

Read These Instructions Carefully!

To secure your Florida all-lines adjuster's license and begin the process of becoming a Florida-licensed Public Adjuster, you must carefully follow these several steps:

- **Step 1:** Begin the AE21 Online "Florida Certified Claims Adjuster ("CCA") Designation Licensing Course. The licensing application process can run concurrently with the course.
- **Step 2:** Download these instructions and print them for future review.
- **Step 3:** **APPLY FOR YOUR LICENSE** with the Florida Department of Financial Services! We *strongly recommend* that you begin this licensing application process at the same time you start the online course, so that by the time you have completed all course requirements, you will receive your license more quickly.

Be aware of the following general licensing requirements:

1. **Citizenship:** You must be either a U.S. citizen or a legal alien with a valid work authorization from the United States Bureau of Citizenship and Immigration Services.

ALL APPLICANTS MUST PROVIDE A VALID SOCIAL SECURITY NUMBER. If you are a legal alien with a work authorization visa, you must apply for and obtain a Social Security Card prior to applying for licensure with the Florida Department of Financial Services.

- A. If you are a U.S. citizen, you must provide a valid social security number
 - B. If you are applicant for licensure, you must submit your Legal Alien with work Authorization status AND a copy of your Social Security Card to the Department by email to AgentLicensing@MyFloridaCFO.com
2. **Fingerprinting:** This is required for all Adjuster licensure. All resident and non-resident applicants should go to the following webpage for fingerprinting information:

<http://www.myfloridacfo.com/Division/Agents/Licensure/Agents-Adjusters/fingerprinting.htm>

How to apply for your license:

1. Log in to the Department of Financial Services to Obtain Your Application. Click or go here: <http://www.myfloridacfo.com/Division/Agents>
2. On this page you can click on the "[Licensing](#)" tab for information on licensing, or you can go directly to begin the Application by clicking on the "[My Profile](#)" link at the top of the toolbar on the left side of the page.

You will be required to "Create an Account" in order to "Apply for a license or registration. Be sure to make not of and save your login credentials.

3. Be sure to select the following license types:

6-20 A license for an independent adjuster or an adjuster employed by an insurance carrier.

****NEW!** Effective January 1, 2018, the public adjuster apprentice license (T31-20) was eliminated. Any individual seeking to become an apprentice under a licensed public adjuster will need to be licensed as an all lines adjuster (6-20) and then be appointed as a public adjuster apprentice.*

4. Carefully complete the application. You will be required to supply critical demographic and background information.

**Note: Have your SS# and a credit card on hand after you have read the following instructions...*

5. When asked, indicate on your application that you are obtaining your license **BY DESIGNATION**, **NOT** by examination.

A. Select **Yes** when asked:

“Do you currently hold or are you in the process of obtaining one of the following designations? Florida exempts individuals who hold the following designations: Chartered Property and Casualty Underwriter (CPCU), Accredited Claims Adjuster (ACA), Associate in Claims (AIC), Professional Claims Adjuster (PCA), Professional Property Insurance Adjuster (PPIA), **Certified Claims Adjuster (CCA)**, or Certified Adjuster (CA) designation?”

If you hold one of these designations or are in the process of completing one of these designations (which you are doing when taking this course), please answer **YES** to this question.

By answering NO to this question, you will be required to pass the state examination. If you are uncertain of the name of the course you took, or are currently taking, please contact the provider for clarification. (Also, this will exempt you from being charged an examination fee.)

6. At this time, you must also apply to have your fingerprints taken. For complete instructions on fingerprints, go to this webpage:

<http://www.myfloridacfo.com/Division/Agents/Licensure/Agents-Adjusters/fingerprinting.htm>

- **Step 4**: Complete the CCA designation course of study.
- **Step 5A**: After you complete the course with AE21 Online, you may to help expedite the licensure. After you have completed the course and passed the exam, call our office at (800) 820-4550 and provide your Social Security Number to our Director of Education, Mrs. Persis Whitehouse, while she inputs it directly into the Florida Department of Insurance licensing system. If all your other application requirements have been fulfilled, you will have your license almost immediately!

To maintain the security and privacy of your personal information, do NOT email this information. Please call and speak directly to:

Persis Whitehouse
Director of Education
AE21 Online
(800) 820-4550

Please understand that this is an optional alternative, offered and sanctioned by the Florida Department of Financial Services/Division of Agents & Agency Services.

However, if you choose NOT to provide your SS# to AE21 Online, we will quickly forward your Certificate of Completion which you can then forward to the Florida DFS in accordance with the Licensing Instructions provided.

- You will receive your Letter of Designation by email approximately 5-7 business days after you complete the course. (**Be sure that you have provided an appropriate email address in your Profile, and watch for it.*)

You may also receive a letter from the Department of Financial Services entitled, "Deficiency Statement". It looks like this (click here: [Deficiency Statement](#)).

Do not be alarmed by the word "deficiency". This is merely an acknowledgement of receipt of your application and a reminder of any additional items that you will need to send to the department to finalize your licensing application (see Step 5).

- **Step 5:** Secure your license.

Once you have received your Deficiency Letter and have taken care of the additional requirements, you will soon receive your license. Keep your eye on your MyProfile account, as this is where it will be listed.