

**CHAPTER 17**  
**PRODUCER LICENSING**

**Authority**

N.J.S.A. 17:1-8.1 and 15e, and 17:22A-26 et seq.

**Source and Effective Date**

R.2009 d.153, effective April 8, 2009.  
See: 40 N.J.R. 6523(a), 41 N.J.R. 2014(c).

**Chapter Expiration Date**

In accordance with N.J.S.A. 52:14B-5.1.c(2), Chapter 17, Producer Licensing, expires on October 5, 2016. See: 48 N.J.R. 701(a).

**Chapter Historical Note**

Chapter 17, Producer Licensing, Subchapters 1, 2 and 5, was adopted as R.1988 d.186, effective April 18, 1988 (operative April 26, 1988). See: 20 N.J.R. 225(c), 20 N.J.R. 904(b). Subchapter 3, Professional Qualifications, was adopted as R.1989 d.192, effective April 3, 1989. See: 20 N.J.R. 1152(a), 21 N.J.R. 899(b).

Pursuant to Executive Order No. 66(1978), Chapter 17, Producer Licensing, was readopted as R.1993 d.206, effective April 15, 1993. See: 25 N.J.R. 883(a), 25 N.J.R. 1972(a).

Subchapter 6, Managing General Agents, was adopted as emergency new rules R.1993 d.454, effective August 16, 1993 (to expire October 15, 1993). The provisions of R.1993 d.454 were readopted as R.1993 d.563. See: 25 N.J.R. 4318(a), 25 N.J.R. 5229(c).

Subchapter 7, Reinsurance Intermediaries, was adopted as emergency new rules by R.1993 d.455, effective August 16, 1993 (to expire October 15, 1993). See: 25 N.J.R. 4323(a). The provisions of R.1993 d.455 were readopted as R.1993 d.564, effective October 15, 1993. See: 25 N.J.R. 4323(a), 25 N.J.R. 5234(a).

Pursuant to Executive Order No. 66(1978), Chapter 17, Producer Licensing, was readopted as R.1998 d.233, effective April 15, 1998. See: 30 N.J.R. 779(a), 30 N.J.R. 1833(a).

Subchapter 5, Transition Rules, was repealed by R.2002 d.354, effective November 4, 2002. See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

Chapter 17, Producer Licensing, was readopted as R.2003 d.441, effective October 10, 2003. See: 35 N.J.R. 2159(a), 35 N.J.R. 5115(a).

Chapter 17, Producer Licensing, was readopted as R.2009 d.153, effective April 8, 2009. See: Source and Effective Date. See, also, section annotations.

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 17, Producer Licensing, was scheduled to expire on April 8, 2016. See: 43 N.J.R. 1203(a).

**CHAPTER TABLE OF CONTENTS**

**SUBCHAPTER 1. GENERAL PROVISIONS**

- 11:17-1.1 Purpose and scope
- 11:17-1.2 Definitions
- 11:17-1.3 Participation in national insurance producer database

**SUBCHAPTER 2. LICENSING RULES**

- 11:17-2.1 Term of license
- 11:17-2.2 License authorities
- 11:17-2.3 Application filing requirements for initial licenses
- 11:17-2.4 Requirements for licensing of certain limited lines insurance producers

- 11:17-2.5 Temporary work authority; change in residence status
- 11:17-2.6 License renewal
- 11:17-2.7 Additional authorities
- 11:17-2.8 Legal and business names; addresses
- 11:17-2.9 Branch offices
- 11:17-2.10 Business relationships
- 11:17-2.11 Continuation of business of a producer who becomes disabled, dies or enters the Armed Forces
- 11:17-2.12 Licensing information requirements
- 11:17-2.13 Fees
- 11:17-2.14 Denial of license
- 11:17-2.15 Surrender and cancellation of license; reinstatement after surrender
- 11:17-2.16 Licensee records
- 11:17-2.17 Requests for disclosure of social security numbers

**SUBCHAPTER 3. PROFESSIONAL QUALIFICATIONS**

- 11:17-3.1 Approval of insurance education program
- 11:17-3.2 Insurance education provider duties and requirements
- 11:17-3.3 Penalties for insurance education providers, insurance education directors and authorized personnel
- 11:17-3.4 Prelicensing education
- 11:17-3.5 State licensing examination; use of independent examination vendor; exemptions; retaking of examination
- 11:17-3.6 Continuing education
- 11:17-3.7 (Reserved)

**SUBCHAPTERS 4 THROUGH 5. (RESERVED)**

**SUBCHAPTER 6. MANAGING GENERAL AGENTS**

- 11:17-6.1 Purpose and scope
- 11:17-6.2 Definitions
- 11:17-6.3 Requirements for MGA
- 11:17-6.4 Insurer requirements
- 11:17-6.5 Filing requirements
- 11:17-6.6 Claim processing requirements
- 11:17-6.7 Record maintenance
- 11:17-6.8 Penalties

**APPENDIX**

**SUBCHAPTER 7. REINSURANCE INTERMEDIARIES**

- 11:17-7.1 Purpose and scope
- 11:17-7.2 Definitions
- 11:17-7.3 Requirements for reinsurance intermediaries
- 11:17-7.4 Filing requirements
- 11:17-7.5 Insurer requirements
- 11:17-7.6 Record maintenance
- 11:17-7.7 Penalties

**APPENDIX**

**SUBCHAPTER 1. GENERAL PROVISIONS**

**11:17-1.1 Purpose and scope**

(a) This chapter implements provisions of N.J.S.A. 17:22A-26 et seq., the New Jersey Insurance Producer Licensing Act of 2001 (the Act). The chapter concerns the licensing conduct of insurance producers and shall be considered part of the insurance law of the State of New Jersey, and violation of any provisions shall be sufficient cause for action against any person as permitted by statute. Specification of the standards of conduct shall not, however, prohibit

the application of other insurance statutes or rules to licensed producers.

(b) Provisions of the Act and of this chapter shall be applied to all licensees, required to be licensed pursuant to the Act, including nonresident licensees, in connection with the licensing and standards of conduct on business for which a New Jersey insurance producer license is required.

Amended by R.1998 d.233, effective May 18, 1998.  
See: 30 N.J.R. 779(a), 30 N.J.R. 1833(a).

In (b), deleted "New Jersey Insurance Provider Licensing" preceding "Act".

Amended by R.2002 d.354, effective November 4, 2002.  
See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

In (a), amended the N.J.A.C. reference and inserted "of 2001" following "New Jersey Insurance Producer Licensing Act"; in (b), substituted "required to be licensed pursuant to the Act" for "limited insurance representatives and other persons".

### 11:17-1.2 Definitions

(a) Words and terms contained in the Act, when used in this chapter, shall have the meanings as defined in the Act, unless the context clearly indicates otherwise.

(b) The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Act" means the New Jersey Insurance Producer Licensing Act of 2001, N.J.S.A. 17:22A-26 et seq.

"Administrative Procedure Act" means the Act concerning practices and proceedings of New Jersey public agencies pursuant to N.J.S.A. 52:14B-1 et seq.

"Authorized insurance education director" or "insurance education director" means the person designated by the insurance education provider and approved by the Department to be responsible for the program's compliance with these rules and for the program's operations.

"Authorized personnel" means any person designated by the insurance education provider and approved by the Department to be authorized to submit insurance education provider certification forms, schedules, course approval forms and other information not specifically required to be provided by the insurance education director on behalf of the insurance education provider.

"Authorized submitter" means a person authorized by a producer or applicant to enter the producer or applicant's information onto electronic online applications, renewals and other electronic transactions that are approved for use by the Department. An authorized submitter shall obtain all information required in the electronic transaction from the applicant or named producer or, for business entities, from a designated licensed responsible producer, officer, director, partner or owner of ten percent or more of the business entity.

"Branch office" means an office in New Jersey other than a principal office where a licensee conducts insurance business.

"Business entity" means a corporation, association, partnership, limited liability company, limited liability partnership, or other legal entity.

"Business name" means the legal name of a business entity and any trade or fictitious name under which a licensee or license applicant conducts or intends to conduct insurance business.

"Car rental insurance" means insurance offered, sold or solicited in connection with and incidental to the rental of rental cars for a specified duration, whether at the rental office or by pre-selection of coverage in master, corporate, group or individual agreements that: is non-transferable; applies only to the rental car that is the subject of the rental agreement; and is limited to the following kinds of insurance:

1. Personal accident insurance for renters and other rental car occupants, for accidental death or dismemberment, and for medical expenses resulting from an accident that occurs with a rental car during the rental period;
2. Liability insurance that provides protection to the renters and other authorized drivers of a rental car for liability arising from the operation or use of the rental car during the rental period;
3. Personal effects insurance that provides coverage to renters and other vehicle occupants for loss of, or damage to, personal effects in the rental car during the rental period; or
4. Roadside assistance and emergency sickness protection insurance.

"Contact course" or "class" means a classroom presentation, seminar, lecture or teleconference with monitored attendance and an instructor present.

"Controlling interest" means, for purposes of N.J.S.A. 17:22A-32e, that an officer, director, partner or owner of an entity filing for a producer license owns 10 percent or more of that entity.

"Credit hour," "credit education unit" or "CEU" means one hour of credit based on classroom attendance or an approved hour for seminars and self-study calculated in accordance with the provisions of N.J.A.C. 11:17-3.6(b).

