH CAROLINA

If you lived in a state that issued adjuster licenses by examination and move to North Carolina, you may qualify for an exemption from the examination. Follow these instructions:

1. Cancel your former home state license within ninety (90) days of the application date for a North Carolina resident license.
2. Apply for resident initial license and pay fees online at www.nipr.com.
3. Public adjuster candidates must submit fingerprints for a criminal history background check following the instructions provided in the email from NIPR after you complete the application.
4. The NC Licensing Office of Pearson VUE will check the NAIC Producer Database (PDB) to verify the status of your former home state license. Once verified, you are exempt from taking the North Carolina licensing exam.

If the Producer Database (PDB) shows that your license canceled more than ninety (90) days from the application date, then you must take the appropriate North Carolina examination. (See instructions elsewhere in Guide.)

If you lived in a state that did not qualify adjusters by examination but held a North Carolina non-resident license, then you may apply for a resident license within ninety (90) days of moving to North Carolina. Apply online through online resident licensing at www.nipr.com.

If you lived in a state that did not qualify adjusters by examination or do not hold an adjuster license by exam in another state, then you must take the NC adjuster licensing examination.

NON-RESIDENT ADJUSTER LICENSE

If you live in a state that does not qualify adjusters by examination, you may take the North Carolina examination in order to qualify as a non-resident adjuster. Contact Pearson VUE and ask for Out of State Testing. The candidate will be able to use NC as a domicile designated home state for licensure in other states. You need not travel to North Carolina to take your examination. If you choose North Carolina as your domicile designated home state for the adjuster license, you must comply with North Carolina's continuing education requirements.

The on line application process via NIPR is not available to you so you will have to submit a paper application. NC Licensing Office of Pearson VUE staff can assist your with a work-around method to submit an electronic application for faster processing. Call (866) 265-6329 for more information.

ONCE LICENSED YOU ARE RESPONSIBLE FOR:

- Appointments
- Change of Address
- Continuing Education
- Email Address
- Renewals

CHECK THE DEPARTMENT'S WEBSITE OFTEN.

License status and continuing education information is available on the North Carolina Department of Insurance website at <http://www.ncdoi.com/ASD/> and select agents and adjusters under "Online Services". The website has the following information:

- License status for individuals and business entities
- Online services subscription
- Continuing education status
- Continuing education course offerings and provider information
- Answers to frequently asked questions
- Hot topics and bulletins relative to licensure and compliance guidelines
- Online address/email update

APPOINTMENT/PROOF OF LICENSURE

Upon issuance of the license, the applicant is an insurance agent for the line of insurance shown on the license record displayed at the Agent Information Portal on the Department's website at www.ncdoi.com. However, an agent may not sell insurance until appointed by one or more insurance companies. The agent can sell only the products of those insurance companies for which he or she has been appointed and for which he or she is duly licensed. Companies are required to appoint and terminate agents and the agent record on the Department's website displays all active company appointments.

When a licensed agent approaches an insurance company to be appointed, the insurance company should request verification that the applicant is licensed for the appropriate line(s) of insurance. Check license status through the Agent Information Portal at www.ncdoi.com.

GENERAL LICENSING INFORMATION FOR ADJUSTERS

Adjuster: An individual who for salary, fee, commission, or other compensation of any nature investigates or reports to his or her principal relative to claims arising under insurance contracts other than life or annuity is an adjuster. An individual may not simultaneously hold an agent license for property, casualty and personal lines of authority and an adjuster license in North Carolina.

Prelicensing education is not required for adjusters. However, some companies send candidates to agent prelicensing school in order to assist with their training. If you attend prelicensing education, be sure that you register for an adjuster examination and not an agent examination.

GENERAL LICENSING INFORMATION FOR SURPLUS LINES AGENTS

Surplus Lines Agent: A person licensed under G.S. 58-21-65 to place insurance on risks resident, located, or to be performed in this state with nonadmitted insurers eligible to accept such insurance is a Surplus Lines agent.

To be licensed as a Surplus Lines agent, the applicant must be currently licensed as an agent with the Property line of authority in North Carolina.

All Surplus Lines agents must become a member of the North Carolina Surplus Lines Association. The address of the Association is PO Box 41368, Raleigh, NC 27629. The telephone number is (919) 876-0687.

CONTINUING EDUCATION

Resident agents with a major line of authority, resident adjusters and non-resident adjusters who wish to use NC as their designated home state must take insurance continuing education (CE) on a biennial basis. The date of compliance for CE varies according to the month and year of birth of the licensee. Verify your CE requirements on the website at www.ncdoi.com; there is a chart to assist you with determining your CE compliance date. In addition, there is a mandatory requirement for ethics CE and based on your licenses held you may be required to take CE in flood and Long Term Care Partnership. Your license will lapse if you do not meet CE by your compliance date.

RENEWALS

Some licenses must renew annually by paying an annual license fee. The Department sends a reminder e-mail to the licensee's e-mail address on record; the licensees must pay the renewal fee on line via www.nipr.com.

