



Pearson  
VUE

# Montana

## Insurance Licensing

Candidate Handbook

March 2018



## STATE LICENSING INFORMATION

Candidates may contact the Montana Department of Insurance with questions about obtaining or maintaining a license after the examination has been passed.

### Montana Department of Insurance

840 Helena Avenue  
Helena, MT 59601

**Phone**  
(406) 444-2040

**Website**  
<http://csimt.gov>

**Email**  
[producerlicensing@mt.gov](mailto:producerlicensing@mt.gov)

## EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

### Pearson VUE/Montana Insurance

Attn: Regulatory Program  
5601 Green Valley Dr.  
Bloomington, MN 55437

**Phone**  
(800) 274-8906

**Email**  
[pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com)

**Website**  
[www.pearsonvue.com](http://www.pearsonvue.com)

# QUICK REFERENCE

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## RESERVATIONS

### Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

### Making an exam reservation (details on page 5)

Candidates may make a reservation by either visiting [www.pearsonvue.com](http://www.pearsonvue.com) or calling Pearson VUE.

Candidates should make a reservation online at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 6). **Walk-in examinations are not available.**

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## SCHEDULES & FEES

### Test Center locations

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and examination schedules.

### Exam fees

The examination fee must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Fees will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy* (page 6).

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## EXAM DAY

### What to bring to the exam

Candidates should bring to the examination 2 forms of proper identification and other materials as dictated by the state licensing agency. A complete list appears in *What to Bring* (page 8).

### Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins to complete registration. The time allotted for the examinations is detailed on page 3, and each candidate will leave the test center with an official score report in hand.

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# OVERVIEW

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## **The candidate handbook is a useful tool in preparing for an examination.**

It is highly recommended that you review the Montana Insurance Candidate Handbook, with special attention to the content outlines, before taking the examination.

## **Individuals who wish to obtain an insurance license in the State of Montana must:**

### **1. Make a reservation and pay the examination fee.**

Make a reservation online or by phone with Pearson VUE for the examination. (*See page 5.*)

### **2. Make a fingerprint reservation.**

Make a reservation online or by phone with IndentoGO by MorphoTrust, USA™ for the digital fingerprint. (*See page 4.*)

### **3. Go to the test center.**

Go to the test center on the day of the examination, bringing along all required materials. (*See page 8.*)

### **4. Apply for a license.**

Apply online at [www.nipr.com](http://www.nipr.com). After passing the examination, apply for your license by contacting the Montana Insurance. For more information regarding obtaining a license go to <http://csimt.gov/insurance/licensing>.

# INTRODUCTION

## CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination.

<b>FOR EXAMINATIONS</b> <b>Pearson VUE/Montana Insurance</b> <i>Attn: Regulatory Program</i> 5601 Green Valley Dr. Bloomington, MN 55437		
<b>Phone:</b> (800) 274-8906	<b>Website:</b> <a href="http://www.pearsonvue.com">www.pearsonvue.com</a>	<b>Email:</b> <a href="mailto:pearsonvuecustomerservice@pearson.com">pearsonvuecustomerservice@pearson.com</a>

Live Chat is available to address your support inquiries and is the quickest way to reach a customer service agent. It's available from 8:00 AM through 5:00 PM Central Time, Monday through Friday, subject to change during locally designated holidays.

Please visit [www.pearsonvue.com/mt/insurance/contact](http://www.pearsonvue.com/mt/insurance/contact) for further information.

Candidates may contact the Montana Department of Insurance with questions about obtaining or maintaining a license.

<b>FOR STATE LICENSING</b> <b>Montana Department of Insurance</b> 840 Helena Avenue Helena, MT 59601		
<b>Phone:</b> (406) 444-2040	<b>Website:</b> <a href="http://csimt.gov/insurance/licensing">http://csimt.gov/insurance/licensing</a>	<b>Email:</b> <a href="mailto:producerlicensing@mt.gov">producerlicensing@mt.gov</a>

## THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation profession. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The state of Montana has retained the services of Pearson VUE to develop and administer its insurance licensing examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

## PRACTICE TESTS

Practice tests are offered exclusively online at [www.pearsonvue.com](http://www.pearsonvue.com), giving candidates even more opportunity to succeed on insurance examinations. Our practice tests will not only help prepare candidates for the types of questions they will see on the licensure exam, but can also help familiarize them with taking computer-based examinations.