"Credit insurance" means insurance coverages for credit health and credit life as defined in N.J.S.A. 17B:29-2, credit disability, credit unemployment, involuntary unemployment, mortgage life, mortgage guaranty, mortgage disability, automobile dealer GAP, credit property and any other insurance offered in connection with the extension of credit that is limited wholly or partially to reducing or extinguishing that credit obligation.

"Department" means the New Jersey Department of Banking and Insurance.

Amended by R.2003 d.441, effective November 3, 2003.

See: 35 N.J.R. 2159(a), 35 N.J.R. 5115(a).

In (a), rewrote the first sentence.

Amended by R.2006 d.429, effective December 18, 2006.

See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

In (a), inserted “, car rental insurance, travel insurance”; rewrote (b); and in (c), substituted “30” for “20” and deleted “by returning the branch office certificate for cancellation” from the end.

Recodified from N.J.A.C. 11:17-2.8 and amended by R.2015 d.116, effective July 20, 2015.

See: 46 N.J.R. 1671(a), 47 N.J.R. 1872(a).

In (a), updated the N.J.A.C. reference. Former N.J.A.C. 11:17-2.9, Business relationships, recodified to N.J.A.C. 11:17-2.10.

### 11:17-2.10 Business relationships

(a) The agency relationship between company and producer is subject to the following requirements:

1. An agency relationship between an insurance company and licensed producer is established by written contract executed by both parties. Both parties shall maintain copies of agency contracts and make them available for inspection by the Department upon request.

2. An insurance company contracting with a licensed insurance producer shall be responsible to advise the Department of that relationship by filing a notice within 15 days after execution of the contract or within 15 days after the first insurance application is submitted by the producer, on a form prescribed by the Department or by using the online appointment and termination system available through the National Insurance Producer Registry, incorporated herein by reference, as amended and supplemented, located at <http://www.nipr.com> containing the company’s name and license reference number; the producer’s name and license reference number; and the effective date of the contract. The form shall contain the name and title of the company official who signed and certified the notice. The fee set forth in N.J.A.C. 11:17-2.13 for each appointment shall be collected from the insurer.

3. Prior to executing any agency contract, the insurance company shall determine that the producer is properly licensed with authority for the kinds of insurance described in the contract. The insurance company shall not accept any business produced prior to a person’s licensure nor shall an insurance company pay commissions to any person for any business produced prior to licensure. The company officer executing the notice shall certify that he or she examined the credentials of the producer and is satisfied that the producer is currently licensed with the authorities for one or more of the kinds of insurance for which the company is authorized.

4. Unless otherwise specified in the notice, filing a notice of agency contract shall be deemed to mean that the producer is that company’s agent for all kinds or lines of insurance for which the company and producer are jointly authorized.

5. All appointment notifications shall be renewed with the Department annually on May 1. An insurer shall utilize the online appointment renewal process available through the National Insurance Producer Registry, incorporated herein by reference, as amended and supplemented, located at <http://www.nipr.com>. The renewal appointment fee as set forth in N.J.A.C. 11:17-2.13 shall be collected from the insurer. All active appointments on record with the Department as of April 1 of the same year shall be subject to renewal.

6. The agency contract shall be deemed to continue in effect until a notice of termination of that contract is filed by the insurance company with the Department on a form prescribed by the Commissioner or by using the online appointment and termination system available through the National Insurance Producer Registry, incorporated herein by reference, as amended and supplemented, located at <http://www.nipr.com>. The fee set forth in N.J.A.C. 11:17-2.13 for each termination shall be collected from the insurer.

7. If the reason for termination involves misconduct by the producer, an additional copy of the notice of cancellation which specifies the reason for termination shall be mailed by the insurance company to the Department’s Enforcement Unit, PO Box 329, Trenton, NJ 08625-0329 together with an outline of available information and documentation.

8. The insurer shall make a good faith attempt to collect from producers all company brochures, solicitation or other related materials subsequent to termination. This requirement shall not apply to underwriting guidelines and other materials required for use during the time the producer continues to service policies following termination, as provided by contract or pursuant to N.J.S.A. 17:22-6.14a1.

9. Notwithstanding the lack of any contract establishing an agency relationship, any insurer that delivers in this State to any insurance producer a contract of insurance pursuant to the application or request of such producer, acting for an insured other than himself, shall be deemed to have authorized such producer to receive on its behalf payment of any premium which is due on such contract at the time of its issuance or delivery or the payment of any installment of such premium or any additional premium which becomes due or payable thereafter on such contract, providing such payment is received by the producer within 90 days after the due date of the premium or installment or after the date of delivery of a statement by the insurer of such additional premium.

(b) The employment of another producer by a producer is subject to the following requirements:

1. Licensed producers may enter into employment contracts by which the employed producer (employee) conducts business under the supervision of and in the name of an employing producer (employer). The employment con-

tract shall be in writing and shall specify that it does not include all license authorities of the parties, if such is the case. Both parties shall retain copies of the contract and shall make them available to the Department upon request.

2. The employer shall examine the credentials of the employee to determine that he or she is licensed to conduct the kinds of business described in the contract.

3. An employee may, if authorized by the employer and any insurance company for which the employer is an agent, execute the employer's name to contracts of insurance in accordance with a written agency contract.

4. An employer shall be responsible for the insurance-related conduct of an employee. In any disciplinary proceeding, the existence of the employment contract shall be prima facie evidence that the employer knew of the activities of the employee.

5. Existence of a business relationship between two licensed producers by which each acts as an independent contractor shall not require the filing of any notice in accordance with this subchapter, nor create any responsibility for the acts of the other in the absence of knowledge or concerted action.

Amended by R.1993 d.507, effective October 18, 1993.

See: 24 N.J.R. 3216(a), 25 N.J.R. 4744(b).

Amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

In (a), rewrote 2, 5 and 6; in (b), deleted the first sentence in 2 and substituted "subchapter" for "provision" in 5.

Amended by R.2006 d.429, effective December 18, 2006.

See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

Rewrote (a)2; added new (a)5; recodified former (a)5 through (a)8 as (a)6 through (a)9; and in (a)6, inserted the final sentence.

Amended by R.2009 d.153, effective May 4, 2009.

See: 40 N.J.R. 6523(a), 41 N.J.R. 2014(c).

In (a)2, (a)5 and (a)6, updated the web addresses; and in (a)7, deleted the former first sentence and inserted "for termination" and "which specifies the reason for termination".

Recodified from N.J.A.C. 11:17-2.9 and amended by R.2015 d.116, effective July 20, 2015.

See: 46 N.J.R. 1671(a), 47 N.J.R. 1872(a).

In (a)2, (a)5, and (a)6, updated the N.J.A.C. reference. Former N.J.A.C. 11:17-2.10, Continuation of business of a producer who becomes disabled, dies or enters the Armed Forces, recodified to N.J.A.C. 11:17-2.11.

#### **11:17-2.11 Continuation of business of a producer who becomes disabled, dies or enters the Armed Forces**

(a) Pursuant to the provisions of the Act, a surviving spouse, or court-appointed personal representative of a deceased or disabled producer, or a member or employee of a business entity in which the licensed producer, who was the designated officer or owner responsible for the licensed activity of the business, dies or becomes disabled, or a designee of a producer entering active service in the Armed Forces of the United States of America may submit a request for a temporary license by hard copy or electronic means, containing the names, addresses and license numbers of the producers in-

involved and the reason for the request. No temporary license shall last for a period longer than 180 days.

(b) As a condition of issuance of a temporary license, the Commissioner shall require the applicant to designate a sponsor who is licensed as a producer in this State or is an insurer authorized to write insurance in this State.

(c) If the sponsor or holder of a temporary license sells, assigns or otherwise transfers ownership of the insurance business prior to the expiration of the temporary license, the license shall cease to be valid and shall be surrendered to the Department.

New Rule, R.1993 d.507, effective October 18, 1993.

See: 24 N.J.R. 3216(a), 25 N.J.R. 4744(b).

Public Notice: Receipt of and action on petition for rulemaking.

See: 28 N.J.R. 4680(a).

Amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

Rewrote the section.

Recodified from N.J.A.C. 11:17-2.10 by R.2015 d.116, effective July 20, 2015.

See: 46 N.J.R. 1671(a), 47 N.J.R. 1872(a).

Former N.J.A.C. 11:17-2.11, Licensing information requirements, recodified to N.J.A.C. 11:17-2.12.

#### **11:17-2.12 Licensing information requirements**

(a) The following requirements relate to the provision of criminal history information by licensed producers and license applicants.

1. An applicant for an initial individual resident license shall complete an electronic fingerprint scan through the vendor approved by the Department, pay the fees required for its processing, and upon request by the Department, submit proof of completion.

2. An applicant for a resident business entity license shall complete an electronic fingerprint scan through the vendor approved by the Department, pay the fees required for their processing, and upon request by the Department, submit proof of completion for each officer, director, partner and owner of 10 percent or more of the organization. Applicants who contemporaneously submit resident business entity and resident individual applications need not submit duplicates.

3. Upon request by the Department, a licensed producer or license applicant shall supply copies of any complaint, indictment, judgment of conviction or other related documents.

4. Failure to respond to any specific request or to submit documentation requested shall constitute grounds for denial of the license, or suspension or revocation of any current license.

5. Failure to indicate a criminal conviction on the application for an insurance producer's license shall constitute a material misrepresentation and subject a licensee to

the penalties provided at N.J.S.A. 17:22A-40a and c and 17:22A-45.

6. All licensed insurance producers shall otherwise comply with the criminal and administrative action reporting requirements set forth at N.J.S.A. 17:22A-40a(18) and 17:22A-47.