ADDRESS UPDATES—MAILING, RESIDENT, AND E-MAIL

The licensee must update the mailing, resident, and e-mail addresses at the Department within 10 days.

- You are required to have an e-mail address.
- The licensee is responsible for address updates to NCDOI—not the insurance companies.
- Use Address Change Request at <https://pdb.nipr.com/acrisignin>.
- If the utility at ACR does not work, use the online service at www.ncdoi.com.

SUGGESTED TEXTS, LAW SUPPLEMENTS, AND NORTH CAROLINA GENERAL STATUTES

The absolute best blueprint to follow in selecting topics of study for the licensing examination is the course content outline found in the State of North Carolina Insurance Licensing Examination Candidate Guide. The texts listed below are resource materials that cover information subject to testing.

Life and Accident and Health or Sickness

Life and Health Study Manual and North Carolina Insurance Regulations

4th Edition, copyright 2013, TesTeachers Publishing
(888) 422-7714

Website: testeachersonline.com

Email: support@testeachers.com

North Carolina Life Insurance

1st Edition, copyright 2007, Insurance Educational Systems
(800)-437-2161

Website: www.iesnc.com

Email: DanSharp@iesnc.com

N.C. Agent's Study Manual Life, Accident and Health Concepts

18th edition, 2003 copyright, DF Institute, Inc. d/b/a Kaplan Financial.

(800) 428-1324 ext: 4139

North Carolina Life and Health

1979-2011 copyright, A.D. Banker and Company, L.L.C
(919) 662-3828

Website: www.adbanker.com/nc

Email: mpaulk@adbtc.com

Life & Health Study Manual & N.C. Law and Regulations

The Insurance School, Inc.
(704) 531-6616

Website: www.inssch.com

Email: email@inssch.com

Life, Health, Disability Insurance and N.C. Law

William J. Rendleman, Jr., CLU, ChFC
8th edition, 2004 copyright, The Rendleman Company
(336) 851-6002

Website: www.rendlemancompany.com

Email: rendy3@aol.com

N.C. Law and Regulations

Pentera Group, Inc.
(800) 829-7247

North Carolina Life and Health Insurance Law Digest

2002 copyright, DF Institute, Inc. d/b/a Kaplan Financial
(800) 428-1324

N.C. Life & Health Principles & N.C. Laws & Regulations

1st Edition, 2004 copyright, Insurance Educators
(919) 361-0780

Website: www.insuranceeducators.com

Email: tp@insuranceeducators.com

N.C. Life & Health

Version # 2068 EN, 2004 copyright, Able Incorporated
(800) 586-2253 x2922

Website: www.examsimulator.com

Email: lesa.pastor@ableincorporated.com

N.C. Life & Health Exam Preparatory Textbook

8th edition, copyright 2005, The Agent's Choice Insurance School
Winston-Salem, NC

(800) 941-9440

Website: www.agentschoiceonline.com

Email: teach@agentschoiceonline.com

North Carolina Accident and Health Insurance

1st Edition, copyright 2007, Insurance Educational Systems
(800)-437-2161

Website: www.iesnc.com

Email: DanSharp@iesnc.com

Property — Casualty

North Carolina Property and Casualty

1979-2011 copyright, A.D. Banker and Company, L.L.C.
(919) 662-3828

Website: www.adbanker.com/nc

Email: mpaulk@adbtc.com

N.C. Personal Lines Principles and N.C. Laws and Regulations

1st edition, copyright 2004, Insurance Educators
(919) 361-0780

Website: www.insuranceeducators.com

Email: tp@insuranceeducators.com

N.C. Property & Liability Law Digest

1st edition, copyright 2004, Insurance Educators

Website: www.insuranceeducators.com

Email: tp@insuranceeducators.com

N.C. Property & Liability Exam Preparatory Textbook

5th edition, copyright 2005, The Agent's Choice Insurance School
(800) 941-9440

Website: www.agentschoiceonline.com

Email: teach@agentschoiceonline.com

N.C. Property and Casualty

Version # 1737 EN, copyright 2004, Able Incorporated

Website: www.examsimulator.com

Email: lesa.pastor@ableincorporated.com

North Carolina Property and Casualty Insurance

1st Edition, copyright 2007, Insurance Educational Systems
(800)-437-2161

Website: www.iesnc.com

Email: DanSharp@iesnc.com

Property and Casualty Study Manual and North Carolina Insurance Regulations

1st Edition, copyright 2013, TesTeachers Publishing
(888) 422-7714

Website: testeachersonline.com

Email: support@testeachers.com

When contacting any of the above providers, candidates should request the most recent publication.

