Indiana 40-Hour Adjuster Pre-Licensing Requirement
Outline:

I. Insurance Principles

What Is Insurance?
1. Insured
2. Insurer
3. Underwriting
4. What is a Contract?
   - Agreement
   - Consideration
   - Competent Parties
   - Legal Purpose
   - Parts of the Contract
     1. Declarations
        a. Definitions
     2. Insuring Agreement
     3. Conditions
     4. Exclusions
     5. Endorsements

Types of Insurers
1. Location
   a. Domestic
   b. Foreign
   c. Alien
2. Type
   a. Private
      i. Private Commercial
      ii. Private Non-Commercial
   b. Government Insurers
   c. Stock Insurance Company
   d. Mutual Insurance Company
   e. Risk Purchasing Group
   f. Fraternal Benefit Society
   g. Reciprocal Insurer
   h. Risk Retention Group
   i. Self-Insurer

Characteristics of Insurance Contracts
1. Personal Contracts
2. Contracts of Adhesion
3. Utmost Good Faith Contracts
4. Aleatory Contracts
5. Unilateral Contracts
6. Conditional Contracts

Important Terms - Definitions
1. Risk
2. Loss
3. Hazard
4. Exposure
5. Peril
6. Salvage
7. Pair and Set
8. Deductible
9. Co-Insurance
10. Indemnification
11. Indemnity
12. Principle of Indemnity
13. First Named Insured
14. Insurable Interest
15. Policy Period
16. Lawsuits
17. Utmost Good Faith
18. Representations
19. Misrepresentations
20. Warranty
21. Concealment
22. Waiver
   a. Express Waiver
   b. Implied Waiver
23. Binder
24. Estoppel

Risk & Risk Management
1. Risk
   a. Speculative Risk
   b. Pure Risk
2. Risk Management
   a. Risk Avoidance
   b. Risk Reduction
   c. Risk Transference
   d. Risk Retention

Insurable Risk
1. What is an Insurable Risk
2. Qualifications

Valuation and Deductibles
1. Actual Cash Value
2. Replacement Cost Value
3. Valued Policies
4. Deductibles
   a. Fixed Deductibles
   b. Percentage Deductible
   c. Franchise Deductible

Types of Hazards
1. Moral Hazard
2. Morale Hazard
3. Physical Hazard

Cause and Loss
1. Proximate Cause
2. Direct Loss
3. Indirect Loss

Interest, Subrogation and Claims
1. Lender Interests
2. Subrogation
3. The Insurance Claim
   a. First Party Claims
   b. Third Party Claims

Liability and Law
1. Liability Insurance
   a. Public Liability
   b. Product Liability
   c. Employer Liability
2. Negligence
   a. Vicarious Liability and Negligence
   b. Elements of Negligence
3. Tort Law
   a. Negligent Tort
   b. Intentional Tort
   c. Tortfeasor
   d. Joint Tortfeasor
   e. Assessing Legal Liability
      i. Full Liability
      ii. Partial Liability
      iii. No Liability
      iv. Joint Liability
4. Defenses of Negligence
   a. Assumption of Risk
   b. No Negligence
c. Comparative Negligence

d. Contributory Negligence

5. Damages
   a. Compensatory Damages
      i. Special Damages
      ii. General Damages
   b. Punitive Damages

6. Dangerous Instrumentality Doctrine

7. Complaint vs. Answer

8. Common vs. Statutory Law

9. Statute of Limitations

10. Wrongful Death Act

11. Waiver of Sovereign Immunity

12. Workers’ Compensation

13. Automobile No-Fault

14. Breach of Warranty

15. Umbrella and Excess Liability
   a. Follow-Form Excess Liability
   b. Stand Alone Excess Liability
   c. Umbrella Liability Policy

16. Obligations of the Insured

17. Obligations of the Insurer

18. Reservation of rights

19. The Settlement

20. Policy Limits
   a. Single Limit Liability
   b. Split Limit Liability
   c. Aggregate Limit Liability

Settlement & Release
   1. Full Release
   2. Scheduled Payment Release
   3. Advanced Payment Settlement
   4. No Release Settlement
   5. Rehabilitation Settlement

II. Insurance Rules & Regulation

1. Premiums and Ratings
   a. Purpose
   b. How it Works

2. Types of Ratings
   a. Experience Rating
   b. Schedule Rating
   c. Retrospective Rating
The Agent & Authority
1. The Agent
   a. Responsibilities
   b. Types
      i. Exclusive
      ii. General
      iii. Direct
   c. Authority
      i. Express
      ii. Implied
      iii. Apparent

Unlawful Behaviors
1. Misrepresentation
2. False Information / Advertising
3. Rebates & Kickbacks
4. Defamation
5. Boycott
6. Coercion
7. Intimidation
8. Unfair Discrimination

Unfair Claim Settlement Practices
1. Unfair Practices

Standards for Claim Filing & Handling
1. Proper Claim Practices
   a. Acknowledgement
   b. Decision
   c. Payment
   d. Release Standards
   e. Denial Standards
   f. Filing and Handling

III. Personal Property

Dwelling Insurance
1. Characteristics and Purpose
2. Coverage Forms – Perils Insured Against
   a. DP-1 Basic
   b. DP-2 Broad
   c. DP-3 Special
3. Property Coverages
   a. Coverage A – Dwelling
   b. Coverage B – Other Structures
   c. Coverage C – Personal Property
d. Coverage D – Fair Rental Value  
e. Coverage E – Additional Living Expense  
f. Other Coverages  
4. General Exclusions  
5. Conditions  
6. Selected Endorsements  
7. Personal Liability Supplement  