(b) Upon request by the Department, a licensed producer or license applicant shall supply copies of any documentation pertaining to any bankruptcy involving funds held on behalf of others, assignment to creditors, insurance related debt or child support action. Failure to respond to any specific request or to submit documentation requested shall constitute grounds for denial of the license application or renewal of the license, or suspension or revocation of any current license.

(c) Licensed business entities shall notify the Department within 30 days of the addition or deletion of any licensed or unlicensed officer, director, partner or owner of 10 percent or more of the licensed organization. For resident business entities, notification of the addition of any unlicensed officer, director, partner or owner of 10 percent or more of the licensed business entity shall be accompanied by properly completed fingerprint forms together with the required fee. Licensed business entities shall retain evidence of notification for a period of five years or, until receipt of documentation from the Department verifying such change, if earlier.

(d) Departure, termination or deletion of licensee officers, directors or partners, which leaves a business entity insurance producer with no licensed officers, directors or partners or with officers, directors or partners who do not have like authorities as the business entity producer, shall make the business entity producer license inactive. Under these circumstances, the business entity license shall be returned immediately to the Commissioner.

Recodified from 11:17-2.11 and amended by R.1993 d.507, effective October 18, 1993.

See: 24 N.J.R. 3216(a), 25 N.J.R. 4744(b).

Amended by R.1998 d.233, effective May 18, 1998.

See: 30 N.J.R. 779(a), 30 N.J.R. 1833(a).

Recodified from N.J.A.C. 11:17-2.12 and amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

Rewrote the section. Former N.J.A.C. 11:17-2.11, Limited insurance representatives, repealed.

Amended by R.2006 d.429, effective December 18, 2006.

See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

Rewrote (a)1 and (a)2; in (a)5, inserted "and 17:22A-45"; added (a)6; in the introductory paragraph of (b), inserted "involving funds held on behalf of others"; and in (c), substituted "10" for "five" two times and "For resident business entities, notification" for "Notification".

Recodified from N.J.A.C. 11:17-2.11 by R.2015 d.116, effective July 20, 2015.

See: 46 N.J.R. 1671(a), 47 N.J.R. 1872(a).

Former N.J.A.C. 11:17-2.12, Fees, recodified to N.J.A.C. 11:17-2.13.

**11:17-2.13 Fees**

(a) The following fees shall be payable as set forth in this chapter:

1. License fee, not limited line, for a biennial license: \$150.00;

2. License fee for limited line only, for a biennial license: \$75.00;

3. Filing or processing initial application, electronic online submission: \$20.00;

4. Filing or processing initial application, paper application: \$40.00;

5. Additional authority filing, electronic online submission: \$20.00;

6. Additional authority filing, paper application: \$40.00;

7. Reinstating terminated license before its stated expiration date, electronic online submission: \$20.00;

8. Reinstating terminated license before its stated expiration date, paper submission: \$40.00;

9. Any branch office registration: \$20.00;

10. License renewal processing fee for paper renewals: \$20.00;

11. Late renewal fee, not limited line: \$100.00;

12. Late renewal fee, limited line: \$50.00;

13. Producer company appointment or termination fee, electronic online submissions: \$25.00;

14. Producer company appointment or termination fee, paper submission: \$35.00; and

15. Producer company appointment renewal fee: \$25.00.

(b) All fees shall be paid by check or money order or electronic debit or credit card made payable to: State of New Jersey—General Treasury. All Department fees are non-refundable after the license effective date.

(c) Disabled veterans may be exempted from payment of the fees described in (a) above upon submission to the Department of a certificate or statement from the United States Veterans Administration confirming a current service connected disability.

(d) Notwithstanding any action by the Department to the contrary, no license will be deemed issued or renewed if payment of the license fee is subsequently dishonored. In such cases, the Department will provide notice of the fact that funds were dishonored and the status of the application or license to the applicant.

Recodified from 11:17-2.12 and amended by R.1993 d.507, effective October 18, 1993.

See: 24 N.J.R. 3216(a), 25 N.J.R. 4744(b).

Recodified from N.J.A.C. 11:17-2.13 and amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

Rewrote (a); in (b), substituted "all" for "a" preceding "fees shall be paid" and inserted "or electronic debit or credit card" preceding "made payable". Former N.J.A.C. 11:17-2.12, Licensing information requirements, recodified to N.J.A.C. 11:17-2.11.

Amended by R.2003 d.441, effective November 3, 2003.  
See: 35 N.J.R. 2159(a), 35 N.J.R. 5115(a).

Added (d).

Amended by R.2006 d.429, effective December 18, 2006.  
See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

Rewrote (a).

Amended by R.2009 d.153, effective May 4, 2009.  
See: 40 N.J.R. 6523(a), 41 N.J.R. 2014(c).

Deleted former (a)1; recodified former (a)2 as (a)1; deleted former (a)3; and recodified former (a)4 through (a)17 as (a)2 through (a)15.

Recodified from N.J.A.C. 11:17-2.12 and amended by R.2015 d.116, effective July 20, 2015.

See: 46 N.J.R. 1671(a), 47 N.J.R. 1872(a).

In (a)1 and (a)2, deleted "issued or renewed on or after January 1, 2007" following "license"; and in (c), substituted "certificate or statement from" for "recent certificate of". Former N.J.A.C. 11:17-2.13, Denial of license, recodified to N.J.A.C. 11:17-2.14.

### 11:17-2.14 Denial of license

(a) Whenever it appears from an application, renewal form, attached documents or Department records that an applicant has not demonstrated the qualifications prescribed in the Act and this chapter, the Department shall advise the applicant in writing that the license requested is denied; shall specify the reason for denial; and shall further advise the applicant of the right to request a hearing in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1, and the procedure for doing so.

(b) Upon receipt of a request for a hearing on a license denial, the Department shall review the application and attachments, its records and any additional information submitted and determine whether the license may be issued. If after this review the Department determines that the applicant is not qualified, the Department shall find that the matter is a contested case and transmit it to the Office of Administrative Law for hearing.

(c) Nothing in this section shall prevent the return of an application to the applicant for correction of ministerial errors.

Recodified from 11:17-2.13 and amended by R.1993 d.507, effective October 18, 1993.

See: 24 N.J.R. 3216(a), 25 N.J.R. 4744(b).

Recodified from N.J.A.C. 11:17-2.14 and amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

In (a), inserted "renewals form, " following "application" and substituted "or" for "and" preceding "Department records and amended the N.J.A.C. reference". Former N.J.A.C. 11:17-2.13, Fees, recodified to N.J.A.C. 11:17-2.12.

Amended by R.2006 d.429, effective December 18, 2006.

See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

In (a), substituted "renewal" for "renewals" and inserted commas following "et seq." and "N.J.A.C. 1:1".

Recodified from N.J.A.C. 11:17-2.13 by R.2015 d.116, effective July 20, 2015.

See: 46 N.J.R. 1671(a), 47 N.J.R. 1872(a).

Former N.J.A.C. 11:17-2.14, Surrender and cancellation of license; reinstatement after surrender, recodified to N.J.A.C. 11:17-2.15.

#### Case Notes

Plea of guilty to indictment charging second degree felony of indecent sexual conduct precluded finding of good character necessary to li-

censure as insurance producer. *Anderson v. Karpinski*, 95 N.J.A.R.2d (INS) 61.

### 11:17-2.15 Surrender and cancellation of license; reinstatement after surrender

(a) A licensee may surrender a current producer license by returning the license document to the Department for cancellation at any time before expiration. The Department may refuse to accept a request for cancellation of a business entity license unless all current licensed officers or partners consent to the request.

(b) A producer license may be reinstated after surrender during the same license period by completing an application in accordance with the provisions of N.J.A.C. 11:17-2.3. No additional license fee for that period shall be required but the processing fee provided in N.J.A.C. 11:17-2.13 shall be paid.

(c) Submitting a license for cancellation or allowing a license to expire shall not void or terminate any disciplinary proceedings against the licensee, nor prevent imposition of any penalty, ordered restitution or costs.

(d) In the event a license is lost or destroyed, the licensee may request a duplicate by submitting a signed statement attesting to the loss.

(e) Nothing in these rules shall authorize any person whose license has been revoked, suspended, cancelled or surrendered to continue to transact insurance business after the date of revocation, suspension, cancellation or surrender.

Recodified from 11:17-2.14 and amended by R.1993 d.507, effective October 18, 1993.

See: 24 N.J.R. 3216(a), 25 N.J.R. 4744(b).

Recodified from N.J.A.C. 11:17-2.15 and amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

In (a), substituted "surrender" for "terminate" and "a business entity" for "an organization"; in (b) substituted "surrender" for "termination" and amended the N.J.A.C. reference; rewrote (e). Former N.J.A.C. 11:17-2.14, Denial of license, recodified to N.J.A.C. 11:17-2.13.

Amended by R.2006 d.429, effective December 18, 2006.

See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

In (d), substituted "signed" for "certified".

Recodified from N.J.A.C. 11:17-2.14 and amended by R.2015 d.116, effective July 20, 2015.

See: 46 N.J.R. 1671(a), 47 N.J.R. 1872(a).

In (b), updated the second N.J.A.C. reference. Former N.J.A.C. 11:17-2.15, Licensee records, recodified to N.J.A.C. 11:17-2.16.

#### Case Notes

Fraudulently filed insurance claims justifies insurance producer's license revocation. *Randall v. Martini*, 97 N.J.A.R.2d (INS) 22.

Failure to supervise conduct of persons working under authority of agent's producer's license not excused by illness. *Commissioner of Insurance v. Holloway, Sr.*, 97 N.J.A.R.2d (INS) 6.