NORTH CAROLINA DEPARTMENT OF INSURANCE APPROVED LAW SUPPLEMENTS

Life and Accident and Health or Sickness and Property & Casualty

Risk and Insurance

Mark R. Green and James S. Trieschmann
8th edition, 1998 copyright, Copies are in the library

Fundamentals of Risk Insurance

Emmett J. Vaughan
8th edition, 1996 copyright, John Wiley & Sons, Inc.
(212) 850-6000 Fax request

Risk and Insurance

James L. Athearn and S. Travis Pritchett
6th edition, 1989 copyright, West Publishing Company

Principles of Insurance

George E. Rejda
4th edition, 1992 copyright, Scott, Foresman and Company

N.C. Property & Liability Principles & N.C. Laws & Regulations

1st edition, copyright 2004, Insurance Educators
(919) 361-0780
Website: www.insuranceeducators.com
Email: tp@insuranceeducators.com

Introduction to Insurance

Mark S. Dorfman
3rd edition, 1987 copyright, **Property-Casualty Concepts**
1st edition, copyright 1989, DF Institute, Inc. d/b/a Kaplan Financial
(800) 428-1324

North Carolina Agents' Licensing Study Manual Property & Casualty

7th edition, 1993 copyright, DF Institute, Inc. d/b/a Kaplan Financial
(800) 428-1324

Property and Liability Insurance

S.S. Huebner, Kenneth Black, Jr. & Robert S. Cline
3rd edition, 1982 copyright, Prentice-Hall, Inc.
(800) 285-0693

Property & Liability Study Manual & N.C. Law and Regulations

The Insurance School, Inc.
(704) 531-6616
Website: www.inssch.com
Email: email@inssch.com

Medicare Supplement/Long-Term Care

Medicare and Medigap

5th edition, 1996 copyright, DF Institute, Inc. d/b/a Kaplan Financial
(800) 428-1324

Long-Term Care

3rd edition, 1996 copyright, DF Institute, Inc. d/b/a Kaplan Financial
(800) 428-1324

Medicare Supplement/Long-Term Care Prelicensing Study Guide

William J. Rendleman, Jr., CLU, ChFC
2nd edition, 1994 copyright, The Rendleman Company
(336) 851-6002
Website: www.rendlemancompany.com
Email: rendy3@aol.com

N.C. Medicare Supplemental/Long Term Care Exam Preparatory Textbook

5th edition, copyright 2005, The Agent's Choice Insurance School
(800) 941-9440
Website: www.agentschoiceonline.com
Email: teach@agentschoiceonline.com

Title 11, Chapter 12, Section .0800, Medicare Supplement

1st edition, copyright, Office of Administrative Hearings
(919) 733-2678

Title 11, Chapter 12, Section .1000, Long-Term Care

1st edition, copyright, Office of Administrative Hearings
(919) 733-2678

Medicare Benefits Guide

Social Security Administration
(800) 234-5772

A Guide on Medicare, Medigap and Long-Term Care

The Insurance School
2nd edition date 4/04
(704) 531-6616

N.C. Medicare Supplemental/Long-Term Care

Insurance Educators
1st edition, copyright 2004
(919) 361-0780
Website: www.insuranceeducators.com
Email: tp@insuranceeducators.com

N.C. Medicare Supplemental/Long-Term Care

Version # 2957 EN, copyright 2004
ABLE Incorporated,
(800) 586-2253
Website: www.examsimulator.com
Email: lesa.pastor@ableincorporated.com

North Carolina Medicare Supplement/Long Term Care

1979-2010 copyright, A.D. Banker and Company, L.L.C.
(919) 662-3828
Website: www.adbanker.com/nc
Email: mpaulk@adbtc.com

North Carolina Medicare Supplement and Long Term Care Insurance

1st Edition, copyright 2008, Insurance Educational Systems
(800)-437-2161
Website: www.iesnc.com
Email: DanSharp@iesnc.com

When contacting any of the above providers, candidates should request the most recent publication.

Adjuster

Adjuster Prelicensing Manual

Insurance Educators, Durham, NC

(919) 361-0780

Website: www.insuranceeducators.com

Email: tp@insuranceeducators.com

NC Adjuster Preparatory Textbook

1st edition, copyright 2005, The Agent's Choice Insurance School, Winston-Salem, NC

(800) 941-9440

Website: www.agentschoiceonline.com

Email: teach@agentschoiceonline.com

Adjuster Study Manual and

North Carolina Adjuster Law Supplement

Insurance Schools, Inc.

Charleston, WVA

(800) 333-3926

North Carolina Property and Casualty Insurance

1st Edition, copyright 2007, Insurance Educational Systems

(800)-437-2161

Website: www.iesnc.com

Email: DanSharp@iesnc.com

Crop-Hail Agents

Rain & Hail LLC

3120 Highwoods Blvd.

Raleigh, NC 27604

(919) 790-1537

Triangle Insurance Group, Inc.