Pearson VUE offers practice tests in the areas of Life, Health, and Property, and Casualty that contain questions developed by subject matter experts using concepts found in the general portion of the licensure examination. The tests closely reflect the format of the real licensure examination, can be scored instantly, and provide immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase practice tests anytime at [www.pearsonvue.com](http://www.pearsonvue.com).

# MONTANA INSURANCE LICENSING INFORMATION

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## LICENSURE IN MONTANA

Persons who would like to transact insurance business as an insurance producer in Montana must pass the appropriate examination, get fingerprinted, and apply for and be granted a license by the Montana Insurance Department.

## GENERAL INFORMATION

1. No individual shall in this state act as or hold himself/herself out to be a producer or public adjuster as to subjects of insurance located, resident, or to be performed in this state unless licensed as such producer or public adjuster.
2. No producer shall solicit or take applications for, procure or place for others any kind of insurance for which he/she is not licensed.
3. No producer shall place any business with any insurer for which he/she does not hold a valid appointment.
4. For the protection of the people of this state, the Commissioner of Insurance shall not issue or extend any license to any individual less than eighteen (18) years of age.

## LICENSURE EXAM

Each applicant for license as a producer, adjuster, or consultant shall, prior to the issuance of any such license, personally take and pass to the satisfaction of the Commissioner of Insurance an examination testing the applicant's qualifications and competence to act as such producer or public adjuster. If the license applicant is a partnership or corporation, the examination shall be taken by each individual who is to be named on the agency license as having authority to act for the license applicant in its insurance transactions under the license.

If you feel that you are exempt from testing, please email [producerlicensing@mt.gov](mailto:producerlicensing@mt.gov) to confirm.

## RESIDENT PRODUCER QUALIFICATIONS

To qualify for a producer license or authority under an agency license, an applicant must:

1. Be a resident of Montana
2. Have passed, within one year immediately preceding the application date, an exam for the type of insurance for which the applicant has applied to be licensed
3. Be fingerprinted
4. If applying for a life producer's license, must not be a funeral director, undertaker, or mortician operating in this or any other state, or an officer, employee, or representative thereof or hold an interest in or benefit from such a business in this or any other state

## NONRESIDENT PRODUCER QUALIFICATIONS

A nonresident individual or business entity may be licensed if:

1. Pursuant to the law of the applicant's state of residence, a similar privilege is extended to Montana residents
2. The applicant for the nonresident license is licensed in his/her state of residence to act as producer for the kinds of insurance for which he/she applies for licensure in Montana

Additional information is available on the Web at: <http://csimt.gov/insurance/licensing>.

## ADJUSTER QUALIFICATIONS

To qualify for a public, multi-line or crop adjuster's license, an individual must meet the following requirements:

1. Be a resident of Montana
2. Have and maintain in Montana an office accessible to the public and keep therein the usual and customary records pertaining to transactions under the license
3. Successfully complete an exam unless, as a nonresident applicant, the applicant furnishes verification of good standing in his/her resident state and has passed a written examination in this state; and
4. File the bond required by A.R.M. 6.6.1611, in the amount of \$5,000 (public adjusters only)

LICENSE TYPE	EXAM	TIME ALLOTTED
Resident Producer: Life	<b>General:</b> Life	1 hour 15 minutes
	<b>State:</b> Life	45 minutes
Disability	<b>General:</b> Accident & Disability	1 hour 15 minutes
	<b>State:</b> Disability	1 hour
Property	<b>General:</b> Property	1 hour 15 minutes
	<b>State:</b> Property	45 minutes
Casualty	<b>General:</b> Casualty	1 hour 15 minutes
	<b>State:</b> Casualty	1 hour
Multi-line Adjuster	Multi-Line Adjuster	1 hour 45 minutes
Crop Adjuster	Crop Adjuster	1 hour
Public Adjuster	Public Adjuster	60 minutes
Limited Lines Credit	Limited Lines Credit	45 minutes
Surety and Surety Bail	Surety	30 minutes
Title	Title	45 minutes
Life and Disability Consultant	L/D Consultant	2 hours
Property and Casualty Consultant	P/C Consultant	2 hours
Prepaid Legal	Prepaid Legal	1 hour
Navigator	Navigator	1 hour

A public adjuster has authority under his/her license only to investigate and report to his/her principal. Public adjusters are allowed to adjust first-party physical damage claims only.