Resident insurance producer's license was revoked after he submitted false claim to insurance company. *New Jersey Department of Insurance v. Rosenblatt*, 96 N.J.A.R.2d (INS) 102.

Insurance producer's license was revoked because he failed to disclose that his real estate licenses had previously been revoked. *Karpinski v. Pepe*, 96 N.J.A.R.2d (INS) 97.

License of insurance producer was properly revoked upon proof of fraudulent misconduct, including issuing bad checks and forging insured's signature. *Fortunato v. Huertas*, 96 N.J.A.R.2d (INS) 34.

Insurance producer's conviction for issuing bad checks shows unfitness for licensure. *Karpinski v. McKishen*, 96 N.J.A.R.2d (INS) 20.

Prior theft convictions and numerous misrepresentations on application warranted denial of request for licensure as resident insurance producer. *Fortunato v. Thomas*, 95 N.J.A.R.2d (INS) 73.

Long course of conduct in issuing false premium and rating information and in wrongfully applying premium funds justified denial of application for licensure as an insurance producer. *Sirchio v. Fortunato*, 95 N.J.A.R.2d (INS) 68.

Misappropriation of funds that led to federal conviction justified revocation of license as an insurance broker. *Shipitofsky v. Karpinski*, 95 N.J.A.R.2d (INS) 67.

Resident insurance producer license revoked; penalties, restitution and costs; failure to remit collected funds to an insurer. *Samuel F. Fortunato v. Wallace W. Lee, t/a Universal Casualty Insurance Agency*, 94 N.J.A.R.2d (INS) 53.

Revocation of insurance producer's license was appropriate. *Karpinski v. Weiss*, 94 N.J.A.R.2d (INS) 43.

**11:17-2.16 Licensee records**

(a) The following licensee records shall be public records in accordance with N.J.S.A. 47:1A-1 et seq.:

1. Individual licensee: Name, license reference number, business name, business mailing and location address, business telephone and fax numbers, date of birth, license authorities, date first licensed, date of license examination, current license issue date, professional qualification, date last licensed or current license expiration date; names of companies for which notice of agency contracts have been filed, date of agency contract and date of termination of agency contract if any, and limits on authority if any; names and reference numbers of licensed organizations for which the producer serves as a licensed officer or partner, date became a licensed officer or partner and date terminated if any; names and reference numbers of employed or employing producers, date relationship began and terminated.

2. Licensed organization: Legal name of producer, license reference number, other business name if any, business mailing and location address; license authorities, date first licensed, date last licensed or current expiration date, names and reference numbers of licensed officers and partners; names and reference numbers of insurance companies for which notice of agency contracts have been filed, agency contract date and termination date if any, limits of authority if any; names and reference numbers of employed producers, date relationship began and terminated.

(b) The following licensee records are specifically determined to be nonpublic records in accordance with N.J.S.A. 47:1A-1 et seq.:

1. Criminal complaints, indictments, judgments of conviction and other separate documents submitted in connection with a license application concerning whether an applicant is disqualified by reason of conviction of a crime;

2. Criminal history records obtained as the result of any criminal history check;

3. Petitions or discharges in bankruptcy, complaints, orders or other pleadings in actions for assignment to creditors and other separate documents submitted in connection with a license application concerning whether the applicant is disqualified by reason of unworthiness;

4. Copies of orders of suspension or revocation issued by professional or occupational licensing authorities, and other separate documents submitted in connection with a license application concerning whether the applicant is disqualified by reason of unworthiness;

5. Records concerning the medical disability of any licensee;

6. Investigative files in any matter pending investigation, or in any completed investigation in which no formal disciplinary action was taken; and

7. Records identified in N.J.S.A. 17:22A-43.

(c) Upon request by any person, the Department shall issue a certification of the license status of any currently licensed producer or producer licensed within the preceding four years. Such certification shall contain the licensee's name, date of birth, license reference number, whether currently licensed or expired, kinds of insurance for which authorized whether qualified by examination or the equivalent, and whether any formal disciplinary action was taken during the last four years.

(d) Nothing in this section shall compel the Department to maintain licensee records beyond normal retirement or destruction schedules as approved by the Division of State Library, or to retrieve and provide a copy of any written record required to be filed with the Department when the information requested is available as a certified abstract of information contained in the Department's electronic data processing system.

Recodified from 11:17-2.15 R.1993 d.507, effective October 18, 1993.

See: 24 N.J.R. 3216(a), 25 N.J.R. 4744(b).

Amended by R.1998 d.233, effective May 18, 1998.

See: 30 N.J.R. 779(a), 30 N.J.R. 1833(a).

In (a)1, included business telephone and fax numbers, date of license examination, and current license issue date as public records.

Recodified from N.J.A.C. 11:17-2.16 and amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

Added (b)7. Former N.J.A.C. 11:17-2.15, Termination and cancellation of license; reinstatement after termination, recodified to N.J.A.C. 11:17-2.14.

Recodified from N.J.A.C. 11:17-2.15 by R.2015 d.116, effective July 20, 2015.

See: 46 N.J.R. 1671(a), 47 N.J.R. 1872(a).

Former N.J.A.C. 11:17-2.16, Requests for disclosure of social security numbers, recodified to N.J.A.C. 11:17-2.17.

### 11:17-2.17 Requests for disclosure of social security numbers

(a) The Department may request that licensed producers and license applicants submit their social security numbers to the Department. All such requests shall either include or be accompanied by a notice stating:

1. The purpose or purposes for which the Department intends to use the social security numbers;
2. That disclosure made pursuant to the request is either voluntary or mandatory; and
3. That the request is authorized by this section and by such other law as may be applicable.

New Rule, R.1996 d.183, effective April 1, 1996.

See: 28 N.J.R. 234(a), 28 N.J.R. 1891(a).

Amended by R.1997 d.187, effective May 5, 1997.

See: 29 N.J.R. 304(a), 29 N.J.R. 2178(a).

In (a), inserted reference to registered insurance representatives and registration applicants; in (a)2, inserted reference to mandatory disclosure; and in (a)3, inserted reference to other applicable law.

Recodified from N.J.A.C. 11:17-2.17 and amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

In (a), rewrote the introductory paragraph. Former N.J.A.C. 11:17-2.16, Licensee records, recodified to N.J.A.C. 11:17-2.15.

Recodified from N.J.A.C. 11:17-2.16 by R.2015 d.116, effective July 20, 2015.

See: 46 N.J.R. 1671(a), 47 N.J.R. 1872(a).

## SUBCHAPTER 3. PROFESSIONAL QUALIFICATIONS

### 11:17-3.1 Approval of insurance education program

(a) Persons and entities that establish programs that include teaching or offering insurance courses to satisfy professional qualification requirements for prelicensing or continuing education for producers or continuing education for public adjusters shall, prior to conducting such courses, be approved by the Department in accordance with this section.

(b) An application for approval of an insurance education provider shall be made on a form prescribed by the Commissioner and shall provide the following information:

1. The name of the insurance education provider and the address of the permanent program office;
2. The name and address of the sponsoring organization, if any;
3. The name, address, email address, and telephone number of the program director or directors, New Jersey producer license reference number(s), if any, and a signed statement from each insurance education director that he or she has read this subchapter, understands his or her responsibilities as an insurance education director, and that he or she is fully responsible for the activity of the insurance education program;

4. The names, addresses and telephone numbers of any authorized personnel;

5. Whether the insurance education provider will teach or offer producer prelicensing education courses, producer continuing education courses, public adjuster continuing education courses, or any combination of the three;

6. The address of any permanent classroom or classrooms to be used by the provider; and

7. Any other information that may be required by the Department to determine whether the provider and the insurance education program meets the requirements for approval.

(c) Insurance education providers seeking approval to teach courses of prelicensing education shall also provide:

1. The names of all instructors employed by the insurance education provider to teach prelicensing education courses and certify that the producers have completed the prelicensing program together with documentation confirming that each is qualified in accordance with N.J.A.C. 11:17-3.2(a)3;

2. The names of the courses, by license authority, which will be taught by the insurance education provider, if approved;

3. A copy of the enrollment application for the insurance education provider, the student contract, and any other agreement between the insurance education provider and student; and

4. Copies of the course curriculum and a detailed description of the methods that the provider will use to document that the student has satisfactorily completed the course content for each line of authority for which prelicensing education shall be offered.

(d) Each application for approval of an insurance education provider's program shall be certified as correct by the insurance education director or directors named in the application, and shall be accompanied by a fee of \$300.00. The application shall be submitted to the Department at least 90 days prior to the anticipated opening of the program.

(e) Applications for program approval shall be reviewed to determine compliance with the requirements prescribed in this subchapter. An applicant shall supply such additional information or documentation as may be required by the Department to determine whether such requirements are met.

1. An inspection of the provider's office and any permanent classroom facility may be conducted prior to approval or the approval may be granted conditioned upon the results of an inspection.

2. Upon approval of an application, the Department shall issue a certificate of approval which shall contain:

- i. The name and approval code number of the insurance education provider;

ii. An indication as to whether the insurance education provider is approved for producer prelicensing education, producer continuing education, public adjuster continuing education, or any combination of the three; and

iii. The effective date and expiration date of the approval.