P. O. Drawer 410

Smithfield, NC 27577

(800) 638-4553

Contact: Allen Dickerson ext: 250

Pam Parrish ext: 251

Amanda Williams ext: 253

Property and Casualty

Property-Casualty Concepts

1st edition, 1989 copyright, DF Institute, Inc. d/b/a Kaplan Financial

(800) 428-1324

North Carolina Agents' Study Manual, Property and Casualty

7th edition, 1993 copyright, DF Institute, Inc., d/b/a Kaplan Financial

(800) 428-1324

Property and Liability Insurance

S.S. Huebner, Kenneth Black, Jr., and Robert S. Cline

3rd edition, 1982 copyright, Prentice Hall, Inc.

(800) 285-0693

The Insurance School, Inc.

(704) 531-6616

Website: www.insssch.com

Email: email@insssch.com

Insurance Educators

(919) 361-0780

Website: www.insuranceeducators.com

Email: tp@insuranceeducators.com

Pentera Group, Inc.

(800) 829-7247

The Rendleman Company

(336) 851-6002

Website: www.rendlemancompany.com

Email: rendy3@aol.com

ABLE Incorporated

(800)-586-2253

Website: www.examsimulator.com

Email: lesa.pastor@ableincorporated.com

A.D. Banker and Company, L.L.C

(919) 662-3828

Website: www.adbanker.com/nc

Email: mpaulk@adbtc.com

Life and Accident and Health or Sickness

DF Institute, Inc., d/b/a Kaplan Financial

(800) 428-1324

Insurance Educators

(919) 361-0780

The Insurance School

(704) 531-6616

Pentera Group, Inc.

(800) 829-7247

The Rendleman Company

(336) 851-6002

Able Incorporated

(800) 586-2253

A.D. Banker and Company, L.L.C

(919) 662-3828

Website: www.adbanker.com/nc

Email: mpaulk@adbtc.com

[Click here
for detailed
content outlines.](#)

North Carolina Department of Insurance

0

John W Brown
Photograph Not Available 400 W. Medison St
Sherman IL 69910
Candidate ID: Preview
Date of Birth: 12/14/1973
School Code: Not Found
Exam Attempts: Not Found
Examination Date: 7/7/2011

Exam Result: **PASS**

Examination Name: North Carolina Life Agent

Congratulations, you have passed your examination!

NIPR will receive your successful examination results within 48-72 hours.

If fingerprints are required, have you visited the link provided to you by NIPR for the fingerprint form/instructions? The completed forms need to be submitted for your application review.

The NC Licensing Office of Pearson VUE will review license qualifications once all the required examinations for license(s) requested in your NIPR application have been successfully completed. Completed applications that meet license qualifications, will be approved. Applications that require regulatory review will be referred to Agent Services Division for a licensing decision.

Approved license applications will receive a "CONGRATULATORY EMAIL" from NIPR with a link to instructions on how to print your new license using SBS Connect.

Wait 48-72 hours after receipt of this email to go to SBS Connect to [PRINT YOUR LICENSE](#).

If you have any questions concerning your license application status or licensing procedures, please direct your calls to:

NC Licensing Office of Pearson VUE
1 -866-265-6329

If you are taking this exam in a test center not located in North Carolina:

Please do not follow the above instructions. Application instructions for non-residents taking NC resident exams are located on the Department's website in the following location:

http://www.ncdoi.com/ASD/ASD_Agents_Adj_Obtain.aspx

THIS DOCUMENT IS NOT AN INSURANCE LICENSE

North Carolina Department of Insurance

Examination Admission Ticket



NAME OF APPLICANT

APPLICANT SIGNATURE

SCHEDULED EXAM DATE (Record at time of exam registration)

CANDIDATES MUST FILL OUT EITHER SECTION I OR II (see reverse for details)

COMPLETE THIS SECTION IF YOU REQUIRE PRELICENSING EDUCATION

SECTION I. CANDIDATES REQUIRING PRELICENSING EDUCATION

(This admission ticket is valid for 90 days from your course completion date.)

LICENSE	EXAMINATION
<input type="checkbox"/> Life	01 Life Agent
<input type="checkbox"/> Accident and Health or Sickness	02 Accident and Health or Sickness
<input type="checkbox"/> Property	04 Property Agent
<input type="checkbox"/> Casualty	05 Casualty Agent
<input type="checkbox"/> Medicare Supplement/Long-Term Care	21 Medicare Supplement/Long-Term Care Agent
<input type="checkbox"/> Personal Lines	12 Personal Lines Agent

NAME OF SCHOOL

SCHOOL NUMBER

COURSE COMPLETION DATE

COURSE COMPLETED	CLASSROOM	CORRESPONDENCE
Life	<input type="checkbox"/>	<input type="checkbox"/>
Accident and Health or Sickness	<input type="checkbox"/>	<input type="checkbox"/>
Property	<input type="checkbox"/>	<input type="checkbox"/>
Casualty	<input type="checkbox"/>	<input type="checkbox"/>
Medicare Supplement/Long-Term Care	<input type="checkbox"/>	<input type="checkbox"/>
Personal Lines	<input type="checkbox"/>	<input type="checkbox"/>

