



PSI Services, LLC  
 3210 E Tropicana  
 Las Vegas, NV 89121  
 www.psiexams.com

*Before paying for  
 your examination registration,  
 be sure you understand  
 the contents of this bulletin.  
 Please retain and use it as a reference  
 when contacting PSI.*

**STATE OF NEW JERSEY**



**INSURANCE PRODUCER AND PUBLIC ADJUSTER  
 LICENSE EXAMINATIONS  
 CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

## EXAMINATIONS BY PSI SERVICES, LLC

This Candidate Information Bulletin provides you with information about the examination and application process for obtaining an insurance producer or public adjuster license in the State of New Jersey.

The New Jersey Department of Banking and Insurance has contracted with PSI Services, LLC (PSI) to conduct the examination testing. PSI provides examinations through a network of computer examination centers in New Jersey. PSI works closely with the State to be certain that examinations meet State as well as national requirements in basic principles and examination development standards.

**IMPORTANT:** Effective August 1, 2010, The New Jersey Department of Banking and Insurance ("Department") will no longer print and mail licenses to insurance producers and public adjusters. One copy of the printed license will be available online free of charge, via State Based Systems (SBS) Connect. Information regarding free registration to this service is available on the Department's website, [www.njdobi.org](http://www.njdobi.org), in the "Just for Producers" area.

## THE LICENSURE PROCESS

The New Jersey Department of Banking and Insurance maintains on its website valuable information for insurance producers and licensing candidates. Included on this website is a specific section "*Just for Producers*," which contains a Frequently Asked Questions section that may serve as an expedient means of responding to your questions.

<b>Application Investigations and Producer Education</b> (609) 292-5316, ext:50552 Email: <a href="mailto:insed@dobi.state.nj.us">insed@dobi.state.nj.us</a>	<b>License Processing</b> (609) 292-4337 Email: <a href="mailto:inslic@dobi.sate.nj.us">inslic@dobi.sate.nj.us</a>
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Website [www.njdobi.org](http://www.njdobi.org)

Candidates who would like to transact insurance business as an insurance producer in New Jersey must pass the appropriate examination and apply for and be granted a license by the New Jersey Department of Banking and Insurance.

To be licensed as a resident insurance producer, applicants must:

1. Be a resident of New Jersey, or, if a nonresident, have his or her principal place of business in New Jersey.
2. Be trustworthy, competent, financially responsible, and of good personal and business reputation.
3. Successfully complete instruction at a New Jersey-approved provider, fulfilling the minimum hours of instruction leading to a certificate of completion. Individuals who currently hold a resident producer license in a state other than New Jersey or who have held such license actively during the preceding ninety (90) days are exempt from qualifying for a resident New Jersey insurance producer license by education and examination. Application may be made through the electronic application process. Information on the electronic application process is available at [www.njdobi.org](http://www.njdobi.org).

4. Pass the insurance licensing examination(s) administered by PSI.
5. The Department of Banking and Insurance will waive the prelicensing education requirement for qualifying individuals holding an approved insurance designation. Waiver information and a listing of approved insurance designations may be viewed on the Department's website at [www.njdobi.org](http://www.njdobi.org).
6. Individuals maintaining an approved insurance designation are no longer exempt from passing the examination corresponding to their desired license authority.
7. An individual who applies for an insurance producer license in this state who was previously licensed for the same lines of authority in another state shall not be required to complete any prelicensing education or examination. This exemption is only available if the person is currently licensed in good standing in that state; or if the application is received within 90 days of the cancellation of the applicant's previous license and was considered to be in good standing when the license authority terminated.

### OBTAINING A TEMPORARY WORK AUTHORITY AND PERMANENT LICENSE

Passing Personal Lines, Title, Surplus Lines, Life, Health, Property, and Casualty producer candidates will be evaluated at the test center for qualification for a temporary work authority. The evaluation will be based on the applicants' responses to screening questions developed by the Department of Banking and Insurance.

Applicants must be extremely careful when responding to the license screening questions, because once the applicant confirms his or her answers they cannot be changed.

Qualified applicants will receive their temporary work authorities immediately following completion of their examination. To activate the temporary work authority, the applicant must follow the instructions printed on the temporary work authority certificate. The temporary work authority allows the qualifying individual to transact insurance related business for a period of 60 days from the exam date while under the supervision of a current licensed producer. To receive a permanent license, applicants must follow the instructions printed on the short form application that will be provided at the test center.