3. An insurance education provider approval shall expire in the fourth year on the last day of the licensing quarter in which it was effective;

4. At least 10 days prior to the renewal date, the provider's insurance education director shall submit a properly completed renewal application; and, if offering prelicensing education, copies of the course curriculum and a detailed description of the methods that the provider will use to document that the student has satisfactorily completed the course content for each line of authority for which pre-licensing education is offered; and the \$300.00 renewal fee. Applications for renewal shall be reviewed by the Department in accordance with the procedures established in this section for new insurance education provider approval. Failure to submit the renewal application for receipt by the date of expiration shall be deemed to establish that the insurance education provider approval has expired, and the provider is not thereafter authorized to teach or offer insurance courses to satisfy professional qualification requirements for prelicensing or continuing education for producers or for continuing education for public adjusters.

Amended by R.1994 d.438, effective September 6, 1994.

See: 26 N.J.R. 1289(a), 26 N.J.R. 3731(a).

Amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

Rewrote the section.

Amended by R.2006 d.429, effective December 18, 2006.

See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

In (c)2, deleted "and" from the end; in (c)3, substituted "; and" for the period at the end; added (c)4; and in (e)4, inserted "; and, if offering prelicensing education, copies of the course curriculum and a detailed description of the methods that the provider will use to document that the student has satisfactorily completed the course content for each line of authority for which pre-licensing education is offered;".

Amended by R.2009 d.153, effective May 4, 2009.

See: 40 N.J.R. 6523(a), 41 N.J.R. 2014(c).

In (b)3, inserted ", email address,".

Amended by R.2012 d.136, effective July 16, 2012.

See: 44 N.J.R. 32(a), 44 N.J.R. 1979(a).

In (a), inserted "or continuing education for public adjusters"; in (b)5 and (e)2ii, inserted "producer" twice; in (b)5, substituted "public adjuster continuing education courses, or any combination of the three" for "or both"; in (e)2ii, inserted ", public adjuster continuing education," and substituted "any combination of the three" for "both"; and in (e)4, inserted "or for continuing education for public adjusters".

**11:17-3.2 Insurance education provider duties and requirements**

(a) Each approved insurance education provider (except as modified hereafter) shall:

1. Maintain an office where student records, samples of all instructional material used, and the certificate of approval for the program are kept. The office shall be accessible to the Department. The insurance education provider shall provide information regarding the means by which prospective, present and former students may contact the insurance education provider through its authorized personnel and insurance education director;

2. Retain an insurance education director in charge of the program, who shall be accessible to the Department and the public as required in (a) above during normal business hours. A producer whose license is suspended, revoked or voluntarily surrendered for cause in this or any other state may not act as an insurance education director. The insurance education director shall:

i. Oversee the program and activities of all instructors and authorized personnel;

ii. Be responsible to carry out or oversee the program's administrative duties imposed by this subchapter;

iii. Receive and distribute to all instructors, authorized personnel and students communications from the Department and the Department's contract vendor; and

iv. Notify the Department in writing of any change to the insurance education provider's application or renewal information, including, but not limited to, changes in the insurance education provider's name, address or telephone number, as well as the identity of the authorized insurance education director or authorized personnel.

3. Use knowledgeable and competent instructors to teach all courses. An instructor shall not have had his or her insurance producer license revoked, suspended or voluntarily surrendered for cause in any state and shall in the opinion of the Commissioner, be otherwise of good character and reputation. Prelicensing education instructors shall possess at least five years' experience in insurance practice, insurance education or the equivalent, at least three years of which must be derived from the same authority or authorities of insurance for which the instructor is teaching. Continuing education providers shall possess at least three years experience in the subject area taught. Prelicensing education instructors shall, in addition:

i. Hold a recognized professional designation; or

ii. Have passed the New Jersey instructor examination; or

iii. Be a faculty member of an accredited college or university teaching insurance courses;

4. Be permitted to use substitute teachers, special lecturers or guest speakers to instruct on particular topics, so long as the insurance education provider fulfills the record-keeping and reporting requirements imposed by this subchapter. For prelicensing education courses, the use of sub-

stitute teachers, special lecturers or guest speakers shall not collectively exceed 25 percent of the total course hours.

5. When using classroom facilities, provide sufficient lighting, desks, tables and other equipment which are conducive to learning. Classroom facilities shall be open to the Commissioner or his or her designee for monitoring at any time;

6. If approved to teach prelicensing courses, instruct students in accordance with a curricula submitted and approved by the Department;

7. Conduct and administer courses in a manner reasonably calculated to assure that certificates or reports of courses attended and completed accurately reflect the students' attendance, for classroom courses of study, and performance. For classroom or seminar prelicensing education or continuing education offerings, an instructor shall be physically present in the classroom during the entire course including any tests or examinations;

8. Maintain for five years the records of each student including the name(s) of the course or courses taken; proof that the course final examination was passed, if applicable; and copies of the final examinations and education certificates issued. Programs voluntarily terminating operations shall turn over education certificates to the Department within 14 days of ceasing operation. If a program approval is revoked, the Department shall retain the right to secure such records;

9. If approved to teach prelicensing courses, provide remedies for students who have failed the State licensing examination, which may include review courses or additional full courses at reduced rates. Each provider offering prelicensing education courses shall provide each prospective student a written outline of available remedies during the registration process or earlier upon request; and

10. If approved to teach prelicensing courses and if it charges tuition therefor, without specific request and in a manner approved by the Department, provide to all persons at the time of requests for enrollment application or information, all passing rates by line of authority for the State licensing examination for all prelicensing education courses offered by the provider during the preceding six month period; or, if the program has not been in operation for this period of time, the passing rate for all examinations given during the period which the program has been in operation.

(b) Fifteen days prior to the start of each quarter, each insurance education provider shall provide to the Department in writing by hard copy or electronic means, information about the time, date and location of all prelicensing or continuing education courses scheduled for the following quarter. If the insurance education provider is offering self-study and examination courses, it shall provide the Department with the name of the approved courses offered and the date and location of each proctored examination. If the

provider is not offering any courses during the upcoming quarter, it shall so notify the Department. If the schedule of courses changes, the provider shall immediately notify the Department of any additions or cancellations.

(c) An approved insurance education program shall issue to each student who has successfully completed a prelicensing education course a certificate which shall contain the following:

1. The program name and program code number;
2. The student's name;
3. The name of the course and the hours of study;
4. A statement from the instructor, authorized personnel, or the insurance education director of the program verifying completion of the course and that, based upon the results of an objective evaluation, the instructor is satisfied that the student knows the material; and
5. The course completion date.

(d) An approved insurance education program shall issue to each student who has successfully completed a continuing education course a certificate verifying completion of the course. The certificate may be provided by electronic means and shall contain the following:

1. The name and provider authorization number of the approved education provider;
2. The course name and authorization code;
3. The student's name and New Jersey license reference number;
4. The course completion date; and
5. The signature of the course instructor or authorized insurance education director of the approved education provider, or other verification that the certificate was issued by an approved education provider.

Amended by R.1994 d.438, effective September 6, 1994.

See: 26 N.J.R. 1289(a), 26 N.J.R. 3731(a).

Amended by R.1998 d.277, effective June 1, 1998.

See: 29 N.J.R. 5257(a), 30 N.J.R. 2025(a).

Added a new (k) and appendix.

Recodified in part from N.J.A.C. 11:17-3.1 and amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).

Added a new (a); former 11:17-3.1(i) and (j) recodified as (b) and (c) with substantial amendments. Former N.J.A.C. 11:17-3.2, Prelicensing education, recodified to 11:17-3.4.

Amended by R.2003 d.441, effective November 3, 2003.

See: 35 N.J.R. 2159(a), 35 N.J.R. 5115(a).

In (a), rewrote the introductory paragraph in 3, added a new 4 and recodified former 4 through 9 as 5 through 10.

Amended by R.2006 d.429, effective December 18, 2006.

See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

In (a)5, substituted "When using" for "Use" and "provide" for "with"; in (a)7, inserted "for classroom courses of study," substituted "For" for "Except as may be provided consistent with the provisions of N.J.A.C. 11:17-3.4(k), for prelicensing education and for", and inserted "prelicensing education or"; in (a)9, inserted ". Each provider offering prelicensing education courses shall provide each prospective student a

written outline of available remedies during the registration process or earlier upon request”; in (c)4, substituted “A statement from” for “signatures of the student and” and “verifying completion of the course and that, based upon the results of an objective evaluation, the instructor is satisfied that the student knows the material; and” for the semicolon at the end; in (c)5, substituted a period for “; and”; deleted (c)6; and added (d).

Amended by R.2009 d.153, effective May 4, 2009.

See: 40 N.J.R. 6523(a), 41 N.J.R. 2014(c).

In (b), inserted the third sentence.

**11:17-3.3 Penalties for insurance education providers, insurance education directors and authorized personnel**

(a) An insurance education provider may be denied approval for failure to meet the requirements of this subchapter.

(b) Any denial of an application for approval of insurance education provider’s program, or any proposal to revoke or suspend approval of insurance education provider’s program, shall be in writing, and shall advise the applicant of his or her

right to a hearing in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1. Nothing in this section shall prohibit the rejection and return of applications for correction of ministerial errors.

(c) The Commissioner may suspend, terminate or revoke the approval of an insurance education provider, director or authorized personnel for any of the following reasons:

1. The failure to maintain any requirement set forth in this subchapter;
2. The failure to advise the Department promptly of any change in information initially submitted in the application during the period of approval including, but not limited to, change of insurance education director, school address, place or time of scheduled classes and instructors;
3. Fraud or misrepresentation;
4. For continuing education programs only, the failure to report to the Department or the Department's contract vendor the students' continuing education credits;
5. Demonstrated incompetence or untrustworthiness of an insurance education provider, director or authorized personnel;
6. Violating any of the insurance laws of this State; or
7. Aiding or abetting any person in violating the insurance laws of this State.