DATE

INSTRUCTOR NAME (print)

INSTRUCTOR SIGNATURE

COMPLETE THIS SECTION IF YOU DO NOT REQUIRE PRELICENSING EDUCATION

SECTION II. CANDIDATES NOT REQUIRING PRELICENSING EDUCATION

LICENSE	EXAMINATION
<input type="checkbox"/> Company Independent Adjuster	26 Company Independent Adjuster
<input type="checkbox"/> Hail Adjuster	41 Hail Adjuster
<input type="checkbox"/> Self-Employed Adjuster	30 Self-Employed Adjuster
<input type="checkbox"/> Public Adjuster	36 Public Adjuster
<input type="checkbox"/> Auto Physical Damage	16 Auto Physical Damage Agent
<input type="checkbox"/> Title	46 Title Agent
<input type="checkbox"/> Surplus Lines	60 Surplus Lines Agent

ALWAYS LEARNING

PEARSON

The **Examination Admission Ticket** is divided into three (3) sections. The first section, to be completed by all candidates, requests that the candidates fill in their name, signature and examination date.

Section I and Section II are to be completed as follows:

- *Section I* is to be completed by candidates taking an examination requiring prelicensing education (Life, Accident, Health and Sickness, Property, Casualty, Personal Lines, and Medicare Supplement/Long-Term Care). The prelicensing provider is responsible for entering the **correct** school number, course completion date, and name of the school, and for indicating the course completed. The instructor must sign and date the form in the appropriate spaces.
- *Section II* is to be completed by candidates taking an exam not requiring prelicensing education (all adjusters, Auto Physical Damage and Title & Surplus Lines agents).

DUPLICATE SCORE REQUEST FORM

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

Please enclose a cashier's check or money order made payable to "Pearson VUE."

DO NOT SEND CASH.

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

SEND TO: Pearson VUE
NORTH CAROLINA INSURANCE
DUPLICATE SCORE
62160 Collections Center Drive
Chicago, IL 60693-0621

Amount Enclosed: \$ _____

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

Signature	Date
-----------	------

Please complete the following with your current name and address.

Name:		
Address:		
City:	State:	ZIP:

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

Name:		
Address:		
City:	State:	ZIP:

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

TEST CENTER DIRECTIONS

Pearson Professional Centers — Asheville

One Town Square Blvd, Suite 350
ASHEVILLE, NC 28803

DIRECTIONS

FROM THE NORTH: Take I-26 East to Exit 37 Long Shoals Road. Turn left under interstate and continue until you come to second stop light. The first light is to go back onto the interstate. Turn left at the second light into Biltmore Park. Free and ample parking is available.

FROM THE SOUTH/EAST(on I-26): Take I-26 West to Exit 37 Long Shoals Road. Turn right and proceed to first stop light. Turn left at that light into Biltmore Park. Free and ample parking is available.

FROM THE WEST: Take I-40 East to I-26 East to Exit 37 Long Shoals Road. Turn left under interstate and continue until you come to second stop light. The first light puts you back on the interstate. Turn left at second light into Biltmore Park. Free and ample parking is available.

FROM THE EAST(on I-40): Take I-26 East to Exit 37 Long Shoals Road. Turn left under the interstate and continue until you come to second stop light. The first light will put you back on the interstate. Turn left at the second light into Biltmore Park.

Please note: Once you enter the Biltmore Park complex, you come down a hill and around a circle. We are in the building on your right with the RBC Centura sign on the front. Park behind the building, and come in the door that faces the lot. Take the elevator to the third floor. Turn left out of the elevator and right down the hallway to Suite 350.

Free and ample parking is available.

Pearson Professional Centers - Charlotte (East-Hwy74)

7520 East Independence Blvd, Suite 250
Quorum Office Park
CHARLOTTE, NC 28227

DIRECTIONS

FROM THE NORTH: Take I-485 E (Inner loop) to Independence Blvd (Hwy 74) towards Matthews. Proceed 5 miles. After passing CarMax (on the right), Quorum Business Park will be located on your left.

FROM THE SOUTH: Take I-485 W (outer loop) to Independence Blvd (Hwy 74) towards Matthews. Proceed 5 miles. After passing CarMax (on the right), Quorum Business Park will be located on your left.

FROM THE EAST: Highway 74 West (Independence Blvd) to Quorum Business Park located on your left after you pass Car Max (on the right).

FROM THE WEST: Highway 74 East (Independence Blvd) to Quorum Business Park located on your right after passing Village Lake Drive, and before you reach Car Max on the left.