Candidates who have passed the examination, but do not qualify for a temporary work authority, will be provided with a notice explaining their failure to qualify for the temporary work authority. To apply for a permanent license, the Department recommends candidates apply electronically but may also apply using the paper application maintained on the Department website ([www.njdobi.org](http://www.njdobi.org)). A paper submission must also include the original PSI passing score report, a school certificate, and the appropriate license fees to the New Jersey Department of Banking and Insurance Licensing Division. Applicants are reminded that paper applications require more processing time (can we make this in a bold color or perhaps underline to draw attention to it)

Please note that score reports are valid for one (1) year only.



## LICENSE FEE

The license fee is \$150 for two (2) years. Additional processing charges will be added depending upon whether the application is submitted electronically or using the paper application.

## **EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES**

All questions and requests for information about examinations should be directed to PSI.

PSI Services, LLC  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay PSI at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

### EXAMINATION FEE

Examination Fee \$47

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

## INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below. For internet registration, you will need a valid VISA or MasterCard.

1. Log onto PSI's website and complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date

## TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

## FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may call PSI to schedule the examination, (800) 733-9267.

## STANDARD MAIL REGISTRATION

For those desiring to make payment for their examination using cashiers checks or money orders, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

Complete the PSI registration Form, and appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your name on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTED.**

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**BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**

Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination after 6:30 a.m., Central Time, (800) 733-9267.

## RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at [www.psiexams.com](http://www.psiexams.com). You may also call PSI at (800) 733-9267. Please note that you may



also use the automated system, using a touch-tone phone, 24 hours a day in order to schedule or reschedule an examination.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

## EXAMINATION SITE LOCATIONS

The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

### **BRICK**

260 CHAMBERS BRIDGE ROAD, FIRST FLOOR  
BRICK, NJ 08723

*TAKE ON I-95 S TOWARD NEW JERSEY TURNPIKE SOUTH/NEWARK (US-46). TAKE EXIT #11/GARDEN STATE PARKWAY (US-9)/WOODBRIIDGE ONTO GARDEN STATE PKY S TOWARD GARDEN STATE PARKWAY SOUTH/RT-440. CONTINUE ON DRISCOLL BRG. CONTINUE ON GARDEN STATE PKY S. TAKE EXIT #91/LAKEWOOD/BRICK TWP. ONTO LANES MILL RD(CR-549) TOWARD LAKEWOOD/BRICK TWP. CONTINUE ON CHAMBERS BRIDGE RD(CR-549).*

### **CHERRY HILL**

950 N. KINGS HWY, SUITE 301  
CHERRY HILL, NJ 08034

*FROM THE NEW JERSEY TPKE S, TAKE EXIT #4/PHILADELPHIA/CAMDEN ONTO RT-73 N TOWARD CAMDEN/PHILADELPHIA. TAKE RAMP ONTO I-295 S TOWARD DEL MEM BR. TAKE EXIT #34B/CHERRY HILL/CAMDEN ONTO MARLTON PIKE(RT-70 W). TURN RIGHT ON KINGS HWY N (RT-41). NOTE BUILDING 950 IS BEHIND BUILDINGS #900 AND #1030.*

### **HAMILTON SQUARE AREA**

IBIS PLAZA SOUTH  
3525 QUAKERBRIDGE ROAD, SUITE 1000  
HAMILTON TOWNSHIP, NJ 08619

*FROM I-95 S, TAKE EXIT #9/NEW BRUNSWICK (US-1)/EAST BRUNSWICK ONTO RT-18 N TOWARD NEW BRUNSWICK (US-1)/PRINCETON/TRENTON/TOWER CENTER BLVD. TAKE RAMP ONTO US-1 TOWARD TRENTON. TAKE RAMP ONTO CR-533 S TOWARD PROVINCE LINE RD/QUAKER BRIDGE RD/QUAKER BRIDGE RD.*

