



OKLAHOMA INSURANCE DEPARTMENT
 400 NE 50th Street
 Oklahoma City, OK 73105
 (405) 521-3916 or Fax: (405) 522-3642 Toll Free In-State 800-522-0071

APPLICATION FOR APPRENTICE ADJUSTER LICENSE*

* This application is available to **Oklahoma Residents only** and can only be made in conjunction with Form CR-1 and required Affidavit.

CLASS OF BUSINESS – ONLY SELECT ONE

- Fire & Allied Lines (Property)
- Casualty
- Motor Vehicle Physical Damage
- Workers' Compensation
- Crime & Fidelity Bonds
- Crop/Hail

FEE: \$20.00
REQUIRED WITH THIS APPLICATION

*☞ ONLY ONE CLASS OF BUSINESS MAY BE
 SELECTED FOR THE APPRENTICE LICENSE*

As prescribed by Oklahoma Statute 36 O.S. § 6204, the purpose of this application is to allow work under supervision and/or training until taking and passing the required examination for an Oklahoma Insurance Adjuster License. I understand this Apprentice license allows me to only act as an Adjuster in the line of business marked above. It is further understood a period not to exceed one hundred eighty (180) days is granted with this application.

The attached sworn Affidavit signed by the supervising licensed adjuster is an agreement for my condition of supervision and all parties understand their responsibility required by law. Any change of address, name, or business condition relevant to this license will be immediately reported to the Oklahoma Insurance Department. I further understand that if I do not complete the permanent licensing process or fail the examination twice in the one hundred eighty (180) day period, my Apprentice license shall be revoked.

 (Signature of Applicant)

 (Date)

 (Signature of Supervisor/Trainer)

 (Date)

 (Supervisor's Oklahoma Adjuster License number)

For official use only:

License No. AT _____ Check/Money Order # _____



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AFFIDAVIT FOR APPRENTICE ADJUSTER LICENSE

I, _____, being first duly licensed as an **Oklahoma Resident Insurance Adjuster** holding active Oklahoma license number _____, do hereby register _____ as an Apprentice Adjuster who will be under my direction and supervision for a period not to exceed one hundred eighty (180) days. I understand that I accept full responsibility for said Apprentice's actions while under my supervision and I will be held accountable for any misconduct or violation of Insurance Law committed by this Apprentice. I further understand that the scope of said Apprentice's duties will not exceed the class of business indicated on the Apprentice's application for an Apprentice Adjuster license. Further, this Apprentice license will apply for the State of Oklahoma only. I agree also to give written notice to the Insurance Commissioner immediately if this Apprentice leaves my employ or is no longer under my direct supervision and will disclose all details as to circumstances causing termination as an Apprentice.

By sworn affidavit I acknowledge I have read the attached Oklahoma Statute 36 O.S. § 6204 in its entirety and affix my signature below before said notary.

State of _____)
)ss _____
 County of _____)
 Signature of Licensed Adjuster

Date _____

 Notary Public Signature

Notary Public License Number _____ (SEAL)

My Commission Expires: _____

Title 36 Oklahoma Statute § 6204, 6209 & 6210
(Attach to Affidavit For Apprentice Adjuster License)

