

## PROCTOR REQUEST FORM

### STUDENT INFORMATION

Name \_\_\_\_\_  
(Print name as it will appear on completion certificate)

Job Title \_\_\_\_\_

Company Name \_\_\_\_\_

Office Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

### PROCTOR INFORMATION

Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Office Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Proctor's Signature \_\_\_\_\_

Date \_\_\_\_\_

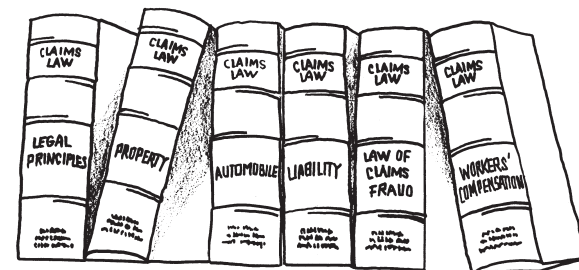
**American Educational Institute, Inc.**  
170 Mt. Airy Road, P.O. Box 356  
Basking Ridge, New Jersey 07920  
1-800-631-8183 / FAX: 908-766-9710

## GEORGIA HOURS

Hours	Courses
	<b>Basic</b>
7	010 Fundamentals
	<b>Legal Principles</b>
11	110 Law of Contracts
8	111 Tort Concepts
12	112 Tort Theories and Defenses
5	113 Law of Agency
6	114 Law of Bailments
6	115 Law of Damages
6	116 Law of Subrogation
	<b>Liability</b>
7	210 Liability Insurance Principles
9	211 Comparative Negligence
11	212 Law of Evidence
15	213 Pleadings and Practice
13	217 General Liability
9	218 Medical Malpractice
8	219 Professional Liability
10	220 Products Liability
12	221 Law of Environmental Claims
7	222 Alternative Dispute Resolution
9	223 Employment Practices Liability
--	224 Personal & Advertising Injury
	<b>Property</b>
8	310 Property Insurance Principles
8	311 Fire & Extended Coverage Perils
12	312 Loss Adjustment and Subrogation
6	313 Arson & Fraud
12	314 Homeowners: Property Coverages
9	315 Homeowners: Liability Coverages
14	316 Commercial Property Coverages
7	317 Inland Marine Coverages
9	318 Yacht & Boatowners Insurance
	<b>Workers' Compensation</b>
6	410 Origin & Development
6	411 Employment Relationship in WC
8	412 Course and Scope of Employment
10	413 Workers' Compensation Benefits
7	414 Federal WC Law
6	415 WC & Employer's Liability Policy
10	416 Practice & Procedures in WC
	<b>Law of Claims Fraud</b>
6	510 Recognizing Fraud
8	511 Special Investigation
8	512 Proving Fraud
7	513 Policy & It's Requirements
6	514 Avoiding Bad Faith
7	515 Advanced Legal Issues
7	516 Auto Insurance Fraud
	<b>Law of Automobile Claims and Coverage</b>
6	610 Automobile Insurance Principles
10	611 Law of Automobiles
11	612 Law of Auto Ins: No-Fault and Med Pay
11	613 Law of Automobile Liability Insurance
12	614 Law of Auto Ins: UM and UIM
7	615 Law of Auto Ins: First Party Property Damage
9	616 Law of Auto Ins: Business Auto Coverage

See Course Descriptions in Brochure

# Claims Law Courses for Georgia Continuing Education Credits



**American  
Educational  
Institute, Inc.**

*Educating the Insurance Professional*

To renew your Georgia adjuster's license you are required to complete 15 hours of approved continuing education.

American Educational Institute's independent study claims law courses have been approved by the Georgia Insurance Department as a source for continuing education.

AEI's college level, work-related, independent study claims law courses give claims professionals the knowledge they need to handle claims more effectively as well as earning the required continuing education credits.

Furthermore, our unique program enables you or your staff to increase their knowledge significantly without loss of time away from the job and cost of attending classroom sessions.

The courses vary between 15 and 25 hours of study time and require a proctored examination which is graded and returned with detailed comments from our full-time staff of counselors, all of whom have a law degree or paralegal certificate and extensive multi-line claims experience. The counselors are available on our toll free 800 number to answer questions pertaining to the text material and examination comments.

The textbook for each course includes actual court decisions to illustrate the subject matter being discussed. By reading these opinions, you will develop a better understanding of how courts have ruled and are likely to rule on important issues in claims. Our course textbooks also serve as an excellent ongoing reference source.

The tuition for each individual AEI course is \$175 (including textbook and grading service). You will find an enrollment form in the AEI brochure or on our website ([www.aeiclaimslaw.com](http://www.aeiclaimslaw.com)).

Remember, you don't have to wait for a class to form — you can start to increase your knowledge of claims law and earn continuing education credits by enrolling today.



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P.O. Box 356, Basking Ridge, New Jersey 07920  
1-800-631-8183 / FAX: 908-766-9710  
E-mail: [aei@aeiclaimslaw.com](mailto:aei@aeiclaimslaw.com)  
<http://www.aeiclaimslaw.com>

To receive continuing education credits the following steps must be taken.

1. Advise AEI of the course(s) you wish to use for this purpose.
2. Georgia requires a proctor for the examination used to obtain the continuing education credits. Furthermore, the proctor may **NOT** be a relative or an employee of your company. Therefore, the Proctor Request form must be submitted to AEI for their Examination Committee's approval. If you use the same proctor for subsequent exams then you need submit the form only once. However, if you use a different proctor then a new Proctor Request form must be submitted to AEI.
3. AEI will send you, in a sealed envelope, the exam for the course you are taking for continuing education credits. (The exam sent in the original enrollment package is **NOT** to be used for this purpose.)
4. At the time of your exam, give the sealed exam envelope which will have your name and the course name to the proctor who will open it and give you the exam. (An open book exam is **NOT** permitted.)
5. Upon completing the exam, give it to your proctor to (1) complete the enclosed Disinterested Third Party Certification form and (2) using the envelope provided, mail the form and exam to AEI.
6. AEI will grade your exam, notify you of the results, and if you pass the exam, send you your Certificate of Completion.