

INSTRUCTIONS FOR COMPLETION OF STATEMENT OF EMPLOYER FORM PROPERTY AND CASUALTY BROKER

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 2104 of the Insurance Law.

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 an insurance company, insurance agent, or insurance broker.
2. Perform responsible insurance duties relating to the underwriting or adjusting of losses. The duties must be in any one or more of the following lines of insurance, fire, marine, liability, workers' compensation, fidelity & surety, property and casualty.

WHEN COMPLETING THE FORM

1. Complete all numbers. Do not complete 6a or 6b unless applicable. The form will not be accepted if it is not complete.
2. If more than one employer is involved, a separate statement from each employer is required.

ATTACH THE FORM TO THE APPLICATION

1. After taking the examination, attach the completed Statement of Employer Form to the application; then send us the application.