Pearson Professional Centers - Charlotte (Park Drive)

4601 Charlotte Park Dr., Suite 340
CHARLOTTE, NC 28217

DIRECTIONS

FROM THE NORTH (Huntersville): Take I-77 South to Exit 7 (Clanton Road). At top of exit ramp, turn LEFT onto Clanton Road. At 2nd traffic light, turn RIGHT onto South Tryon Street. Travel on South Tryon Street to the first traffic light (Pressley Road). Turn RIGHT onto Pressley Road. Turn LEFT from Pressley Road onto Charlotte Park Drive. Office is in 2nd building on LEFT on the 3rd floor. Free and ample parking is available.

FROM THE SOUTH (Rock Hill): Take I-77 North to Exit 6B (Billy Graham Parkway). At the first traffic light turn RIGHT onto Tryon Street. Turn LEFT at next traffic light onto Pressley Road. Turn LEFT from Pressley Road onto Charlotte Park Drive. Office is in 2nd building on LEFT on the 3rd floor. Free and ample parking is available.

FROM THE EAST (Monroe): Take Highway 74 West to I-485 inner loop to I-77 North to Exit 6B (Billy Graham Parkway). At the first traffic light turn RIGHT onto Tryon Street. Turn LEFT at next traffic light onto Pressley Road. Turn LEFT from Pressley Road onto Charlotte Park Drive. Office is in 2nd building on LEFT on the 3rd floor. Free and ample parking is available.

FROM THE WEST (Gastonia): Take I-85 North to Exit 33 (Billy Graham Parkway). At top of exit ramp, turn RIGHT onto Billy Graham Parkway. After traveling several miles on Billy Graham Parkway, turn LEFT onto South Tryon Street. Turn LEFT at next traffic light onto Pressley Road. Turn LEFT from Pressley Road onto Charlotte Park Drive. Office is in 2nd building on LEFT on the 3rd floor. Free and ample parking is available.

FROM ALBEMARLE: Take Albemarle Road to Independence Blvd. Turn RIGHT onto Independence Blvd and go to John Belk Freeway. Take John Belk Freeway to I-77 South. Take I-77 South to Exit 7 (Clanton Road). At top of exit ramp, turn LEFT onto Clanton Road. At 2nd traffic light, turn RIGHT onto South Tryon Street. Travel on South Tryon Street to the 1st traffic light (Pressley Road). Turn RIGHT onto Pressley Road. Turn LEFT from Pressley Road onto Charlotte Park Drive. Office is in 2nd building on LEFT on the 3rd floor. Free and ample parking is available.

TEST CENTER DIRECTIONS (continued)

Pearson Professional Centers – Greenville

1105 Corporate Dr Ste B
GREENVILLE, NC 27858

DIRECTIONS

From I-95: Continue to Exit 119 E. Take U.S. 264E 37 miles to Greenville.

FROM THE WEST: (Also see I-95 directions) take U.S.264E to Greenville. Upon entering Greenville, go straight when U.S. 264 exits toward Washington. DO NOT TAKE EXIT 73. Continue straight to the 4th traffic light (Arlington Blvd). Turn RIGHT at First Citizens Bank. Continue on Arlington Blvd 3 miles to Red Banks Road (East Carolina Bank is on left). Turn LEFT. Go 1/4 mile to Charles Blvd (Route 43 S) and turn RIGHT. Go 4/10 mile and turn LEFT on Corporate Dr. (directly across from Kangaroo gas station). Pearson is at 1105B Corporate Dr., or 2nd building on LEFT. Free and ample parking is available.

From Route 11/13, proceed to U.S. 264A East (Greenville Blvd SE) in Greenville (Cracker Barrel on NW corner). Turn east (away from Cracker Barrel) onto U.S. 264 Alt East and go 3 miles. Turn right onto Red Banks Rd (BB&T bank on right/Bojangles on left). Continue to 2nd light Charles Blvd (Route 43S). Turn right. Go 4/10 mile and turn LEFT on Corporate Dr. (directly across from Kangaroo gas station). Pearson is at 1105B Corporate Dr., or 2nd building on LEFT. Free and ample parking is available.

FROM THE EAST: Take U.S. 264 to the intersection of U.S. 264/264A/Rt 33 and turn LEFT on U.S. 264A (West) towards Greenville. Go to Charles Blvd (Route 43S) and turn LEFT (ECU sign on near right and MacAllister's Restaurant on far left). Go 9/10 mile and turn LEFT on Corporate Dr. (directly across from Kangaroo gas station). Pearson is at 1105B Corporate Dr., or 2nd building on LEFT.

Free and ample parking is available.

Pearson VUE Test Center – Raleigh

2801 Blue Ridge Rd., Suite 105
RALEIGH, NC 27607

DIRECTIONS

FROM THE NORTH: Merge onto I-95 S via the ramp on the LEFT. Merge onto US-64 W via EXIT 138 toward RALEIGH/NASHVILLE. Take the US-440 W exit – EXIT 419 – toward US-1/WAKE FOREST.) Merge onto I-440 N. Take the LAKE BOONE TR exit – EXIT 5. Turn RIGHT onto LAKE BOONE TRL. Turn RIGHT onto BLUE RIDGE RD. Turn Left onto Macon Pond Rd. On the corner of Macon Pond and Blue Ridge Rd.

