



## **NOTICE TO EMPLOYER**

Before completing the statement of employer form and attesting to the employee's experience, please read the following instructions to determine if the employee meets the experience requirements necessary to be exempt from the education requirements as prescribed by Section 2108 of the Insurance Law. Please note that if the experience relates to **sales** the applicant must have been licensed. Your signature will attest to the fact that the applicant was licensed to sell insurance.

### **THE EMPLOYEE MUST ---**

1. Be regularly employed for a minimum of one full year within the last three years. This employment may be with more than one employer. An employer must be a New York licensed insurance company with the property/casualty lines authority, independent adjuster, or public adjuster.
2. Perform responsible insurance duties relating to the involvement in sales, underwriting or claims.

### **WHEN COMPLETING THE FORM**

1. The form will only be accepted if it is complete and has original signatures.
2. If more than one employer is involved, a separate statement from each employer is required.

### **ATTACH THE FORM TO THE APPLICATION**

1. After passing the examination, the completed Statement of Employer Form must be attached to the application for submission.