

ARKANSAS INSURANCE DEPARTMENT
 1200 WEST THIRD STREET
 LITTLE ROCK, AR 72201
 PHONE: 501-371-2750
 WEBSITE: <http://insurance.arkansas.gov/license.htm>

**Instructions for Consultant License
 Form AID-LI-CA**

Residents Only: Residents must hold a current producer license or must take the Arkansas Examination.

- A. If you are licensed as a producer then you must complete the application and submit with a \$120.00 check made payable to the Arkansas Insurance Department and a \$22.00 business check, money order or cashier’s check (no personal checks) made payable to the Arkansas Insurance Department for the criminal background fee.
- B. If you are a resident who is not currently licensed as a producer then you must complete the application and submit it to Pearson Vue and take the examination.

Consultant	1 Exam = \$124 2 Exams = \$136	AID-LI-RP
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1. This fee includes all initial Arkansas licensing fees and the initial examination fee. These fees are fully earned when the application is processed. ***These fees are not refundable.*** The examination permit is good for only 90 days. *If the applicant has not taken the examination in that period of time, a new application and new fees will be required.* Once the applicant has received an examination permit, the applicant must contact Pearson VUE at 1-888-204-6259 to schedule a test date. *The test date cannot be scheduled until the applicant has the permit in hand.* If the applicant has held a license in another state, a letter of clearance must be submitted with the application. The applicant must be at least 18 years of age or if not of legal age, minority rights must be removed by a court order and a copy of the court order must be forwarded along with the application and fees. Applicants must present two forms of positive identification at the test center on the date of examination - one with a signature and a photograph (preferably a driver’s license), and one additional signature identification card. Candidates appearing for examination without proper identification will not be admitted to the examination and will forfeit prepaid examination fees.
2. If the applicant fails the examination, the applicant must call Pearson VUE at 1-888-204-6259 to make a new exam reservation.
3. Any applicant failing the examination three (3) times will be required to wait 4 weeks to retake the examination.
4. The examination will be scored at the test center on the date of examination.

EFFECTIVE MAY 1, 2006: The Arkansas Insurance Department is required to complete Criminal Background Checks on all resident applicants. The applicant must complete the Arkansas State Police Form ASP-122 (located at the end of the License Application). You must also attach a company, agency, money order or cashier’s check in the amount of \$22.00 made payable to the “Arkansas Insurance Department.” No personal checks accepted. The completed Form ASP-122 and check made payable to the “Arkansas Insurance Department” must be attached to your application when you send it to the Pearson VUE processing office for an examination permit. Do not send or take the ASP-122 to the State Police.

Pearson VUE
 University Tower Building
 1123 South University Avenue, Suite 915
 Little Rock, AR 72204

Non-Resident Applicants for a Consultant's License

1. A non-resident must hold a consultant or similar license in their home state. If the applicant does not hold such a license in their home state then they cannot qualify for an Arkansas Consultant's license.
2. The fee for a consultant's license is \$120.00. Make check payable to the Arkansas Insurance Department Trust Fund. Check must not be a temporary check but have name of individual or business with address imprinted on the check.
3. Complete the application and send the complete application with fee to the Arkansas Insurance Department.

How to complete the License Application:

Since an application is a legal form, certain fields of information are required and must be completed prior to the application being processed. If the required information is not disclosed on the application, the application will be returned for completion. These instructions illustrate the specific areas of the application that must have responses before the application can be processed. If the information is required, the item is marked "**a required field.**" and you must provide us with this information. If you reach a line which is not required and the question does not apply to you, then mark the line "N/A." However, if you have information you can include it in the non-required field -- one example is your e-mail address. If the Department has your e-mail address, we can send e-mail notices of important changes to laws and rules that govern your license.

If the application is over 30 days at the time of submission, it will be returned for current information. If the application is returned for corrections, it must be returned to the processing office within 10 working days -- if the application is not returned promptly, then a new current application and criminal background form will be required.

*This is a legal document, corrections should be made by drawing one line through the incorrect information, do not scratch out the information or use liquid paper. Changes or corrections must be initialed by the applicant showing that the applicant made the change. It is not legal for anyone other than the applicant to complete the application or modify it by removing or adding information. The applicant is held liable for all the information on the application.

