

**GEORGIA PROPERTY AND CASUALTY
COUNSELOR
CONTENT OUTLINE**

(100 scored questions)

**I. PROPERTY AND CASUALTY POLICY PROVISIONS,
TERMS, AND CONCEPTS..... 10**

- A. Perils**
- B. Risk**
- C. Coinsurance**
- D. Appraisal**
- E. Subrogation**
- F. Premiums**
- G. Actual cash value vs. replacement cost**
- H. Duties of the insurer**
- I. Cancellation**
- J. Binders**
- K. Insurable interest**
- L. Loss**
- M. Misrepresentation**
- N. Insuring Agreement**
- O. Conditions**
- P. Deductible**
- Q. Mortgage clause**
- R. Assignment**
- S. Death of the insured**
- T. Personal Injury**

II. PRINCIPLES OF RISK MANAGEMENT..... 15

- A. Pure risk vs. speculative risk**
- B. Risk management process**
 - 1. Identifying and analyzing loss exposures
 - 2. Selecting method to handle each exposure
 - 3. Implementing the risk management strategy
 - 4. Monitoring the risk management system and making changes when appropriate
- C. Nature of property loss exposures**
 - 1. Property exposed to loss
 - 2. Causes of loss
 - 3. Consequences of loss
- D. Nature of liability loss exposures**
 - 1. Legal liability
 - 2. Civil and tort liability
 - a. Intentional
 - b. Negligence
 - c. Strict
 - d. Absolute
 - e. Immunity
 - f. Vicarious
 - g. Exemplary/punitive
- E. Contract law as it relates to insurance**
- F. Types of insurers**
- G. Reinsurance**

III. FUNDAMENTALS OF FINANCIAL ANALYSIS..... 5

- A. Financial statements**
 - 1. Balance sheet
 - 2. Income statement
 - 3. Sources and uses of funds statement
- B. Ratio analysis**
 - 1. Liquidity
 - 2. Activity
 - 3. Financial leverage
 - 4. Profitability

C. Inventory valuation methods

IV. PROPERTY INSURANCE POLICIES AND FORMS.....30

- A. Personal lines**
 - 1. Standard Fire Policy
 - 2. DP forms
 - 3. HO forms
- B. Commercial lines**
 - 1. Building and personal property coverage form
 - 2. Causes of loss forms
 - 3. Commercial property policies
 - 4. Businessowners policy (BOP)
 - 5. Business income coverage form
 - 6. Extra expense coverage form
 - 7. Boiler and Machinery
 - 8. Commercial Package Policy (CPP)
- C. Inland marine**
 - 1. Coverages and policy provisions
 - 2. Commercial and Personal floaters
- D. Commercial ocean marine**
 - 1. Hull
 - 2. Cargo
 - 3. Freight
 - 4. Protection and Indemnity
- E. Other insurance**
 - 1. Flood
 - 2. FAIR plans
 - 3. Aviation
 - 4. Crop

**V. CASUALTY INSURANCE POLICIES AND
FORMS.....30**

- A. Commercial General Liability (CGL)**
 - 1. Premises and operations liability
 - 2. Products and completed operations liability
 - 3. Contractual liability
 - 4. Personal and advertising liability
 - 5. Medical payments
 - 6. Owners and contractors protective liability
 - 7. Occurrence coverage
 - 8. Claims made coverage
- B. Auto: Personal and Commercial**
 - 1. Liability
 - 2. Physical damage (collision and comprehensive)
 - 3. Named insureds
 - 4. Garage coverage forms
 - 5. Lease Gap
 - 6. Owned auto
 - 7. Nonowned auto
 - 8. Temporary substitute auto
 - 9. Uninsured/Underinsured
- C. Workers Compensation/Employer's liability**
 - 1. Policy concepts
 - 2. Rating plans
 - 3. NCCI Experience modifications
- D. Surety Bonds**
- E. 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

F. Umbrella/Excess liability

G. Professional liability

- 1. Malpractice
- 2. Errors and Omissions

H. Directors and Officers liability

I. Employment Practices liability

VI. STATE LAWS, RULES, AND REGULATIONS..... 10

A. Laws, Rules, Regulations Pertinent to All Lines of Insurance

- 1. Commissioner/Department of Insurance
 - a. Broad powers and duties
Ref: 33-2-1 through 33
 - b. Examination of records
Ref: 33-2-10 through 13
 - c. Investigations/Notice of hearing
Ref: 33-6-6
 - d. Penalties
Ref: 33-6-9
- 2. General Definitions
 - a. Domestic, foreign, alien
Ref: 33-3-1
 - b. Stock and mutual
Ref: 33-14-2
 - c. Authorized/unauthorized companies and certificate of authority
Ref: 33-3-1
 - d. Third Party Administrators (practices, responsibilities, and duties)
 - e. Insurance transaction / transacting business
Ref: 33-1-2 (6)
- 3. Licensing of agents, counselors, subagents, and adjusters
Ref: 33-23-1 through 46
 - a. Agent Responsibility
 - b. Counselor
 - a. Practices
 - b. Responsibilities
 - c. Duties
 - c. Reciprocity Agreements
 - d. License maintenance
 - e. License revocation or suspension
 - f. Nonresident license
- 4. Unfair trade practices and frauds
Ref: 33-6-4 and 5
 - a. Rebating
 - b. Defamation
 - c. Unfair Discrimination
 - d. Misrepresentation
 - e. Controlled Business
 - f. Twisting and Churning
 - g. Advertising law
 - h. Coercion
 - i. Commingling
 - j. Fiduciary Responsibility
 - k. Sharing Commissions
 - l. Additional Fees
- 5. Miscellaneous Georgia insurance laws
Ref: 33-24-33

B. Laws, Rules, Regulations Pertinent to Property and Casualty Insurance

- 1. Surplus lines
- 2. Risk retention groups
- 3. Georgia Insurance Guaranty Association
- 4. Cancellation/Nonrenewal
Ref: 120-2-53-.01 through .06, 33-24-44 through 47
- 5. Residual Markets
 - a. FAIR plan
Ref: 33-33-1
 - b. Georgia Automobile Insurance Plan
Ref: 120-2-14-.01 through .24, 32-29, 40-9-100
 - c. Workers Compensation Law
Ref: 120-2-37-.01 through .09, 34-9-133
- 6. Regulation of Rates
Ref: 33-9
- 7. Financial Responsibility Law
Ref: 40-9-1 through 40-9-82, 33-7-11