

New Mexico Independent and Staff Adjuster P/C Excluding WC Insurance Series 18-41 50 Items - 1 Hour	
Insurance Regulation 5% (2 items)	
Licensing Requirements	
Qualifications (59A-11, 59A-12)	
Process (59A-11-2, 3, 59A-12-12; Reg 13.4.2.8, .9)	
Licensing exemptions	
Maintenance and Duration	
Expiration and Renewal (59A-11-10, 11; Reg 13.4.2.17, .18)	
Records	
Continuing Education (59A-12-26; Reg 13.4.7.9, .12)	
Disciplinary Actions	
Cease and Desist Orders (59A-16-27)	
Penalties and Fines (59A-1-18, 59A-11- 17, 21)	
Suspension, Revocation, or Refusal to Issue or Renew (59A-11-8, 10, 14–16, 18)	
Claim settlement laws and regulations	
Federal Regulation	
Fair Credit Reporting Act (15 USC 1681–1681d)	
Fraud and false statements (18 USC 1033, 1034)	
Records Retention	
Insurance Basics 20% (10 items)	
Contracts	
Elements of a Legal Contract	
Offer and Acceptance	
Consideration	
Competent Parties	
Legal Purpose	
Legal Interpretations affecting Contracts	
Ambiguities in a contract of adhesion	
Reasonable expectations	
Indemnity	
Utmost Good Faith	
Representations/Misrepresentations	
Warranties	
Concealment	
Fraud	
Waiver and Estoppel	
Insurance Principles and Concepts	
Insurable Interest	
Hazards	
Physical	
Moral	
Morale	
Negligence	
Elements of a Negligent Act	
Defenses against negligence	
Damages	
Compensatory - Special versus General	
Punitive	
Absolute Liability	
Strict Liability	
Vicarious Liability	
Causes of Loss (Perils)	
Named Perils versus Special (Open) Perils	
Direct Loss	
Consequential or Indirect Loss	
Blanket versus Specific Insurance	

Basic Types of Construction
Loss Valuation
Actual Cash Value
Replacement Cost
Functional Replacement Cost
Market Value
Agreed Value
Stated Amount
Policy Structure
Declarations
Definitions
Insuring Agreement or Clause
Additional/Supplementary Coverage
Conditions
Exclusions
Endorsements
Common Policy Provisions
Insureds - Named, First Named, Additional
Policy Period
Policy Territory
Cancellation and Nonrenewal
Deductibles
Other Insurance
Nonconcurrency
Primary and excess
Pro Rata
Contribution by equal shares
Limits of Liability
Per Occurrence (Accident)
Per Person
Aggregate - General versus Products - Completed Operations
Split
Combined single
Restoration/nonreduction of limits
Coinsurance
Vacancy or Unoccupancy
Assignment
Insurer Provisions
Liberalization
Duty to Defend
Third-Party Provisions
Standard Mortgage Clause
Loss Payable Clause
No Benefit to the Bailee
New Mexico Laws, Regulations, and Required Provisions
New Mexico Property and Casualty Insurance Guaranty Fund (59A-43-1-18)
Cancellation and nonrenewal (59A-18-29; Reg 13.8.4.8, .9)
Concealment, Misrepresentation, or Fraud
Federal Terrorism Insurance Program (15 USC 6701; Public Law 107-297, 109-144, 110-160)
Adjusting Losses 20% (10 items)
Role of the Adjuster
Duties and Responsibilities
Staff and Independent Adjuster versus Public Adjuster
Relationship to the Legal Profession
Claim Reporting
Claim Investigation
Claim File Documentation of Events
Types of Reports

