



PSI Services LLC

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Las Vegas, NV 89121
Phone: (855) 807-3999

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<https://www.psiexams.com/idin>



INSURANCE LICENSE EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our Web site to check for the most updated information at <https://www.psiexams.com/idin>

IDAHO INSURANCE LICENSE EXAMINATION CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

- You do not need approval from the State of Idaho to take an examination.
- Candidates taking a major line examination and who fail any part will need to retake only the part that was failed. Both parts must be passed within 180 days (6 months) of passing one part of the exam.
- There is no limit on the number of attempts, but if a candidate fails to pass both portions of the examination within 180 days they will be required to retake all portions again.
- Fingerprints are valid for 6 months.

Pay and Schedule for your examination:

- Schedule online at <https://www.psiexams.com/idin>.
- Call (855) 807-3999 to schedule.

Take your examination:

- Must bring two forms of identification, which bear your signature. One of these must also have your photograph. Your name as shown during registration must exactly match the name on the photo I.D. used when checking in at the examination site.
- Please arrive 30 minutes prior to appointment.

After your examination:

- You will receive your results upon completion.
- Upon passing the examination, your results will be transmitted daily to the Department.
- Get your fingerprints taken. See page 3 for more information.

Applying for a license:

- After you have passed your insurance examination and have been fingerprinted for the purpose of obtaining an insurance license your next step is to apply for the license online via www.sircon.com/idaho or www.nipr.com within 180 days of passing, and to pay state licensing fees of \$80.

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the processes for taking an examination and obtaining an insurance license in the State of Idaho.

The Idaho Department of Insurance has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI works closely with the Department to ensure examinations meet the state and nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer examination centers in Idaho.

UNDERSTANDING LICENSING REQUIREMENTS

For licensing information, please contact:

Idaho Department of Insurance
700 W. State Street, Floor 3
Boise, ID 83720-0043

Mailing Address
Idaho Department of Insurance
PO Box 83720
Boise, ID 83720-0043

Phone: (208) 334-4250
Web site: www.doi.idaho.gov
Email: agent@doi.idaho.gov

RESIDENT LICENSE REQUIREMENTS

Idaho state residents who desire a producer license must:

1. Be at least eighteen (18) years or more of age.
 - a) If you are applying for a producer license, the age requirement is eighteen (18) years of age.
 - b) If you are applying for an adjuster license, the age requirement is twenty-one (21) years of age.
2. Be currently domiciled in and a bona fide resident of Idaho.
3. Be trustworthy; of good character and reputation as to morals, integrity, financial responsibility; and not have been convicted of or pled guilty to a felony or a misdemeanor. (A disqualifying misdemeanor is one that evidences (a) bad moral character, dishonesty, or a lack of integrity and financial responsibility; or (b) an unfitness and inability to provide acceptable service to the consuming public.) The director may at his discretion waive the requirement that the individual must not have been convicted of a felony or a misdemeanor, if the director finds that the individual has been rehabilitated and is otherwise qualified to hold the license.
4. Be competent as to the business to be transacted under the license applied for, and pass any written examination required.
5. Submit fingerprints as may be required.
6. Pay the required fees.

EXAMINATION REQUIREMENT

Each applicant for licensing as a producer or adjuster must pass an examination that tests qualifications and competence before a license will be issued.

This requirement shall not apply to:

1. An individual who applies for an insurance producer license in this state and who was previously licensed for the same lines of authority in another state shall not be required to complete any prelicensing examination if:
 - a) The person is currently licensed in another state; or
 - b) The application is received within ninety (90) days of the cancellation of the applicant's previous license and the prior state issues a certification that:
 - i. At the time of cancellation, the applicant was in good standing in that state; or
 - ii. The state's producer database records, as maintained by the national association of insurance commissioners or its affiliates or subsidiaries, indicate that the producer is or was licensed in good standing for the lines of authority requested.
2. A person licensed as an insurance producer in another state who moves to this state shall make application within ninety (90) days of establishing legal residence to become a resident licensee pursuant to section 41-1006, Idaho Code. No examination shall be required of that person to obtain any line of authority previously held in the prior state unless the director provides otherwise by rule.

In addition to the above, if a resident individual is applying for a limited lines insurance license and the individual has verification from an insurer or licensed agency manager that he/she has completed the course of study as set forth and required by the director, he/she will be exempted from the exam requirement. The Department of Insurance Web site has additional information.