### **NEW PROVIDENCE**

MURRAY HILL OFFICE CENTER  
571 CENTRAL AVENUE, SUITE 105  
NEW PROVIDENCE, NJ 07974

*START AT I-78, NEWARK. TAKE EXIT #29/MORRISTOWN (US-202)/SOMERVILLE (US-206) ONTO I-287 N TOWARD MORRISTOWN (US-202 N)/US-206 N. TAKE EXIT #22B/BEDMINSTER/NETCONG ONTO US HIGHWAY 206(US-206 N). CONTINUE ON US-202 N. BEAR RIGHT ON A LOCAL ROAD. TURN LEFT ON US HIGHWAY 206(US-206 S). TAKE RAMP ONTO I-287 S TOWARD SOMERVILLE (I-78)/PRINCETON. TAKE EXIT #21A/NEW YORK CITY ONTO I-78 E. TAKE EXIT #44/NEW PROVIDENCE/BERKELEY HGTS. TURN LEFT ON GLENSIDE AVE. TURN LEFT ON GLENSIDE RD. TURN LEFT ON CENTRAL AVE.*

### **NORTH BRUNSWICK**

THE SHOPPES AT NORTH BRUNSWICK  
980 SHOPPES BLVD, 2ND FLOOR  
NORTH BRUNSWICK, NJ 08902

*TAKE THE NEW JERSEY TURNPIKE LEFT EXIT ONTO I-95 S TOWARD TURNPIKE SOUTH. TAKE EXIT #9/NEW BRUNSWICK (US-1)/EAST BRUNSWICK ONTO RT-18 N TOWARD NEW BRUNSWICK. TAKE RAMP ONTO US-1 TOWARD TRENTON. TAKE RAMP TOWARD RT-130/171 N. STAY RIGHT TOWARD 171. TURN LEFT AT TRAFFIC LIGHT AND STAY IN THE MIDDLE LANE. AFTER 2<sup>ND</sup> TRAFFIC LIGHT, TURN RIGHT INTO THE SHOPPING CENTER. THE SITE IS LOCATED IN THE REMAX BLDG, NEAR TABLOTS.*

### **NORTHFIELD AREA (LINWOOD)**

CENTRAL PARK EAST  
222 NEW ROAD, SUITE 301  
LINWOOD, NJ 08221

*FROM GARDEN STATE PKY S, TAKE EXIT #36/NORTHFIELD/MARGATE ONTO TILTON RD(CR-563). BEAR RIGHT ON NEW RD(US-9). ARRIVE AT 222 NEW RD, LINWOOD, ON THE LEFT. THIS LOCATION IS SOUTH OF ATLANTIC CITY.*

### **PARAMUS**

1 KALISA WAY, SUITE 107  
PARAMUS, NJ 07652

*FROM I-278, WOODSIDE, TAKE EXIT #52/WHITE PLAINS RD ONTO BRUCKNER BLVD. TURN RIGHT ON WHITE PLAINS RD. TURN LEFT ON*



CROSS BRONX EXPY. TAKE LEFT RAMP ONTO I-95 S TOWARD CROSS BRONX EXPWY. TAKE EXIT #72A/PARAMUS ONTO RT-4 W. TAKE RAMP ONTO N RT-17(RT-17 N) TOWARD GARDEN STATE PKY N/MAHWAH. TURN RIGHT ON KALISA WAY.

**PARSIPPANY**

239 NEW ROAD, SUITE A-203  
PARSIPPANY, NJ 07054

FROM THE I-280 W, TAKE EXIT #1/EDWARDS RD/NEW RD ONTO NEW RD TOWARD US-46.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of New Jersey.

**REPORTING TO THE EXAMINATION SITE**

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

➤ You must provide 2 forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form.

➤ Candidates taking the Life, Health, Property, Casualty, Title, Personal Lines, or LL Bail Bond examinations must also present, on the day of the examination, an original prelicensing education course completion certificate OR a waiver issued by the NJ Department of Banking and Insurance. For a retake examination this must be presented or your failing score report may be presented.

- Candidates taking the Surplus Lines, Public Adjuster, or the instructor examinations do not need to present either of the two documents mentioned above (prelicensing education course completion certificate OR a waiver issued by the NJ Department of Banking and Insurance).