FROM THE SOUTH: I-95 N via the exit on the LEFT. Merge onto I-40 W via EXIT 81 toward RALEIGH. Merge onto I-440 E via EXIT 301. Take the LAKE BOONE TR exit – EXIT 5. Turn RIGHT onto BLUE RIDGE RD. Turn Left onto Macon Pond Rd. On the corner of Macon Pond and Blue Ridge Rd.

FROM THE WEST: Merge onto I-40 E via the ramp on the LEFT toward BURLINGTON/DURHAM. EXIT 289 toward RALEIGH NORTH/RALEIGH EAST. Take Blue Ridge Rd exit turn left. Go down through 4 lights and turn left at 5th light onto Macon Pond Rd. On the corner of Macon Pond and Blue Ridge Rd.

FROM THE EAST: Merge onto US-264 W/US-64 W via the exit on the LEFT toward RALEIGH. Take the US-440 W exit – EXIT 419 – toward US-1/WAKE FOREST. Merge onto I-440 N. (8.54 miles) Take the LAKE BOONE TR exit – EXIT 5. Turn RIGHT onto LAKE BOONE TRL. Turn RIGHT onto BLUE RIDGE RD. Turn Left onto Macon Pond Rd. On the corner of Macon Pond and Blue Ridge Rd.

Pearson VUE Test Center – Statesville

City Center Building
211 S. Center St / Suite 218
STATESVILLE, NC 28687

DIRECTIONS

I-77 to exit 50 (1 exit south of I-40). Go west on Broad Street (toward downtown) 1.6 miles to Cooper. Left on Cooper; go .10 mile to parking on left. Building across the street.

NOTE: No parking available on Center Street.

FROM THE EAST: Take I-40 west to Exit 150 (North Center Street, Hwy 115). Turn left off ramp onto North Center Street. Go 1.6 miles to Front Street. Take a left at the light, on Front Street, and another left onto Cooper Street at Nationwide Insurance Office. Parking is on the right and City Center (206 Cooper Street) is on the left. Enter the building at the green awning at the large glass wall. Office will be on next level, which is the Center Street Level. Go up the stairs. Pearson is the first office on the left, Suite 218. No charge for parking. No eating or drinking in building. Elevator is available.

FROM WEST: Take I-40 east to Exit 150 (North Center Street, Hwy. 115). Turn right off ramp onto Center Street. Go south 1.6 miles to Front Street. Take left at light, on Front Street and another left onto Cooper Street at Nationwide Insurance office. Parking is on right and City Center (206 Cooper Street) is on the left. Enter the building at the green awning at the large glass wall. Office will be on next level which, is the Center Street Level. Go up the stairs. Pearson is the first office on the left, Suite 218. No charge for parking. No eating or drinking in building. Elevator is available.

FROM THE NORTH: South on I-77 to exit 50. Take right at top of ramp toward downtown. Go approx. 1.6 miles. Turn left onto Cooper Street (across from ARP Church). Parking is on left and City Center (206 Cooper Street) is on the right. Enter the building at the green awning at the large glass wall. Office will be on next level which, is the Center Street Level. Go up the stairs. Pearson is the first office on the left, Suite 218. No charge for parking. No eating or drinking in building. Elevator is available.

FROM THE SOUTH: North on I-77 to exit 50. Take left at top of ramp toward downtown. Go approx. 1.6 miles. Turn left onto Cooper Street (across from ARP Church). Parking is on left and City Center (206 Cooper Street) is on the left. Enter the building at the green awning at the large glass wall. Office will be on next level, which is the Center Street Level. Go up the stairs. Pearson is the first office on the left, Suite 218. No charge for parking. No eating or drinking in building. Elevator is available.

TEST CENTER DIRECTIONS (continued)

Pearson Professional Centers – Wilmington

Market Street Central
2709 Market St. / Suite 206
WILMINGTON, NC 28405

DIRECTIONS

FROM THE NORTH: Take I-40 South until it ends at North College Road. Continue south on North College for 2.2 miles. Turn right onto the ramp exit for Market Street (US 17). At the end of the ramp, make a left onto Market Street and continue on Market for appx. 1 mile. The Testing Center will be on your right in the Market Street Central business park (2709 Market Street – directly across from the YMCA – unfortunately, our sign is difficult to see from the road, so it's best to use the YMCA as your landmark). Enter the center door from the side parking lot (Chiropractic Central entrance). The Testing Center is upstairs. Free and ample parking is available.

FROM THE SOUTH: US 17 towards Wilmington. US 17 merges with US 74 becoming US 74/17 after crossing bridge at the Cape Fear River. Stay on US 17 through town which turns into Dawson Street. Turn left onto South 17 Street. Turn right onto Market Street. The Testing Center is about a mile down Market Street in the Market Street Central business park – 2709 Market Street (on your left directly across from the YMCA – unfortunately, our sign is difficult to see from the road, so it's best to use the YMCA as your landmark). Enter the center door from the side parking lot (Chiropractic Central entrance). The Testing Center is upstairs. Free and ample parking is available.