GENERAL LICENSING REQUIREMENTS

Each examination candidate that does not currently hold an Idaho insurance license must be fingerprinted. Applications will not be processed if a completed fingerprint card is not received by the Department of Insurance with application or if the receipt for fingerprints done through PSI is not included with the application. If the application is submitted online, then required attachments should be faxed to the DOI at (208) 334-4398. Note: fingerprinting is not required for the Public Adjuster license.

LICENSE APPLICATION INSTRUCTIONS

After you have passed your insurance examination and have been fingerprinted for the purpose of obtaining an insurance license your next step is to apply for the license online via www.sircon.com/idaho or www.nipr.com within 180 days of passing and to pay state licensing fees of \$80.

Fax your passing score reports, fingerprint receipt and any necessary attachments for background questions to 208-334-4398. Also, sign up to receive email notices of bulletins, news



releases, consumer alerts and other information from the DOI that affects you and your business.

http://www.doi.idaho.gov/about/Idoinews_subscribe.aspx

License issue will be based on return of fingerprint results. If you have any questions about the application process, please contact us at 208-334-4250 or agent@doi.idaho.gov. Initial license copy will be provided at no cost. Initial and duplicate copies of licenses can be obtained at no cost from the Idaho Department of Insurance website through this link: <http://www.doi.idaho.gov/Licensing/generatelicense.aspx>.

NOTE: If this exam represents an additional line to your current active insurance producer license, please use the online service for adding lines via www.sircon.com/idaho or fax pass slips with the add lines form to 208-334-4398 and we will add the line and send a new license copy. Note that you do not need to be fingerprinted if you are adding a line to your existing insurance license.

APPLICATION FEES

The license application fee is currently \$80, regardless of the number of lines of authority for which the candidate has applied. Adding lines at a future date is possible without new fees or re-fingerprinting, once a license is established. Please consult with Idaho Department of Insurance if you have any questions.

INITIAL PRODUCER APPOINTMENT/AFFILIATION

Before an insurance producer can act as an agent or representative of an insurance company, the insurer must file an appointment with the Department. The appointment must be filed no later than within fifteen (15) days from the date the first application for insurance is accepted by the carrier. Backdating of an appointment may not predate licensure.

FINGERPRINT REQUIREMENTS

Every candidate testing for a new resident license must be fingerprinted. If a candidate for an examination is already licensed in Idaho and is adding a new line of authority, they DO NOT need to be fingerprinted. These candidates are strongly encouraged to bring their current license to the test center for verification by the test center proctors. NOTE: the current license is not a requirement.

You MUST be fingerprinted at one of PSI test centers. You may get fingerprinted on the day of your examination or walk-in during the regular testing hours. YOU CANNOT MAKE AN APPOINTMENT TO GET YOUR FINGERPRINTS DONE. THEY ARE DONE ON A FIRST COME, FIRST SERVE BASIS. The \$70 processing fee is payable by money order, cashier's check, company check, VISA or MasterCard (checks made payable to PSI). This payment includes the State processing fee of \$40.00, and the PSI processing fee of \$30.00.

Note: Fingerprints are taken digitally only at all the PSI test centers. Digital fingerprints will be transmitted electronically to law enforcement. These fingerprints are accurate, high quality, and in accordance with FBI and IAFIS requirements for live-scan imaging with a low rejection rate. Fingerprints may take up to 6 weeks to process. Fingerprints are valid for 6 months.

FINGERPRINTING FOR OUT-OF-STATE CANDIDATES

Candidates who reside 100 miles or more from a PSI center in Idaho or who live outside of the state of Idaho and who are required to be fingerprinted in order to be issued a resident license in the state of Idaho MUST utilize the following process. (NOTE: if you reside within the state of Idaho and less than 100 miles from a PSI site, you MUST be fingerprinted at one of the PSI Test Centers):