Homeowners' Insurance  
1. Homeowners Coverage Forms  
   a. HO-2  
   b. HO-3  
   c. HO-4  
   d. HO-5  
   e. HO-6  
   f. HO-8  
2. Definitions  
3. Section 1 – Property Coverages  
   a. Coverage A – Dwelling  
   b. Coverage B – Other Structures  
   c. Coverage C – Personal Property  
   d. Coverage D – Loss of Use  
   e. Additional Coverages  
4. Perils Insured Against  
5. Exclusions  
6. Conditions  
7. Selected Endorsements  
   a. Limited Fungi, Wet or Dry Rot, or Bacteria Coverage  
   b. Earthquake  
   c. Personal Property Replacement Cost  
   d. Water Back-up and Sump Pump Failure  
   e. Watercraft  
   f. Business Pursuits  
   g. Home Day Care  
   h. In-Home Business  
   i. Inflation Guard  
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1. Farm Coverage Forms  
   a. Coverage A – Dwellings  
   b. Coverage B – Other Private Structures  
   c. Coverage C – Household Personal Property  
   d. Coverage D – Loss of Use  
   e. Coverage E – Scheduled Farm Personal Property  
   f. Coverage F - Unscheduled Farm Personal Property
g. Coverage G – Other Farm Structures
h. Coverage H – Bodily Injury and Property Damage Liability
i. Coverage I – Personal and Advertising Injury Liability
j. Coverage J – Medical Payments

2. Definitions
3. Causes of Loss (Basic, Broad, Special)
4. Exclusions
5. Conditions
6. Limits
7. Additional Coverages
8. Selected Endorsements
   a. Farm Employers Liability
   b. Farm Employees Medical Payment Insurance
   c. Custom Farming Liability Coverage
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   e. Livestock Coverage

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1. Coverages
   a. Crop-Hail
   b. Multi-peril Crop
2. Perils
3. Exclusions
4. Crop-Revenue Insurance
   a. Income Protection
   b. Revenue Assurance
   c. Revenue Coverage
   d. Adjusted Gross Revenue
   e. Group Risk Income Protection

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2. Coverage
3. Eligibility
4. Forms
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Umbrella and Excess Liability
1. Coverages
2. Forms

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1. Definitions
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a. Bodily Injury and Property Damage  
b. Supplementary Payments  
c. Exclusions  
3. Duties after an Accident  

**IV. Commercial Policies**

A. Commercial Policy  
1. Common Policy Declarations  
2. Common Policy Conditions  
3. Interline Endorsements  
4. One of More Coverage Parts  
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2. Coverage Forms  
   a. Building and Personal Property  
   b. Condominium Association  
   c. Condominium Commercial Unit Owners  
   d. Builders Risk  
   e. Business Income  
   f. Legal Liability  
   g. Extra Expense  
3. Cause of Loss Forms  
   a. Basic  
   b. Broad  
   c. Special  
4. Selected Endorsements  
   a. Ordinance or Law  
   b. Spoilage  
   c. Peak Season limit of Insurance  
   d. Value Reporting form  

C. Commercial General Liability  
1. Commercial General Liability Coverage Forms  
   a. Bodily Injury and Property Damage liability  
   b. Personal and advertising injury liability  
   c. Medical Payments  
   d. Exclusions  
   e. Supplementary Payments  
   f. Who is insured  
   g. Limits of Insurance  
   h. Conditions  
   i. Definitions  
2. Premises and Operations  
3. Products and Completed Operations
4. Selected Endorsements
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2. Types
3. Elective
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5. Business Owners Policy
   a. Characteristics and Purpose
   b. Businessowners Section 1 – Property
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      ii. Exclusions
      iii. Limits of Insurance
      iv. Deductibles
      v. Loss Conditions
      vi. General Conditions
      vii. Optional Coverages
      viii. Definitions
   c. Businessowners Section II – Liability
      i. Coverage
      ii. Exclusions
      iii. Who is Insured
      iv. Limits of Insurance
      v. General Conditions
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   d. Businessowners Section III – Common Policy
      Provisions
   e. Selected Endorsements
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      ii. Hired Auto and Non-Owned Auto Liability
      iii. Protective Safeguards
      iv. Utility Services – Direct Damage
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Commercial Crime & Bonding
1. General Definitions
   a. Burglary
b. Theft

c. Robbery

d. Coverage Trigger

2. Crime Coverage Forms
   a. Commercial Crime Coverage Forms
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3. Coverages
   a. Employee Theft
   b. Forgery or Alteration
   c. Inside the Premises – theft of money and securities
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   e. Outside the premises
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   g. Funds Transfer Fraud
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   a. Business Auto
   b. Garage Keepers
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      c. Domestic Shipments
      d. Instrumentalities of Transportation
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   4. Protection and Indemnity (P&I)
5. Implied Warranties  
   a. Seaworthiness  
   b. Condition of Cargo  
   c. Legality  
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6. Premiums  
7. General Terms  
   a. Total Loss Classifications  
   b. Sue and Labor Clause  
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   d. Airport Liability  
   e. Warranties in Aviation Insurance  
   f. Hangarkeepers Legal Liability  
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   a. Types of Laws  
      1. Monopolistic vs. Competitive  
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   b. Indiana’s Compensation Law  
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      vi. Benefits Provided  
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  2. Adjuster Practices
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  1. Insurance Adjusting Code of Ethics
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  3. Payment of Property Damage; Bodily Injury Pending
  4. Advance Payment Settlement
  5. No Release Settlement
  6. Rehabilitation Settlement

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  2. Investigation
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Fair Credit Reporting / HIPAA / IIPPA
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Indiana Adjuster Regulation

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   b. Resident, Non-resident, Emergency Adjusters
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   a. Hours Required
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5. 18 USC 1033

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   b. Bodily Injury
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