(d) Any school whose approval has been suspended, terminated or revoked shall turn over its education certificates to the Department within 14 days.

(e) As an alternative to suspension, termination or revocation of approval, the Commissioner may place any provider, director or authorized personnel on probation with appropriate conditions or impose monetary penalties not to exceed \$5,000 for the first violation and \$10,000 for each succeeding violation.

(f) No insurance education provider, authorized personnel or director whose approval has been revoked may reapply for approval for a period of five years.

Amended by R.1994 d.438, effective September 6, 1994.  
 See: 26 N.J.R. 1289(a), 26 N.J.R. 3731(a).  
 Recodified in part from N.J.A.C. 11:17-3.1 and amended by R.2002 d.354, effective November 4, 2002.  
 See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).  
 Former N.J.A.C. 11:17-3.1(k) through (p) recodified as (a) through (f) with substantial amendments. Former 11:17-3.3, State licensing examination; use of independent examination vendor; exemptions; retaking of examination, recodified to N.J.A.C. 11:17-3.5.

**11:17-3.4 Prelicensing education**

(a) Except as provided in (e) through (g) below, each applicant for a resident insurance producer's license that is not solely for a limited line product shall pass a course of

prelicensing education offered by a provider approved by the Department with the appropriate number of hours of instruction described in (b) and (c) below. All changes in the appropriate number of hours for prelicensing education shall become effective as of January 1, 2007.

(b) All prelicensing education courses listed in (c) below shall include content on regulation of the insurance industry in New Jersey, including the following topics:

1. State regulatory jurisdiction;
2. The powers of the Commissioner and the methods of regulation;
3. Producer licensing;
4. Producer trade practices, standards of conduct and ethics;
5. Doing business as a licensed insurance producer; and
6. Insurance fraud detection and prevention.

(c) Prior to being admitted to the State licensing examination to obtain a particular producer license authority, an applicant shall complete a course of prelicensing education for the specific authority or authorities with the minimum course hours as follows:

1. Life and/or variable authorities, for a total of 20 hours:
  - i. General life insurance concepts;
  - ii. Suitability
  - iii. Annuities;
  - iv. Contracts on a variable basis; and
  - v. New Jersey law and practice regarding life insurance.
2. Accident and health or sickness authority, for a total of 20 hours:
  - i. General health insurance concepts; and
  - ii. New Jersey law and practice regarding health insurance.
3. Property authority, for a total of 20 hours:
  - i. General property insurance concepts;
  - ii. Flood insurance and the National Flood Insurance Program;
  - iii. New Jersey law and practice regarding property and health insurance.
4. Casualty authority, for a total of 20 hours:
  - i. General casualty insurance concepts;
  - ii. Health insurance concepts; and

iii. New Jersey law and practice regarding casualty and health insurance.

5. Title insurance authority, for a total of 20 hours:

i. General principles of real estate and title insurance; and

ii. New Jersey law and practice regarding title insurance.

6. Personal Lines authority, for a total of 20 hours:

i. General property/casualty principles for personal lines;

ii. General health insurance principles for individual coverages; and

iii. New Jersey law and practice regarding property/casualty and health insurance for personal lines products.

(d) Limited line producers seeking authority for bail bonds shall pass a course of prelicensing education with the appropriate number of hours of classroom instruction specified in (d)1 and 2 below:

1. Prior to being licensed in New Jersey for the first time for bail bonds as a limited line producer, an applicant shall complete a course on regulation of the insurance industry in New Jersey for a total of six classroom hours. The course shall include the following topics:

- i. State regulatory jurisdiction;
- ii. The powers of the Commissioner and the methods of regulation;
- iii. Producer licensing; and
- iv. Producer trade practices, standards of conduct, ethics and fraud.

2. In addition, prior to being admitted to the State licensing examination to obtain a limited line insurance producer license for bail bond license authority, an applicant shall complete a course of prelicensing education for the specific authority or authorities as follows:

- i. Bail bond authority for a total of 10 classroom hours;
  - (1) Criminal court system and criminal code;
  - (2) Laws relating to bail bonds; and
  - (3) Recordkeeping, fiduciary responsibility and trust accounting.

(e) An individual who applies for an insurance producer license in this State who was previously licensed for the same lines of authority in another state shall not be required to complete any prelicensing education or examination. This exemption is only available if the person is currently licensed in good standing in that state; or if the application is received within 90 days of the cancellation of the applicant's previous

license and the prior state issues a certification that, at the time of cancellation, the applicant was in good standing in that state or the state's producer database records, maintained by the NAIC, indicate that the producer is or was licensed in good standing at the time of cancellation for the lines of authority requested.

(f) A person who previously held a New Jersey insurance license, which was surrendered as a condition of public employment, shall not be required to complete the courses of prelicensing education to reinstate the license provided that the employment was insurance-related and application for license is made within one year of termination of the public employment.

(g) Upon application to the Department, any of the courses in (b), (c) and (d) above may be waived for any license applicant who can demonstrate that he or she satisfies at least one of the following conditions:

1. For all authorities, that he or she holds, or has held, an insurance producer, agent, broker or solicitor license in a state other than this State, which is current or expired less than one year preceding the date of application for waiver;

2. For all authorities, that he or she is a veteran of the United States armed services, and has completed a course of veteran's education approved by the Department of Education and the Commissioner of Banking and Insurance;

3. For all authorities, that he or she has successfully completed courses in insurance subjects at an accredited college or university, which are equivalent or comparable to the prelicensing courses required for the authority requested;

4. For title insurance authority only, that he or she is an attorney at law admitted to practice in New Jersey;

5. For life authority, that the person holds the following professional designation(s): Certified Employee Benefits Specialist (CEBS); Chartered Financial Consultant (ChFC); Certified Insurance Counselor (CIC); Certified Financial Planner (CFP); Chartered Life Underwriter (CLU); Fellow, Life Management Institute (FLMI); or LUTC Fellow (LUTCF);

6. For accident and health or sickness authority, that the person holds the following professional designation(s): Registered Health Underwriter (RHU); Certified Employee Benefits Specialist (CEBS); Registered Employee Benefits Consultant (REBC); or Health Insurance Associate (HIA);

7. For property, casualty, or personal lines authorities, that the person holds the following professional designation(s): Accredited Adviser in Insurance (AAI); Associate in Risk Management (ARM); Certified Insurance Counselor (CIC); or Chartered Property & Casualty Underwriter (CPCU); and

8. The Commissioner may grant a waiver based upon additional professional designation(s) upon finding that the

education necessary for the designation(s) satisfies the program of study required for preclicensing education in the applicable line of authority.

(h) An application for waiver shall be made on a form prescribed by the Department and shall be submitted directly to the Department prior to registering for the State licensing examination or making application for an insurance producer license. In addition to providing the information requested by the form:

1. Applicants seeking a waiver authorized by (g)1 above shall submit a recent certification of license status or letter of clearance issued by the insurance licensing authority in the state where they hold or held an insurance license unless such information shall be available on the Producer Licensing Database maintained by the NAIC.

2. Applicants seeking a waiver authorized by (g)2 above shall submit proof of completion of a course of veteran's education issued by the New Jersey Department of Education.

3. Applicants seeking a waiver authorized by (g)3 above shall submit a transcript issued by the accredited school college or university where the course was taken and a description of the subject matter covered.

4. Applicants seeking a waiver authorized by (g)4 above shall submit a certificate of good standing issued by the Clerk of the New Jersey Supreme Court.

5. Applicants seeking a waiver authorized by (g)5 through 7 above shall submit adequate proof of having earned such designation, which shall include an official document or transcript issued by the organization conferring the designation.

(i) If a waiver is approved pursuant to (g) and (h) above, the Department shall issue a letter of approval waiving the preclicensing education requirement, which the applicant shall submit when taking the examination for the line of authority for which the waiver is granted.

(j) Waivers shall expire in 90 days from the date of issuance and shall thereafter be reissued or renewed for good cause only, upon presentation of evidence satisfactory to the Department.

(k) Each insurer that sells, solicits or negotiates limited line credit insurance shall provide a program of instruction on credit insurance to all limited line credit insurance producers appointed by the insurer. The program of instruction shall be submitted for approval in a format prescribed by the Department. The program of instruction shall be deemed approved if not disapproved within 30 days of receipt by the Department of the submission.

Amended by R.1994 d.438, effective September 6, 1994.  
See: 26 N.J.R. 1289(a), 26 N.J.R. 3731(a).  
Amended by R.1998 d.277, effective June 1, 1998.  
See: 29 N.J.R. 5257(a), 30 N.J.R. 2025(a).

Added a new (k) and appendix.  
Recodified from N.J.A.C. 11:17-3.2 and amended by R.2002 d.354, effective November 4, 2002.

See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).  
Rewrote the section. Former N.J.A.C. 11:17-3.4, Continuing education, recodified to N.J.A.C. 11:17-3.6.

Amended by R.2006 d.429, effective December 18, 2006.  
See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

In (a), inserted "offered by a provider approved by the Department", deleted "classroom" preceding "instruction", and substituted "January 1, 2007" for "December 31, 2002"; rewrote the introductory paragraph of (b); rewrote (c) and (e); in (g)4, substituted a semicolon for the period at the end; added (g)5 through (g)8; in (h)1, substituted "clearance" for "severance" and inserted "unless such information shall be available on the Producer Licensing Database maintained by the NAIC"; added (h)5; rewrote (i); in (j), substituted "90" for "60" and deleted the final sentence; deleted (k); and recodified (l) as new (k).