Initial or First Field
Interim or Status
Full Formal
Property Losses
Duties of Insured after a Loss
Notice to Insurer
Minimizing the Loss
Proof of Loss
Special Requirements
Production of Books and Records
Abandonment
Determining Value and Loss
Burden of Proof of Value and Loss
Estimates
Depreciation
Salvage
Claim Settlement Options
Payment and Discharge
Liability Losses
Investigation Procedures
Verify Coverage
Determine Liability
Gathering Evidence
Physical Evidence
Witness Statements
Determining Value of Intangible Damages
Coverage Problems
Dealing with Coverage Disputes
Reservation of Rights Letter
Nonwaiver Agreement
Declaratory Judgment Action
Claims Adjustment Procedures
Settlement Procedures
Advance Payments
Draft Authority
Execution of Releases
Subrogation Procedures
Alternative Dispute Resolution
Appraisal
Arbitration
Competitive Estimates
Mediation
Negotiation
Dwelling Policy 8% (4 items)
Characteristics and Purpose
Coverage Forms - Perils Insured Against
Basic
Broad
Special
Property Coverages
Coverage A - Dwelling
Coverage B - Other Structures
Coverage C - Personal Property
Coverage D - Fair Rental Value
Coverage E - Additional Living Expense
Other Coverages
General Exclusions
Conditions

Selected Endorsements
Special Provisions - (DP 01 28)
Automatic Increase in Insurance (DP 04 11)
Dwelling Under Construction (DP 11 43)
Personal Liability Supplement
Homeowners Policy 14% (7 items)
Coverage Forms
HO-2 through HO-6
Definitions
Section I - Property Coverages
Coverage A - Dwelling
Coverage B - Other Structures
Coverage C - Personal Property
Coverage D - Loss of Use
Additional Coverages
Section II - Liability Coverages
Coverage E - Personal Liability
Coverage F - Medical Payments to Others
Additional Coverages
Perils Insured Against
Exclusions
Conditions
Selected Endorsements
Special Provisions - (HO 01 28)
Limited Fungi, Wet or Dry Rot, or Bacteria Coverage (HO 04 26, HO 04 27)
Permitted Incidental Occupancies -(HO 04 42)
Earthquake (HO 04 54)
Scheduled Personal Property (HO 04 61)
Personal Property Replacement Cost (HO 04 90)
Home Day Care (HO 04 97)
Business Pursuits (HO 24 71)
Watercraft (HO 24 75)
Personal Injury (HO 24 82)
Automobile Insurance 15% (8 items)
Laws
New Mexico Motor Vehicle Financial Responsibility Law
Required Limits of Liability (RL 259:61, 264:20)
New Mexico Motor Vehicle Insurance Plan (Reg 1405)
New Mexico Commercial Auto Insurance Plan
Uninsured/Underinsured Motorist (RL 264:15)
Definitions
Bodily Injury
Required Limits
Cancellation/nonrenewal (417-A)
Grounds
Notice
Notice of eligibility in New Mexico Motor Vehicle Insurance Plan (417-A:5(V))
Residency statement (417-A:3-b)
Medical costs coverage (RL 264:16)
After-market parts regulation (407-D)
Personal Automobile
Definitions
Liability Coverage
Bodily Injury and Property Damage
Supplementary Payments
Exclusions
Medical Payments
Uninsured Motorist/Underinsured Motorist Coverage

Coverage for Damage to your Automobile
Collision
Other than Collision
Deductibles
Transportation Expense
Exclusions
Duties after an Accident or Loss
General Provisions
Selected Endorsements
Amendment of Policy Provisions - (PP 01 76)
Towing and Labor Costs (PP 03 03)
Extended Non-Owned Coverage - Vehicles Furnished or Available for Regular Use - (PP 03 06)
Miscellaneous Type Vehicle (PP 13 32)
Joint Ownership Coverage (PP 13 34)
Commercial Automobile
Commercial Automobile Coverage Forms
Business Automobile
Garage
Business Automobile Physical Damage
Coverage Form Sections
Covered Automobiles
Liability Coverage
Garagekeepers Coverage
Physical Damage Coverage
Exclusions
Conditions
Definitions
Selected Endorsements
Lessor - Additional Insured and Loss Payee (CA 20 01)
Mobile Equipment (CA 20 15)
Automobile Medical Payments Coverage (CA 99 03)
Drive Other Car Coverage (CA 99 10)
Hired Automobiles Specified as Covered Automobiles You Own (CA 99 16)
Individual Named Insured (CA 99 17)
Pollution Liability - Broadened Coverage (CA 99 48; CA 99 55)
Commercial Package Policy (CPP) 8% (4 items)
Components of a Commercial Policy
Common Policy Declarations
Common Policy Conditions
Interline Endorsements
One or More Coverage Parts
Commercial General Liability
Commercial General Liability Coverage Forms
Bodily Injury and Property Damage Liability
Personal and Advertising Injury Liability
Medical Payments
Supplementary Payments
Who is an Insured
Limits of Insurance
Conditions
Definitions
Exclusions
Occurrence versus Claims-Made
Claims-Made Features
Trigger
Retroactive Date
Extended Reporting Periods - Basic versus Supplemental
Claim Information