FROM THE WEST: US 74/17 becomes US 17 after crossing the bridge at the Cape Fear River. Stay on US 17 through town which turns into Dawson Street. Turn left onto South 17 Street. Turn right onto Market Street. The Testing Center is about a mile down Market Street in the Market Street Central business park – 2709 Market Street (on your left directly across from the YMCA – unfortunately, our sign is difficult to see from the road, so it's best to use the YMCA as your landmark). Enter the center door from the side parking lot (Chiropractic Central entrance). The Testing Center is upstairs. Free and ample parking is available.

FROM THE EAST: US 17 towards Wilmington. US 17 becomes Market Street at Ogden. Stay on Market Street. You will pass under College Road at the College/Market interchange. Continue down Market Street approximately 2 miles. The Testing Center is in the Market Street Central business park - 2709 Market Street (on your right directly across from the YMCA - unfortunately, our sign is difficult to see from the road, so it's best to use the YMCA as your landmark). Enter the center door from the side parking lot (Chiropractic Central entrance). The Testing Center is upstairs. Free and ample parking is available.

Pearson Professional Centers – Winston-Salem

514 S. Stratford Road
Stratford Oaks
Knollwood Level, Suite 102
WINSTON-SALEM, NC 27103

DIRECTIONS

FROM THE NORTH: Take US 52 South. Exit 109B onto I-40 Business going West. Take exit 3A, Knollwood Street. Turn left onto Knollwood and move into the right lane. Go through the second light and turn right into the second driveway, leading to the Stratford Oaks building. Bear right, then left into the rear parking lot. The test center is in the Stratford Oaks building, second suite on the left. Free and ample parking is available.

FROM THE SOUTH: Take US 52 North. Exit 109B onto I-40 Business going West. Take exit 3A, Knollwood Street. Turn left onto Knollwood and move into the right lane. Go through the second light and turn right into the second driveway, leading to the Stratford Oaks building. Bear right, then left into the rear parking lot. The test center is in the Stratford Oaks building, second suite on the left. Free and ample parking is available.

FROM THE EAST: Take I-40 Business West. Take exit 3A, Knollwood Street. Turn left onto Knollwood and move into the right lane. Go through the second light and turn right into the second driveway, leading to the Stratford Oaks building. Bear right, then left into the rear parking lot. The test center is in the Stratford Oaks building, second suite on the left. Free and ample parking is available.

FROM THE WEST: Take I-40 Business East. Take exit 3A, Knollwood Street. Turn right onto Knollwood and stay in the right lane. Go through the light and turn right into the second driveway, leading to the Stratford Oaks building. Bear right, then left into the rear parking lot. The test center is in the Stratford Oaks building, second suite on the left. Free and ample parking is available.

GENERAL INFORMATION

CANDIDATES MAY CALL (800) 274-0668 TO MAKE AN EXAM RESERVATION.

TEST CENTER LOCATIONS	
LOCATION	SCHEDULE
Wilmington	5 days/week (includes every Saturday)
Raleigh	5 days/week (includes every Saturday)
Statesville	5 days/week (includes every Saturday)
Charlotte 1 (East - Hwy 74)	5 days/week (includes every Saturday)
Charlotte 2 (Park Drive)	2-3 days a week (includes 2 Saturdays/month)
Asheville	5 days/week (includes every Saturday)
Greenville	5 days/week (includes every Saturday)
Winston-Salem	2-3 days a week (includes 2 Saturdays/month)

*Locations and schedules are subject to change.
Directions to the test centers are listed in the back of this candidate guide.*

AVAILABLE EXAMINATIONS AND FEES			
EXAM CODE	EXAM NAME	EXAM TIME ALLOTTED	FEES
01	Life Agent	1 hour, 15 minutes	\$46.00
02	Accident and Health or Sickness Agent	1 hour, 15 minutes	\$46.00
12	Personal Lines Agent	1 hour, 45 minutes	\$46.00
04	Property Agent	1 hour, 15 minutes	\$46.00
05	Casualty Agent	1 hour, 15 minutes	\$46.00
16	Auto Physical Damage Agent	30 minutes	\$46.00
46	Title Agent	1 hour	\$46.00
60	Surplus Lines Agent	1 hour	\$46.00
21	Medicare Supplement/Long-Term Care Agent	1 hour, 45 minutes	\$46.00
26	Company Independent Adjuster	2 hours, 15 minutes	\$46.00
36	Public Adjuster	2 hours, 15 minutes	\$46.00
41	Hail Adjuster	30 minutes	\$46.00
30	Self-Employed Adjuster	2 hours, 15 minutes	\$46.00

The examination fee for each license examination attempt is \$46.

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

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