**11:17-3.5 State licensing examination; use of independent examination vendor; exemptions; retaking of examination**

(a) Except for applicants seeking authority in only travel insurance, car rental insurance, ticket insurance, group mortgage cancellation insurance, legal insurance, credit insurance, or self-storage personal property insurance, all applicants for a resident insurance producer license shall pass the State licensing examination, which may be given by the Department or by an independent vendor under contract to the Department.

(b) Any contract for development and administration of the New Jersey State insurance producer licensing examination shall include the following terms and conditions.

1. The contract vendor shall develop and administer the examination in accordance with specifications approved by the Commissioner.

2. Examinations shall be administered throughout the State at such times and places as may be agreed upon by the Commissioner and the contract vendor. The contract vendor shall provide the Commissioner or his or her designee with a schedule of test administration locations and hours.

3. The contract vendor shall:

- i. Establish sufficient test administration centers throughout the State;
- ii. Provide all physical facilities; and
- iii. Provide all test center personnel sufficient for the administration of the test.

4. At least one test administration center shall be within a reasonable distance of each of the following areas of the State:

- i. Newark;
- ii. Trenton;
- iii. Camden; and
- iv. Atlantic City.

5. The contract vendor shall collect from applicants taking the insurance license examination a previously agreed upon fee covering the cost of developing and administering the examination.

6. The contract vendor shall administer the examination in accordance with the contract, which shall contain adequate provisions for preregistration of test candidates, score reporting, security measures and such other provisions that, in the opinion of the Department, assure fair and consistent administration of the examination.

7. The contract vendor shall print and distribute to all approved education programs and to any prospective test candidate such candidate bulletins, registration forms, current test content outlines and other information that may be useful or required.

8. The contract vendor shall score examinations promptly, and shall provide score reports to all passing and failing candidates as soon as practical following the examination but in no event more than five calendar days after each test date.

9. The contract vendor shall provide to failing candidates, for each test taken, diagnostic information by major content areas.

10. The contract vendor shall provide to the Department, in a format acceptable to the Department:

i. Lists containing candidate names, addresses, identification numbers, school code numbers and scores on State producer licensing examinations of passing and failing candidates; and

ii. Summary statistics, for each test, indicating the number of candidates registered, tested and absent, and passing or failing.

11. The contract vendor shall provide to the Department, on at least a quarterly basis, accumulative, non-personally identifiable pass/fail data and diagnostic data by major content areas for each test for approved programs of pre-licensing insurance education.

12. The contract vendor shall provide to approved programs teaching courses of prelicensing education quarterly reports about their students' performance on the licensing examination, which shall contain students' names, the tests taken, scores (passing or failing) and summary statistics. Quarterly reports shall be mailed within 15 days of the end of each quarter.

13. The Department shall have the sole responsibility for establishing minimum qualifications and passing requirements of candidates taking the licensing examination.

14. At the request of the Department, the contract vendor shall defend and indemnify in whole or in part the Department of Banking and Insurance, the State of New Jersey and its agents, officers and employees from all claims, actions, damages, liability and expenses in connec-

tion with loss of life, personal injury, damage to property and/or failure to comply with the requirements of "The Americans with Disabilities Act" arising out of the ownership, occupancy or use by the contract vendor of any facilities used as test administration centers, occasioned wholly or in part by any act or omission of the contract vendor, its agents, contractors or employees.

15. The contract vendor shall provide technical and legal assistance to the Department in the event of any legal challenge to the validity of any examination administered, prepared and/or copyrighted by the contract vendor or the Department in which the State of New Jersey or any of its agencies, officers or employees is named as a party.

16. The contract vendor shall provide public liability insurance with respect to the test facilities in a form satisfactory to the Department with minimum policy limits of \$1,000,000 bodily injury coverage for each occurrence; \$1,000,000 aggregate bodily injury coverage; \$500,000 property damage coverage for each occurrence; and \$1,500,000 aggregate property damage coverage.

17. The contract vendor shall transmit to the Department, in a form satisfactory to the Department, information collected during the test registration process to aid in prompt licensing of passing candidates, and may issue to passing candidates, on a form prescribed by the Department, a temporary work authority. The contract vendor shall deliver to the Department or its designee electronic records, in a format prescribed by the Department, of the test registration data of passing candidates to whom a temporary work authority has been issued by the next business day following the date of the test.

(c) Applicants who previously held a New Jersey insurance license which was terminated as a condition of public employment, are exempt from re-examination provided that the public employment was in an insurance-related field and the license application is made within one year of the termination of that employment.

(d) For good cause shown, the Commissioner may, by order, require an applicant for licensure or a licensee to retake the State licensing examination within a specified period of time. The order shall clearly and fully state the alleged factual circumstances upon which it is based. In the case of a licensee, a license shall remain effective pending the results of the new examination unless otherwise subject to revocation or suspension.

1. A licensee or applicant for licensure may appeal the decision of the Commissioner within 10 days of receipt of the order to retake the examination by filing with the Commissioner a written statement and supporting documentation, if any, disputing with specificity the allegations in the order. In appropriate circumstances, the Commissioner, or his or her designee, may provide the licensee or applicant for licensure with opportunity to present evidence orally.

2. After review of the record, the Commissioner shall either modify or rescind the order or require the licensee or applicant for licensure to retake the examination within a prescribed period of time.

i. If a licensee fails to retake the examination within the prescribed period of time, the Commissioner shall issue an Order to Show Cause why the license should not be revoked and shall advise the licensee of his or her right to a hearing pursuant to the provisions of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., as implemented by the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

ii. If an applicant for licensure fails to retake the examination within the prescribed period of time, the Commissioner may refuse to issue the license for which application is made and shall advise the applicant for licensure of his or her right to a hearing pursuant to the provisions of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., as implemented by the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

Amended by R.1994 d.438, effective September 6, 1994.  
 See: 26 N.J.R. 1289(a), 26 N.J.R. 3731(a).  
 Recodified from N.J.A.C. 11:17-3.3 and amended by R.2002 d.354, effective November 4, 2002.  
 See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).  
 Rewrote the section. Former N.J.A.C. 11:17-3.5, Recognized professional designations, recodified to N.J.A.C. 11:17-3.7.  
 Amended by R.2006 d.429, effective December 18, 2006.  
 See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).

In (a), inserted "travel insurance, car rental insurance,;" in the introductory paragraph of (b), deleted a comma following "include"; rewrote (b)2, (b)3i, (b)4, (b)8, and the introductory paragraph of (b)10; in (b)10i, substituted "Lists" for "Alphabetical lists"; in (b)14, inserted "Banking and"; rewrote (b)17; deleted former (c) and (d); and recodified former (e) and (f) as new (c) and (d).

**11:17-3.6 Continuing education**

(a) For licenses issued for a four-year term, no resident individual insurance producer licensed with life, accident and health or sickness, property, casualty, surplus lines, title, variable life and variable annuity or personal lines authority shall be renewed unless the renewal applicant demonstrates that he or she has completed 48 credit hours of approved continuing education courses during the previous four years, six of which shall be in approved courses related to insurance fraud, professional ethics or any other subject matter required by the Commissioner for the protection of consumers. Producers licensed as of November 4, 2002 shall have until the second renewal following November 4, 2002 to comply with the requirement to obtain six credits in approved courses related to insurance fraud, professional ethics or any other subject matter required by the Commissioner for the protection of consumers.

1. For licenses initially issued on or after January 1, 2007 and, subject to (a)2 below, for renewals on or after January 1, 2007, no resident individual insurance producer licensed with life, accident and health or sickness, property, casualty, surplus lines, title, variable life and variable

annuity or personal lines authority shall be renewed unless the renewal applicant demonstrates that he or she has completed 24 credit hours of approved continuing education courses during the previous license term, three of which shall have been in approved courses related to professional ethics.

2. During the transition period from four-year license terms to two-year license terms based upon the individual producer's date of birth as set forth in N.J.A.C. 11:17-2.1(b), if the term of their expiring license was four years, in order to qualify for renewal, a resident individual producer licensee shall demonstrate that he or she has completed 48 hours of continuing education credits during the prior license term, six of which shall have been in approved courses related to professional ethics or fraud. If the term of their expiring license was two years or is a transitional term as described in N.J.A.C. 11:17-2.1(b), in order to qualify for renewal, such a licensee shall demonstrate that he or she has completed 24 credit hours of continuing education courses during the previous license term, three of which shall have been in approved courses related to professional ethics.

3. With respect only to the first renewal following the initial issuance or initial renewal of a license on or after January 1, 2007, no resident individual insurance producer with property or personal lines authority who writes flood insurance shall be renewed unless the renewal applicant demonstrates that, as part of their total continuing education obligation as set forth above, he or she has completed a three credit hour approved continuing education course related to flood insurance and the National Flood Insurance Program during the previous license term.

4. Prelicensing education courses may not be utilized to fulfill continuing education credits.

5. Producers may only receive credit for the successful completion of any single approved continuing education course one time during the licensing term.

(b) For a contact course, a credit hour shall provide no less than 50 minutes of instruction. Breaks, announcements and time not spent in instruction shall not be included in calculating credit hours requested. For self-study courses, credit hours include time for reading and study, which the Department has approved as reasonable to successfully pass the final examination. Time taking the examination is not counted towards approved credit hours. Each continuing education course submitted for approval shall be in whole credit hours and shall contain at least one hour of instruction or time spent for reading and study. No continuing education course will be approved for more than 24 credit hours, regardless of the actual number of hours of instruction, reading or study.

