

# GEORGIA ADJUSTER EXAMINATION CONTENT OUTLINE

(100 scored questions)

- I. **PROPERTY AND CASUALTY INSURANCE TERMS AND RELATED CONCEPTS.....23**
  - A. Risk
  - B. Insurance
  - C. Insurable interest
  - D. Peril
  - E. Hazard
  - F. Loss
    - 1. Direct
    - 2. Indirect
  - G. Proximate cause
  - H. Deductible
  - I. Indemnity
  - J. Actual cash value
  - K. Replacement cost
  - L. Limits of liability
  - M. Coinsurance
  - N. Pair and set clause
  - O. Extensions of coverage
  - P. Additional coverages
  - Q. Accident
  - R. Occurrence
  - S. Vacancy and unoccupancy
  - T. Right of salvage
  - U. Abandonment
  - V. Liability
  - W. Negligence
  - X. Theft
  - Y. Burglary
  - Z. Robbery
  - AA. Mysterious disappearance
  - BB. Binders
  - CC. Pro-rata liability clause
  - DD. Waiver and Estoppel
  - EE. Valued Policy
  - FF. Law of Large Numbers
  - GG. Application
- II. **GENERAL PROPERTY INSURANCE PRODUCT KNOWLEDGE PERTINENT TO ADJUSTERS.....48**
  - A. **Standard Fire Policy**
    - 1. Basic coverages, provisions, and clauses
    - 2. Limitations and restrictions
    - 3. Proof of Loss
    - 4. Loss requirements and inventories
    - 5. Appraisal
    - 6. Company options
    - 7. Valuation
  - B. **Personal lines**
    - 1. Dwelling and contents (DP forms)
    - 2. Personal liability
    - 3. Homeowners (HO forms)
    - 4. Mobile Homes
  - C. **Commercial lines**
    - 1. Commercial Package Policy (CPP)
    - 2. Commercial property
      - a. Building and personal property form
      - b. Causes of loss forms
      - c. Business income
      - d. Extra expense
  - 3. Commercial general liability
    - a. Premises and Operations
    - b. Products Completed Operations
    - c. Personal and Advertising injury
    - d. Fire legal
    - e. Medical payments
    - f. Occurrence form
  - 4. Boiler and Machinery
  - 5. Businessowners Policy (BOP)
- D. **Inland marine**
  - 1. Nationwide definition
  - 2. Personal coverages
  - 3. Commercial coverages
  - 4. Personal Watercraft
- E. **Ocean marine**
  - 1. Hull
  - 2. Cargo
  - 3. Freight
  - 4. Protection and Indemnity
- F. **Miscellaneous policies**
  - 1. Flood
  - 2. Aviation
  - 3. Farm and Crop
  - 4. Title
  - 5. Comprehensive Personal Liability (CPL)
- G. **Auto: Personal and Business**
  - 1. Liability
  - 2. Medical Payments
  - 3. Physical damage (collision and other than collision/comprehensive)
  - 4. Uninsured motorists
  - 5. Underinsured motorists
  - 6. Who is an insured
  - 7. Types of auto
    - a. Owned
    - b. Non-owned
    - c. Hired
    - d. Temporary Substitute
  - 8. Garage Coverage Form, including Garagekeepers insurance
- H. **Additional Coverages**
  - 1. Business Interruption
  - 2. Time Element
  - 3. Law and Ordinance
  - 4. Valuable Papers and Records
  - 5. Electronic Data Processing (EDP)
  - 6. Others
- I. **Surety Bonds**
- J. **Crime coverage**
  - 1. Employee dishonesty
  - 2. Theft, Disappearance, and Destruction
  - 3. Robbery and safe burglary
  - 4. Premises burglary
  - 5. Custodian
  - 6. Messenger
  - 7. Guard or watchperson
  - 8. Fidelity bonds
- K. **Professional liability**
  - 1. Errors and Omissions

L. Umbrella/Excess liability	
M. Worker's Compensation	
<b>III. PROPERTY AND CASUALTY POLICY CONTRACT</b>	
<b>PROVISION.....</b>	<b>15</b>
<b>A. Declarations</b>	
<b>B. Insuring agreement</b>	
<b>C. Conditions</b>	
<b>D. Exclusions</b>	
<b>E. Definitions</b>	
<b>F. Duties of the insured after a loss</b>	
<b>G. Obligations of the insurance company</b>	
<b>H. Mortgagee rights</b>	
<b>I. Proof of loss</b>	
<b>J. Notice of claim</b>	
<b>K. Appraisal</b>	
<b>L. Other Insurance</b>	
<b>M. Assignment</b>	
<b>N. Subrogation</b>	
<b>O. Elements of a contract</b>	
<b>P. Additional (supplementary) payments</b>	
<b>Q. Loss settlement provisions including consent to settle a loss</b>	
<b>R. Representations and misrepresentations</b>	
<b>S. Concealment</b>	
<b>T. Endorsements</b>	
<b>U. Loss Payable</b>	
<b>IV. RESPONSIBILITIES AND DUTIES OF AN ADJUSTER</b>	
<b>REPORT.....</b>	<b>9</b>
<b>A. Loss</b>	
1. Inception/Expiration Date	
2. Occurrence Date	
3. Identification of Parties Involved	
4. Policy Form/Number	
5. Description of Loss	
6. Coverages	
7. Deductible	
8. Tort/Joint Tort Feasors	
<b>B. Loss/Damage Valuation</b>	
1. Direct Loss vs. Indirect Loss	
2. Damages	
<b>V. GEORGIA LAWS, RULES, AND REGULATIONS</b>	
<b>PERTINENT TO ALL ADJUSTERS.....</b>	<b>5</b>
<b>A. Insurance Commissioner/Department</b>	
1. Broad powers and duties	
2. Examination of records	
3. Cease and desist orders	
4. Penalties	
<b>B. General Definitions</b>	
1. Domestic, foreign, alien	
2. Insurance transactions	
3. Authorized/unauthorized companies and certificate of authority	
4. Third Party Administrators (practices, responsibilities, and duties)	
5. Insurance Services Office (ISO)	
<b>C. Licensing requirements</b>	
1. Adjuster	
2. Agreements	
3. License maintenance	
4. License revocation or suspension	
<b>D. Adjuster (practices, responsibilities, and duties)</b>	
<b>E. Unfair/prohibited practices</b>	
1. Rebating	
2. Defamation	
3. Discrimination	
4. Unfair claims practices	
<b>G. Georgia Insurance Guaranty Association</b>	
<b>H. Automobile Insurance Plan</b>	
<b>I. FAIR Plan</b>	
<b>J. Financial Responsibility</b>	
<b>K. Cancellation/non-renewal</b>	