## EXAM REQUIREMENTS

The following are the examination requirements for specific licenses:

### LICENSE FEES

**NOTE:** Producer, adjuster and consultant licenses renew biennially on a schedule designated by the Commissioner.

**Resident Producer:**

Appointment of producer, each insurer..... no fee

**Nonresident Producer:**

Appointment of producer, each insurer..... no fee

Biennial renewal for nonresident license ..... \$50

**Adjuster:**

Application for license..... \$50

Biennial renewal of license ..... \$100

**Consultant:**

Application for license..... \$50

Biennial renewal of license ..... \$100

An applicant whose Application for License is not approved will be contacted by the Montana Insurance Department.

## LICENSING REQUIREMENTS CHECKLISTS

### ALL RESIDENT APPLICANTS MUST:

1. Pass licensing examination administered by Pearson VUE.
2. Be fingerprinted.
3. Apply to the Montana Insurance Department online at [www.nipr.com](http://www.nipr.com).

## FINGERPRINTING SERVICES

**Fingerprints are required for all residents. Fingerprints are valid for 12 months. This includes current licensees who are adding a line of authority.**

Pearson VUE has contracted with IdentoGO By MorphoTrust USA (formerly L1-Enrollment) to provide digital fingerprinting at the following test centers:

- Billings, MT
- Missoula, MT
- Helena, MT
- Spokane Valley, WA

The fee for digital fingerprinting is \$46, and includes the state DOJ and FBI check fees. **Candidates must first call Pearson VUE to make their exam registration. After scheduling the examination, you must contact IdentoGO By MorphoTrust USA who provides a digital fingerprinting service to schedule a fingerprinting session. You can contact IdentoGO By MorphoTrust USA at 1 (866) 761-8069, or, <https://pearsonwest.ibtfingerprint.com>.**



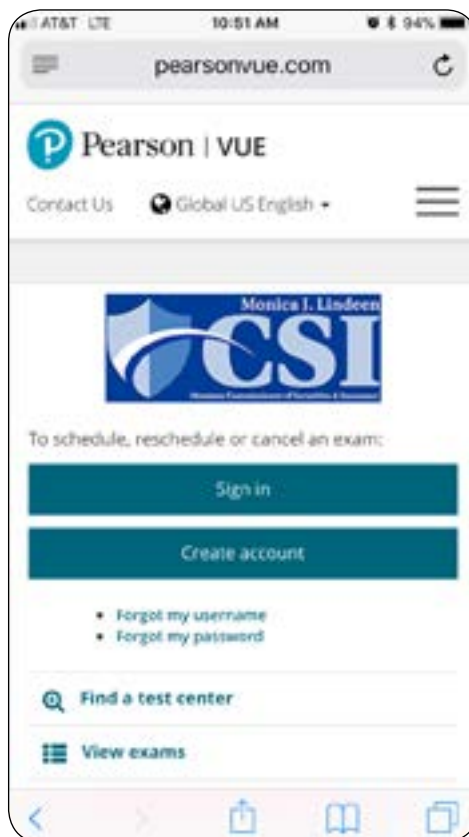
# EXAM RESERVATIONS

**WALK-IN EXAMINATIONS ARE NOT AVAILABLE, SO CANDIDATES MUST MAKE A RESERVATION. CANDIDATES ARE RESPONSIBLE FOR KNOWING WHICH EXAMINATION THEY MUST TAKE.**

## MAKING AN EXAMINATION RESERVATION

**Walk-in examinations are not available.** Online reservations are the most efficient way for candidates to schedule their examination. Candidates **must** go to [www.pearsonvue.com/mt/insurance](http://www.pearsonvue.com/mt/insurance) to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk (\*), on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the examination reservation process.