*Illegible applications will be returned since we will be unable to review them.

Important: If you have a past criminal record, tax lien or other item which would normally require a "yes" answer and you are not sure if it has been resolved, sealed, or completed, then we suggest you answer yes and provide an explanation. When in doubt answer yes, provide an explanation and documentation, and if it is not needed the Department will disregard the information and your application will be processed quicker. If a criminal record has been sealed, then you should have a document signed by a judge which shows the record has been sealed. There is no time limitation on criminal convictions -- even if it is 20 years old, it will still show up on the criminal background search. **Failure to disclose information on the application that is required can cause the application to be declined, or may be grounds to have a license revoked at a later date.**

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- (1) Social Security Number---**a required field**
- (2) State of Residence---Required
- (3) NPN#---optional
- (4) Are you affiliated with a financial institution/bank?

- (5) Last Name--- **a required field**
- (6) First Name-- **a required field** –This must be your legal name—no nicknames.
- (7) Middle Name---not required
- (8) Date of Birth--- **a required field**
- (9) Resident/Home Address-- **a required field**—must be a physical address cannot be a P.O. Box
- (10) P.O. Box---not required but you can complete if you want mail sent to that address
- (11) City--- **a required field**
- (12) State-- **a required field**
- (13) Zip ---- **a required field**
- (14) Foreign Country
- (15) Home phone number-- **a required field**---you can use cell phone number if you do not have a home phone.
- (16) Gender--- **a required field**
- (17) Are you a Citizen of the United States--- **a required field**—if you are not a citizen you need to attach a copy of your permit to live and work in the United States.
- (18) Business name---not a required field, but you can provide the information if you have a business Name.
- (19) Business Address—not a required field
- (20) P.O. Box—not a required field
- (21) City-not a required field
- (22) State—not a required field
- (23) Zip—not a required field
- (24) Foreign Country
- (25) Business Phone Number—not a required field
- (26) Business Fax Number—not a required field
- (27) Business e-mail Address—not a required field (e-mail address information should be given so you can receive information from the Department.
- (28) Business Web site Address—not a required field
- (29) Applicant's Mailing Address-- **a required field**
- (30) P.O. Box---not required but complete if mail is to be sent to the P.O. Box
- (31) City-- **a required field**

- (32) State-- **a required field**
- (33) Zip-- **a required field**
- (34) Foreign Country—**only required if you are a citizen of another country**
- (35) Assumed Business Name/Trade Name--- not a required field but should be given if you will use an assumed business name.
- (36) Provide resident address for the last five years.
- (37) Employment History-- **a required field** –you must show a full 5 years of employment history and your dates must be consistent. If you run out of space you can put information on a piece of paper and attach to the application. Begin with the present then work backwards. This chronology should also include unemployment, military service or full time education.

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- (38) Type of License-Lines of Authority --- **a required field**
- (38a) Have you ever or are you currently licensed as agent, producer, consultant or broker in Arkansas --- **a required field**. If yes, list the dates and type of license--- **a required field**
- (38b) Have you ever or are currently licensed as agent, producer, etc in another state-- **a required field**

If you have been licensed in another state in the last 5 years include a clearance letter from the state. A Clearance Letter indicates that your resident license in the prior state has been cancelled and you were in “good standing” at the time of cancellation.

(39) Required Fields –Required Documentation

If you answer any of the questions yes, you must attach a statement detailing what occurred and what was the outcome of the occurrence. The application indicates what additional documentation is required with the exception of 35.7 and if you answer yes, attach a statement regarding the reason for the arrearage, and documentation from Child Support Enforcement showing your current status of arrearage. **If you have filed a bankruptcy, then attach a current and complete credit report to your application.**

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(40) Required Fields

The application must be dated and signed with your **full legal name**---no nickname or printed name. It must be a wet signature—not a stamp.

The next line must contain your full legal name—printed or typed

Any questions regarding the completion of an application should be addressed to the Pearson VUE Processing Center at 501-663-2878 (www.pearsonvue.com) or to the Arkansas Insurance Department License Division at 501-371-2750.