

Read These Instructions Carefully!

In order to secure your Florida all-lines adjuster's license, you must carefully follow several steps in order to do so.

- **Step 1:** Begin the AE21 Online "Florida Certified Claims Adjuster ("CCA") Designation Licensing Course. The licensing application process can run concurrent 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 recommend that you begin the license application process at the same time you start the online course, so that by the time you have completed all course requirements and have received your Letter of Designation (your course completion letter), 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 an 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 note of and save your log-in 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.

*(***Note**: Do **NOT** select the 3-20 License type! This is a license for Public Adjusters only and is not available through this website. If you are seeking a Public Adjuster's license, go to AE21 Online Public Adjusters for the Public Adjuster CCA Designation Course.)*

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, 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.)*

- B. If you are applying for a non-resident license the above question will not appear, and you will automatically be exempt from the 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 your licensing course with AE21 Online, you will receive your Letter of Designation by email in approximately 3-5 business days.

Log-in to your Profile with the Department of Financial Services to view any deficiencies. Your Profile will state all outstanding deficiencies until which time those deficiencies are successfully met.

Do not be alarmed by the use of the word "deficiency". This is merely a reminder of the additional items that you will need to complete or send to the Department to finalize your licensing application.

Submit your Letter of Designation to the Department as instructed, or:

Mail to: Department of Financial Services
Bureau of Licensing, Room 419
200 East Gaines Street
Tallahassee, FL 32399-0319

Or Email: AgentLicensing@MyFloridaCFO.com

- **Step 5B:** Call AE21 and provide your Social Security Number ***(Optional!)***

If you would like to speed up the licensing process, once you have completed the course and passed the exam, you may contact AE21 Online and provide your Social Security # to our Director of Education while she inputs it directly into the Florida Department of Insurance licensing system. ***If all of your other application requirements (e.g. application, fingerprints, etc.) have been fulfilled, you will receive your license very quickly!***

***Please do NOT email this information.** Please call and speak directly and only to Persis Whitehouse, Director of Education @ (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. If you choose NOT to provide your SS# to AE21 Online, simply forward your Designation Letter/Certificate of Completion the Florida DFS in accordance with the Licensing Instructions provided on the next page.

- **Step 6:** Secure your license.

Once you've met all license qualifications, the department will send your approval by email. You may then go to your Profile account and print your license.