Our new website has been optimized to work on mobile devices such as phones and tablets as pictured below.



Candidates **must** make an online reservation at least twenty-four (24) hours before the desired examination date. Candidates who wish to make a phone reservation at (800) 274-8906 must do so at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 8).

### **Before making a reservation, candidates should have the following:**

- Legal name, address, Social Security number, daytime telephone number, and date of birth.
- The name(s) of the examination(s).
- The preferred examination date(s) and test center location(s) (a list of test centers appears on the back cover of this handbook).

## EXAM FEES

The examination fee (\$68) must be paid at the time of reservation by credit card, debit card, voucher or electronic check. **Fees will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy*. Candidates scheduling 2 exams in a same day session will qualify for a 2 for 1 discount.

### Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account number
- Social Security number, state-ID number or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination date in order for their check to be processed.

### Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at [www.pearsonvue.com/vouchers/pricelist/mtins.asp](http://www.pearsonvue.com/vouchers/pricelist/mtins.asp) by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate voucher as the payment method and provide the voucher number. **All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.**

Vouchers expire twelve (12) months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

## CHANGE/CANCEL POLICY

Candidates should call (800) 274-8906 at least forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer the fee to a new reservation or request a refund. **Candidates who change or cancel their reservations without proper notice will forfeit the examination fee.**

Candidates are individually liable for part of the examination fee once a reservation has been made, whether individually or by a third party.

## ABSENCE/LATENESS POLICY

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

**Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee.** Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

## WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

## ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at [accommodationspearsonvue@pearson.com](mailto:accommodationspearsonvue@pearson.com).

# EXAM DAY

## REQUIRED ITEMS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

## WHAT TO BRING

### Required Materials

All candidates are required to bring identification that is deemed acceptable, listed under *Acceptable Forms of Candidate Identification*, to the test center on the day of examination.

### Acceptable Forms of Candidate Identification

Candidates must present **two (2) forms** of current signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

#### Primary ID (photograph, and signature, not expired)

- Government-issued Driver's License
- U.S. Dept of State Drivers License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country identification card
- Passport
- Passport cards
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

#### Secondary ID (signature, not expired)

- U.S. Social Security card
- Debit (ATM) or Credit card
- Any form of ID on the Primary list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

## EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and they will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as prohibiting candidates from retaking the examination and/or denying a license.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. The time allotted for each examination is detailed on page 3.

## SCORE REPORTING

When candidates complete the examination, they will receive a score report marked “pass” or “fail”. Candidates who pass the examination will receive a score report that includes information on how to apply for a license.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to the general portion of the examination, as well as information about reexamination. Reservations for reexamination cannot be made at the test center, and **candidates must wait 24 hours before making one.**

Candidates who fail Part 1 of a Life, Accident and Disability, Property and/or Casualty examination receive general diagnostic information relevant to each major area of the examination. Diagnostic information is intended to help failing candidates identify their areas of strength and weakness in order to prepare for future examinations. Candidates may use the content outlines in this handbook to interpret the diagnostic information on a failing score report.

Examination results are confidential and are released only to the candidate and the state licensing agency. To protect the candidate’s privacy and to maintain the confidentiality of examination results, Pearson VUE does not give score information over the telephone.

## RETAKE THE EXAM

**Candidates who fail an examination and wish to retake it must retake the entire examination, i.e., Parts 1 and 2.**

## REVIEW OF EXAMS

For security reasons, examination material is not available to candidates for review.

## SCORE EXPLANATION

### Scaled Score

There are multiple versions of each of the licensing examinations. These versions are known as *forms*. Although all forms of an examination are developed based on the content outlines, the difficulty of the forms of an examination may vary slightly because different questions appear on each form. To ensure that no candidate is put at an unfair advantage or disadvantage due to the particular form of an examination that he or she is given, a statistical procedure known as *equating* is used to correct for differences in form difficulty.