O.S. 36 § 6204

- A. The apprentice adjuster license is an optional license to facilitate the experience, education, and training necessary to ensure reasonable competency of the responsibilities and duties of an adjuster.
- B. An individual applying for a resident apprentice adjuster license shall make application to the Insurance Commissioner on the appropriate NAIC Uniform Individual Application or an application approved by the Commissioner in a format prescribed by the Commissioner and declare under penalty of suspension, revocation, or refusal of the license that the statements made in the application are true, correct, and complete to the best of the knowledge and belief of the individual. Before approving the application, the Insurance Commissioner shall find that the individual:
1. Is at least eighteen (18) years of age;
 2. Is a resident of this state and has designated this state as the home state of the individual;
 3. Has a business or mailing address in this state for acceptance of service of process;
 4. Has not committed any act that is a ground for probation, suspension, revocation, or denial of licensure as set forth in Section 6220 of Title 36 of the Oklahoma Statutes;
 5. Is trustworthy, reliable, and of good reputation, evidence of which may be determined by the Insurance Commissioner; and
 6. Has paid the fees set forth in Section 6212 of Title 36 of the Oklahoma Statutes.
- C. The apprentice adjuster license shall be subject to the following terms and conditions:
1. Accompanying the apprentice application shall be an attestation, from a licensed adjuster with the same line or lines of authority for which the apprentice has applied, certifying that the apprentice will be subject to training, direction, and control by the licensed adjuster and further certifying that the licensed adjuster assumes responsibility for the actions of the apprentice in the apprentice's capacity as an adjuster;
 2. The apprentice adjuster is authorized to adjust claims only in this state;
 3. The apprentice licensee is restricted to participation in the investigation, settlement, and negotiation of claims subject to the review and final determination of the claim by the supervising licensed adjuster;
 4. Compensation of an apprentice adjuster shall be on a salaried or hourly basis only;
 5. The apprentice adjuster shall not be required to take and successfully complete the adjuster examination pursuant to Section 6208 of Title 36 of the Oklahoma Statutes, to adjust claims as an apprentice adjuster. However, at any time during the apprenticeship the apprentice adjuster may choose to take the examination. If the individual takes and successfully completes the adjuster exam, the apprentice adjuster license shall automatically terminate and an adjuster license shall be issued to that individual;
 6. The apprentice adjuster license is for a period not to exceed six (6) months and is nonrenewable; and
 7. The licensee shall be subject to probation, suspension, revocation, or refusal pursuant to Section 6220 of Title 36 of the Oklahoma Statutes.
- D. The licensed adjuster responsible for the apprentice adjuster, as stated in paragraph 1 of subsection C of this section, shall supervise no more than five active apprentice licensees at any given time.

O.S. 36 § 6209

- A. Each examination for a license as an adjuster shall be prescribed by the Commissioner and shall be of sufficient scope to reasonably test the knowledge of the applicant as to the kinds of insurance contracts which may be dealt with in accordance with the license applied for, the duties and responsibilities of insurers pursuant to said contracts and pursuant to the laws of this state applicable to the adjusting claims of losses in accordance with the license applied for.
- B. An applicant for a license as an adjuster may qualify in any one of the following classes of insurance or combinations thereof, and the license when issued may be limited to cover adjusting in any one of the following classes of insurance or combinations thereof. The application for a license shall specify which of the following classes of business the application and license are to cover:
1. motor vehicle physical damage, meaning damages to all land motor vehicles and trailers whether or not covered by first party physical damage coverages or property damage liability coverages; or
 2. fire and allied lines, including marine, inland marine, and aircraft; or
 3. casualty, meaning all lines of liability insurance coverages for bodily injuries, personal injury, and property damages; or
 4. workers' compensation; or
 5. crime and fidelity bonds; or
 6. crop/hail.
- C. The Commissioner shall prepare and make available to applicants a manual of instructions stating in general terms the subjects which may be covered in any examination for a license as an adjuster. The Commissioner may charge a reasonable amount not to exceed Forty Dollars (\$40.00) for the study manual.

O.S. 36 § 6210

- A. The answers of the applicant to any examination for licensing as an adjuster shall be written by the applicant under supervision of the Insurance Commissioner or an administrator approved by the Insurance Commissioner.
- B. Examination for licensing shall be at such reasonable times and places as are designated by the Insurance Commissioner.
- C. An applicant who has failed to pass the first examination for the license for which applied may take a second examination within thirty (30) days following the first examination. An applicant who has failed to pass the first two examinations for the license for which applied shall not be permitted to take a subsequent examination until the expiration of thirty (30) days after the last previous examination. An applicant shall take and pass the examination within one hundred eighty (180) days of the date of the initial application. If the applicant fails to pass an examination within the specified time period, the applicant shall submit a new application accompanied by any applicable fees. Examination fees for subsequent examinations shall not be waived.