(c) Self-study courses shall be considered for approval if the program of instruction culminates in a monitored examination of the subject presented. A monitored examination is

not required for an interactive, online program that the Department determines has sufficient internal testing to validate the student's full comprehension of the material presented.

(d) Producers satisfying credit requirements in a state other than New Jersey will be considered to have satisfied New Jersey's continuing education requirements if the home state recognizes the satisfaction of its continuing education requirements imposed upon New Jersey producers on the same basis.

(e) Producers who fulfill the continuing education requirements for a professional insurance designation approved by the Department shall be awarded 12 credit hours for each full year of the license period preceding renewal for which these requirements were fulfilled. Application to obtain such approval shall be made on a form approved by the Department and accompanied by an official document or transcript from the organization awarding such designation.

(f) Approved insurance education providers shall submit courses for approval by the Department at least 30 days prior to the date the course is to begin. This 30-day requirement may be waived upon a showing by the program of unusual circumstances that require immediate action:

1. A request for continuing education credit certification shall be made on a form prescribed by the Department which shall contain the following information:

i. The name, code number and contact information of the approved insurance education provider submitting the course;

ii. An outline of the course including the time allowed for each topic;

iii. A copy of the table of contents for any textbooks used;

iv. For self-study courses that are not interactive, online courses:

(1) A copy of a sample competency examination, including answers;

(2) The amount of time allowed for the exam;

(3) A statement of how the integrity of the exam will be maintained; and

(4) A statement of how the exam will be monitored to assure the enrolled licensee takes the exam;

v. For interactive, online courses:

(1) Online access with instructions for the Department to review the course;

(2) Evidence of the internal testing included with the course; and

(3) Details of how access shall be controlled to assure the enrolled licensee completes the course;

vi. The number of hours proposed for the course; and

vii. Such other information as may, in the opinion of the Department, be necessary to evaluate the course for certification of continuing education credits.

2. If a continuing education course has been approved for use in the resident state of an insurance education provider and the resident state accepts courses approved by New Jersey for its resident insurance providers, the Department shall approve such courses unless the content is prohibited under (f)4 below. The insurance education provider shall submit evidence of such approval with the information required in (f)1 above.

3. Effective January 1, 2007, each request for approval of a continuing education course shall be charged a processing fee of \$20.00. The Commissioner may determine the billing and collection format for periodic collection of course processing fees from providers.

4. The Department shall notify the insurance education provider of approval or disapproval of courses submitted for continuing education credits. In the event of disagreement with the decision, the insurance education director may, within 30 days of receipt of notice from the Department, supply the Department with a written request for reevaluation supported by reasons for disagreement with the decision and such additional information as may be appropriate. The Department shall promptly reevaluate the course and advise the insurance education director of the result of the reevaluation.

5. Approval shall be considered for courses that include information on types of insurance products, insurance practices, ethics, insurance fraud, insurance taxation, relevant state or national laws, claims or underwriting practices or procedures or other topics directly related to the business of insurance. Approval shall not be granted for credit hours for course content dealing in whole or in part with sales training, motivation or personal enrichment, or computer or business skills not specifically related to insurance, nor shall primarily social activities be considered in computing course length.

6. Effective January 1, 2007, courses approved pursuant to this subsection shall be approved for a period of time that shall expire at the time that the education provider's approval expires pursuant to N.J.A.C. 11:17-3.1(e)3. If the provider wishes to continue to use the course following expiration, it must submit a request to renew the approval of the course in a format prescribed by the Department and pay a renewal fee of \$10.00. The Commissioner may determine the billing and collection format for periodic collection of course approval renewal processing fees from providers.

(g) The insurance education director or authorized personnel for an approved insurance education provider shall report the names and producer or public adjuster license

reference number, as applicable, of those persons completing each continuing education course within 15 days of course completion or certification of continuing education credits, whichever is later, either in hard copy or through electronic submission. The instructor teaching the course may be deemed to have completed it for the purpose of securing continuing education credit. Instructors may only receive credit once for teaching any one approved course once during each license cycle. The report shall be made to the Department, or its designee, in a format prescribed by the Department, and shall include the following information:

1. The insurance education provider name and school code;
2. The name and code number of the continuing education course and date completed; and
3. The number of continuing education credits as certified by the Department.

(h) Producers who request continuing education credit for successful completion of an insurance course from an accredited college or university or for successful completion of a course of study and examination for a course leading to attainment of an approved professional insurance designation shall submit to the Department, in a format prescribed by the Department, the request together with a transcript or other documentation certifying completion of the course and credits awarded.

(i) Producers are responsible for verifying their compliance with continuing education credits by viewing the online producer transcript available on the website of the Department's continuing education recordkeeping vendor. Access information for viewing the continuing education transcript is available at the Department's website at [www.njdoji.org](http://www.njdoji.org).

(j) If the resident producer considers his or her online producer transcript in (i) above to be inaccurate, he or she shall promptly request the insurance education provider of the approved education program to file with the Department, or its designee, an appropriate corrected report.

(k) In the event the producer asserts that credit has not been recorded for a certified continuing education course completed prior to the renewal of the producer's license, it shall be the sole responsibility of the producer to request the insurance education provider of the approved program where the course was taken to file with the Department, or its designee, a supplemental report of continuing education credits.

(l) Attorneys who are licensed for title insurance only on November 4, 2002 shall submit to the Department, at least three months but not more than one year prior to renewal, a certificate of good standing issued by the Clerk of the Supreme Court of New Jersey accompanied by a completed form prescribed by the Department, which provides the attorney's name, producer reference number, date of birth, social security number and license expiration date. Attorneys

who as of November 4, 2002, are licensed for title insurance only, shall have until the second renewal following November 4, 2002 to comply with the continuing education requirements of this section.

Public Notice: operative date delayed until May 1, 1991.  
 See: 22 N.J.R. 662(b).  
 Amended by R.1991 d.218, effective April 15, 1991 (operative May 1, 1991).  
 See: 23 N.J.R. 287(a), 23 N.J.R. 1133(a).  
 Added "For example, annual maintenance of the certified insurance counselor designation shall, upon approval of the program, satisfy the continuing education requirements of this paragraph." to (c)4.  
 Amended by R.1994 d.438, effective September 6, 1994.  
 See: 26 N.J.R. 1289(a), 26 N.J.R. 3731(a).  
 Amended by R.1998 d.233, effective May 18, 1998.  
 See: 30 N.J.R. 779(a), 30 N.J.R. 1833(a).  
 In (a), added last two sentences; in (c)1, substituted "Consultant" for "Counselor"; and in (g), updated address information.  
 Recodified from N.J.A.C. 11:17-3.4 by R.2002 d.354, effective November 4, 2002.  
 See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).  
 Rewrote the section.  
 Amended by R.2003 d.441, effective November 3, 2003.  
 See: 35 N.J.R. 2159(a), 35 N.J.R. 5115(a).  
 In (a), inserted "those 24" following "and six of" in the first sentence.  
 Amended by R.2006 d.429, effective December 18, 2006.  
 See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).  
 Rewrote the introductory paragraph of (a); added (a)1 through (a)3; in (e), substituted "license period" for "four years"; added new (f)3; and recodified former (f)3 and (f)4 as new (f)4 and (f)5; deleted former (f)5; added (f)6; in (g), substituted "15" for "30", inserted "either in hard copy or through electronic submission" and deleted "four-year" preceding "license cycle"; in (h), substituted "in" for "on" and "format" for "form"; rewrote the introductory paragraph of (i); and in (k), deleted the first sentence and inserted "completed prior to the renewal of the producer's license."  
 Amended by R.2009 d.153, effective May 4, 2009.  
 See: 40 N.J.R. 6523(a), 41 N.J.R. 2014(c).  
 In (a)3, inserted "or personal lines"; added (a)4 and (a)5; in (b), substituted "one hour" for "two hours"; rewrote (i); and in (j), deleted "accounting required by (i) above is considered by the" preceding "resident" and inserted "considers his or her online producer transcript in (i) above".  
 Amended by R.2012 d.136, effective July 16, 2012.  
 See: 44 N.J.R. 32(a), 44 N.J.R. 1979(a).  
 In the introductory paragraph of (g), inserted "or public adjuster" and "as applicable,".

**11:17-3.7 (Reserved)**

Amended by R.1998 d.153, effective April 6, 1998.  
 See: 29 N.J.R. 5259(a), 30 N.J.R. 1318(a).  
 In (a)1, inserted a reference to a Chartered Financial Consultant designation.  
 Recodified from N.J.A.C. 11:17-3.5 by R.2002 d.354, effective November 4, 2002.  
 See: 34 N.J.R. 2286(a), 34 N.J.R. 2549(b), 34 N.J.R. 3839(a).  
 Rewrote the section.  
 Repealed by R.2006 d.429, effective December 18, 2006.  
 See: 38 N.J.R. 2378(a), 38 N.J.R. 5369(a).  
 Section was "Recognized professional designations".

SUBCHAPTER 4. (RESERVED)

SUBCHAPTER 5. (RESERVED)

SUBCHAPTER 6. MANAGING GENERAL AGENTS

the regulation of certain persons, firms, associations or corporations who act as managing general agents on behalf of insurers.

**11:17-6.1 Purpose and scope**

This subchapter implements the provisions of N.J.S.A. 17:22C-1 et seq. This subchapter sets forth the procedures for