Candidates who **do not** present the required items will be denied admission to the examination, considered absent, and will forfeit the examination fee.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

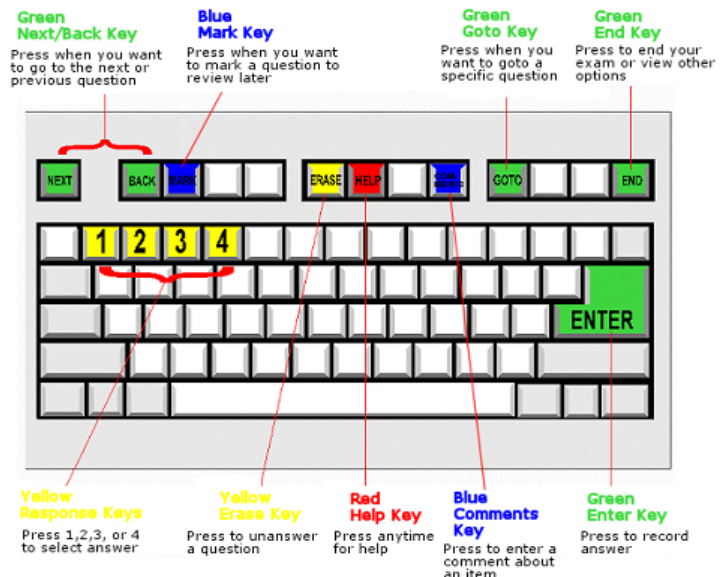
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Please be advised that children, cell phones, pagers, cameras, programmable electronic devices and recording

devices of any kind are NOT allowed to enter PSI testing centers. Additionally, **NO personal items** are to enter the testing centers. PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing.

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

**TAKING THE EXAMINATION BY COMPUTER**

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.



One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### EXAMINATION REVIEW

PSI, in cooperation with the New Jersey Department of Banking and Insurance, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

### PROCEDURES FOR FILING AN APPEAL

Candidates who have further questions concerning the examination content may file an appeal request with the New Jersey Department of Insurance and Banking; Application Investigations and Producer Education via email at [insed@doi.state.nj.us](mailto:insed@doi.state.nj.us).

## SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;

- If you **pass**, you will immediately receive a successful notification.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - an unofficial score report will be printed at the examination site.

### DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

A Practice Examination Is Now Available online at [www.psiexams.com](http://www.psiexams.com)

Now you can take the practice exam online at [www.psiexams.com](http://www.psiexams.com) to prepare for your New Jersey Insurance Examination.

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times, however you will need to pay each time.



## DESCRIPTION OF EXAMINATIONS

### EXAMINATION SUMMARY TABLE

Examination
Public Adjuster
<b>Producer Major Line</b>
Life
Property
Personal Lines
Title
Health
Casualty
Surplus Lines
<b>Producer Limited Line</b>
Bail Bond
<b>Instructor</b>
Bail Bond
Health
Title
Life
Property
Casualty

misleading, incomplete, or outdated study materials obtained from a non-approved insurance education provider. Study materials obtained from an approved insurance education provider that contain such deficiencies should be brought to the Department's attention by contacting the New Jersey Department of Insurance and Banking; Applications Investigation and Procedure Education at [insed@dobi.state.nj.us](mailto:insed@dobi.state.nj.us).

### PRETEST ITEMS

In addition to the number of examination items specified, a small number of 5 to 19 "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

### CONTENT OUTLINES

Individual content outlines are available from PSI for each examination. Content outlines indicate the examination time limit, subject area and the number of items in each area. To obtain a content outline for your specific examination, visit [www.psiexams.com](http://www.psiexams.com) or call 800-733-9267. Or contact New Jersey Department of Banking and Insurance at (609) 292-5316 Ext. 50552.

### STUDY MANUALS, PROVIDERS AND PROGRAMS

The Department of Banking and Insurance authorizes independent insurance education providers to offer both classroom and self study prelicensing education courses. A listing of approved insurance education providers is maintained on the Department's website at [www.njdobi.org](http://www.njdobi.org). The Department does not issue study material for use in preparation for the licensing examinations. Individuals who have qualified for a waiver of the required prelicensing education course are solely responsible for their exam preparation. Neither the New Jersey Department of Banking and Insurance nor PSI take any responsibility for inaccurate,







# SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

## Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

Check any special arrangements you require (requests must concur with documentation submitted):

- |   |   |
|---|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability)   | <input type="checkbox"/> Extended Time (Additional time requested: _____) |
| <input type="checkbox"/> Large-Print written examination  | <input type="checkbox"/> Other _____                                      |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation)<br>Site requested: _____ | _____   |

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.**



PSI Services, LLC  
3210 E Tropicana  
Las Vegas, NV 89121

FIRST CLASS MAIL