The passing score of an examination was set by the Montana Department of Insurance (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. Raw scores are converted into scaled scores. To avoid misuse of score information, numeric scores are only reported to failing candidates. The scaled score that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. With a passing score of 75, any score below 75 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly.

## DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report from Pearson VUE by completing and mailing the *Duplicate Score Request Form* found in the back of this handbook.

## TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family, or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room, and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**

- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise their hand to get the administrator’s attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary— for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including, but not limited to, cellular phones, exam notes, and study guides.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

## QUESTIONS OR COMMENTS ABOUT THE EXAM

For security reasons, examination material is not available to candidates for review. Candidates who have questions, comments, or concerns about the examinations, or who wish to verify any data held in Pearson VUE files, should direct written inquiries to the address provided on the inside front cover of this handbook.

In all correspondence, candidates should provide their name and address information. If questions or comments concern an examination already taken, candidates should also include:

- Name of the examination
- Date the examination was taken
- Location of the test center

# HOW TO PREPARE FOR THE EXAM

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## **CONTENT OUTLINES**

Each examination is based on a detailed content outline of topics, subtopics, and references to applicable state laws, statutes and regulations. These content outlines are provided to publishers of study materials and to state-approved education providers for their use in developing and updating their educational materials and programs. Content outlines are updated periodically to reflect changes in practice, state laws and regulations. Montana offers these content outlines as a part of this online handbook at [www.pearsonvue.com](http://www.pearsonvue.com).

## **STUDY MANUALS, SCHOOLS, AND PROGRAMS**

The content outlines are the blueprints used to construct the examinations. Candidates should be sure that the training materials they use to prepare for their examinations cover all the topics included in the content outlines.

The State Auditor's Office does not issue study material for use in preparation for licensing examinations. However, actual state insurance laws and regulations provide an invaluable source of information in preparation for Part 2 of the major line examinations, and current insurance textbooks and policy forms provide the bases for preparation for Part 1 of the major line examinations. In addition, a number of publishers' and suppliers' training courses are available. Neither the State Auditor's Office nor Pearson VUE can recommend or endorse any particular manual or course or provide information regarding costs or fees. Candidates should contact sources directly for further information about publications or training courses.

Neither the State Auditor's Office nor Pearson VUE takes any responsibility for inaccurate, misleading, incomplete, or outdated study materials.



MONTANA

# Insurance Content Outlines



# DUPLICATE SCORE REQUEST FORM

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Use this form to request that Pearson VUE send a duplicate copy of your score report to you.

**You may request one free duplicate score report.**

Please print or type all information on this form and either email or mail your request to Pearson VUE. It is strongly suggested that you email your request to [pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com); however if you are unable to email, please mail your request to:

Pearson VUE  
**MONTANA INSURANCE**  
DUPLICATE SCORE Request  
5601 Green Valley Drive  
Bloomington, MN 55437

I hereby authorize Pearson VUE to send me at the email address below a duplicate of my score report from the insurance examination.

Signature	Date
Name	
Email Address	

If you do not have a valid email address please include your physical mailing address below.

Address		
City	State	ZIP

If the above information was different at the time you tested, please indicate original information below.

Name		
Address		
City	State	ZIP

Exam Taken	Date Taken
Date of Birth	
Licensing Jurisdiction	

# GENERAL INFORMATION

TEST CENTER LOCATIONS	
CITY	LOCATION
Billings	1-2 days per week and Saturday
Missoula	1 day per week and Saturday
Helena, MT	1-2 days per week and Saturday
Spokane Valley, WA	Wednesday through Saturday

*Locations and schedules are subject to change.*

EXAM CODES	
MAJOR LINES (Part 1 and/or Part 2)	LIMITED LINES
01 Life	17 Public Adjuster
02 Disability Health	24 Multi-Line Adjuster
03 Property	29 Limited Lines Credit
04 Casualty	31 Crop Adjuster
	56 Life and Disability Consultant
	57 Property and Casualty Consultant
	81 Surety
	83 Title
	78 Prepaid Legal
	84 Navigator

## PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

New Year's Day

Memorial Day

Labor Day

Christmas Day

Martin Luther King, Jr. Day

Independence Day

Thanksgiving Day