

Minnesota Department of Commerce

Documentation of Eligibility

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Please note that if you are not exempt from prelicense education requirements, you must complete them before you take the examination. **If you take the examination before you have completed prelicense education requirements, your exam results will be invalid and you will have to retake the examination, even if you passed it.**

Insurance Adjusters

Adjusters do not have prelicense education requirements.

Farm Property & Liability Producers

Farm property & liability producers do not have prelicense education requirements.

Insurance Producers (other than farm property & liability)

All producer license candidates must prove that they are eligible to take the exam by bringing the proper documentation to the test center on their examination day. Documentation must be one of the following:

1. **A valid course completion certificate for the appropriate prelicense education course.** For example, if you are taking the Property examination, you must have a valid course completion certificate for the Property prelicense education course. Personal lines candidates must have a personal lines course completion certificate; they cannot use a property and casualty course completion certificate to sit for the personal lines exam.
2. **A copy of your expired resident Minnesota insurance producer license that expired more than a year ago and lists the line(s) of authority that you are testing for.**
3. **An Individual Consumer Inquiry for the State of Minnesota** obtained from the [License Lookup Tool](#) on [Sircon](#) that lists the resident line(s) of authority that you are testing for.
4. An **Individual Information Inquiry** obtained from the Minnesota Department of Commerce that lists the resident line(s) of authority that you are testing for. This is only available if your license went inactive more than 7 years ago.
5. **An official certified original transcript from a Minnesota vocational school showing an insurance degree conferred.** A photocopy or Internet printout will not be accepted.
6. **An official certified original transcript showing a business degree with an insurance major or minor conferred.** A photocopy or Internet printout will not be accepted. Insurance must be listed as a major or minor on the transcript; a "certificate" or informal program of courses does not qualify.
7. **An official current letter of good standing (no more than 30 days old) from the organization that granted one of the professional designations listed below.** A listed designation provides a prelicense education exemption only for the specified line(s) of authority.

Life: Certified Employee Benefit Specialist (CEBS), Chartered Financial Consultant (ChFC), Certified Insurance Counselor (CIC), Certified Financial Planner (CFP), Chartered Life Underwriter (CLU), Fellow of the Life Management Institute (FLMI), or Life Underwriter Training Council Fellow (LUTCF).

Health: Registered Health Underwriter (RHU), Certified Employee Benefit Specialist (CEBS), Registered Employee Benefits Counselor (REBC), or Health Insurance Associate (HIA).

Property, Casualty, or Personal Lines: Accredited Advisor in Insurance (AAI), Associate in Risk Management (ARM), Certified Insurance Counselor (CIC), or Chartered Property and Casualty Underwriter (CPCU).