Premises and Operations
Products and Completed Operations
Insured Contract
Pollution Liability
Pollution Liability Coverage Form (CG 00 39)
Pollution Liability Limited Coverage Form (CG 00 40)
Pollution Liability Coverage Extension Endorsement (CG 04 22)
Commercial Property
Commercial Property Conditions Form
Coverage Forms
Building and Personal Property
Condominium Association
Condominium Commercial Unit-Owners
Builders Risk
Business Income
Legal Liability
Extra Expense
Causes of Loss Forms
Basic
Broad
Special
Selected Endorsements
Ordinance or Law (CP 04 05)
Spoilage Coverage (CP 04 40)
Peak Season Limit of Insurance (CP 12 30)
Value Reporting Form (CP 13 10)
Commercial Crime
General Definitions
Burglary
Theft
Robbery
Crime Coverage Forms
Commercial Crime Coverage Forms (Discovery/Loss Sustained)
Government Crime Coverage Forms (Discovery/Loss Sustained)
Coverages
Employee Theft
Forgery or Alteration
Inside The Premises - Theft of Money and Securities
Inside The Premises - Robbery or Safe Burglary of other Property
Outside the Premises
Computer Fraud
Funds Transfer Fraud
Money Orders and Counterfeit Money
Other Crime Coverage
Extortion - Commercial Entities (CR 04 03)
Commercial Inland Marine
Nationwide Marine Definition
Commercial Inland Marine Conditions Form
Inland Marine Coverage Forms
Accounts Receivable
Bailee's Customer
Commercial Articles
Contractors Equipment Floater
Electronic Data Processing
Equipment Dealers
Installation Floater
Jewelers Block
Signs

Valuable Papers and Records
Transportation Coverages
Common Carrier Cargo Liability
Motor Truck Cargo Forms
Transit Coverage Forms
Equipment Breakdown
Equipment Breakdown Protection Coverage Form (EB 00 20)
Selected Endorsement
Actual Cash Value (EB 99 59)
Farm Coverage
Farm Property Coverage Form
Coverage A - Dwellings
Coverage B - Other Private Structures
Coverage C - Household Personal Property
Coverage D - Loss of Use
Coverage E - Scheduled Farm Personal Property
Coverage F - Unscheduled Farm Personal Property
Coverage G - Other Farm Structures
Farm Liability Coverage Form
Coverage H - Bodily Injury and Property Damage Liability
Coverage I - Personal and Advertising Injury Liability
Coverage J - Medical Payments
Livestock Coverage Form
Mobile Agriculture Machinery and Equipment Coverage Form
Causes of Loss (Basic, Broad, and Special)
Exclusions
Additional Coverages
Limits of Insurance
Conditions
Definitions
Businessowners Policy 6% (3 items)
Characteristics and Purpose
Businessowners Section I - Property
Coverage
Exclusions
Limits of Insurance
Deductibles
Loss Conditions
General Conditions
Optional Coverages
Definitions
Businessowners Section II - Liability
Coverages
Exclusions
Who is an Insured
Limits of Insurance
General Conditions
Definitions
Businessowners Section III - Common Policy Conditions
Selected Endorsements
Hired Automobile and Non-Owned Automobile Liability (BP 04 04)
Protective Safeguards (BP 04 30)
Utility Services - Direct Damage (BP 04 56)
Utility Services - Time Element (BP 04 57)
Other Coverages and Options 4% (2 item)
Umbrella/Excess Liability Policies
Personal
Commercial

Boatowners
Ocean Marine Insurance
Major Coverages
Cargo Insurance
Freight Insurance
Protection and Indemnity