1. Fingerprints must be taken by a qualified law enforcement agency (police or sheriff's office) or other entity that provides fingerprinting services. These fingerprint cards may be either the traditional ink rolled fingerprints or electronically captured and printed fingerprint cards. You may want to call ahead to determine the hours of operation as well as if there are any fees associated with this service.
2. Fingerprints MUST be submitted on FBI applicant cards (FD-258). Most law enforcement agencies will provide this card as a part of the service. If the law enforcement agency is unable to provide the FBI applicant card, you may obtain one by contacting the Idaho Department of Insurance at agent@doi.idaho.gov.
3. Ensure that all required fields on the top portion of the card are completed in black ink (NOTE: missing or incomplete information will cause a delay in completion of the background screening). The specific fields that MUST be completed in their entirety are:
 - a. Signature: This must be your legal signature
 - b. Residence: Your complete home address including house number, street name, apartment or unit number, city, state and zip code.
 - c. Employer and Address: This is only if you are employed, otherwise leave blank.
 - d. Legal Last Name
 - e. Legal First Name (this should be your name as it appears on your birth certificate)
 - f. Legal Middle Name
 - g. Aliases: This is only required if you have used an alias such as a maiden name or a married name.
 - h. ORI number: **ID001025Y**
 - i. Reason fingerprinted: **IdC 41-1011-Insurance License**
 - j. Citizenship Country
 - k. Date of birth: Month (two digits)

01 = January	07 = July
02 = February	08 = August
03 = March	09 = September
04 = April	10 = October
05 = May	11 = November
06 = June	12 = December

Day of Birth (two digits)
Year of Birth (four digits) e.g., 1980
 - l. Sex - Acceptable codes are:

F = Female
M = Male
X = Unknown
 - m. Race - Acceptable codes are:

A = Asian or Pacific Islander (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands)
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- B = Black (a person having origins in any of the black racial groups of Africa)
- I = American Indian or Alaskan Native (American Indian, Eskimo, or Alaskan Native)
- U = Unknown (of indeterminable race)
- W = White (a person having origins in any of the original peoples of Europe, North Africa, or Middle East)

**Records for Hispanics should be entered with the race code most closely representing the individual.*

- n. Height (3 digits) e.g., five foot five inches translates to 505 or four feet eleven inches translates to 411
- o. Weight (rounded, do not list ounces) e.g., 150
- p. Eye color - Acceptable codes are:
 - BLK = Black
 - GRN = Green
 - BLU = Blue
 - HAZ = Hazel
 - BRO = Brown
 - MAR = Maroon
 - GRY = Gray
 - PNK = Pink
 - MUL = Multicolored
 - XXX = Unknown
- q. Hair color - Acceptable codes are:
 - BLD = Bald
 - ONG = Orange
 - BLK = Black
 - PLE = Purple
 - BLN = Blonde (or strawberry)
 - PNK = Pink
 - BLU = Blue
 - RED = Red (or auburn)

- BRO = Brown
- SDY = Sandy
- GRN = Green
- WHI = White
- GRY = Gray (or partially gray)
- XXX = Unknown or completely Bald (Also enter BALD in the scars, marks, tattoos, and other characteristics Field (SMT))

r. Place of Birth = state or country only

- 4. Once the fingerprint card has been completed in its entirety, please remit with a \$70.00 processing fee (personal checks are not accepted, must be in the form of a money order or cashier's check payable to PSI Services, LLC). Be sure to include the *Request and Release* and *ISP CHRI* documents (found at the end of the Candidate Information Bulletin):

PSI Services LLC
 ID Insurance Fingerprinting
 3210 E. Tropicana Ave.
 Las Vegas, NV 89121

Your prints may take up to 6 weeks to process.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

EXAMINATION FEE

Examination Both Portions \$60


The fee is \$60 for the 2 examination portions, regardless if you take 1 or both examination portions. Examination retakes are \$60 for 1 or both examination portions.

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE. REGISTRATION FEES EXPIRE AFTER ONE YEAR OF REGISTERING.

ON-LINE SCHEDULING


For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Website: [Click Here](https://www.psiexams.com/idin) (https://www.psiexams.com/idin).

- 1. Select "SIGN UP" to create an account.




YOUR CAREER.

Please click here for test center closures due to COVID-19 请点击此处查询因为疫情而导致的考试中



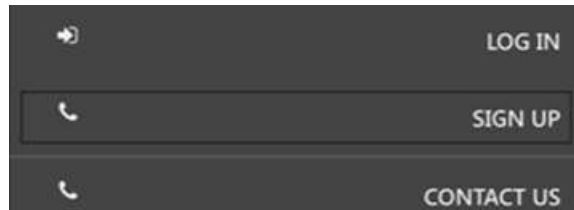


SCHEDULE AN EXAM
Sign in to your PSI account to schedule an Exam.



SIGN UP
Create a PSI account to schedule an exam.

2. On a mobile phone, you need to select the icon on the top left corner. Then select “SIGN UP” to create an account.



3. You will be prompted to create an account with PSI.

Personal Details

Candidate Id (Please enter your Social Security Number without dashes)

First Name *

Last Name *

Middle Name

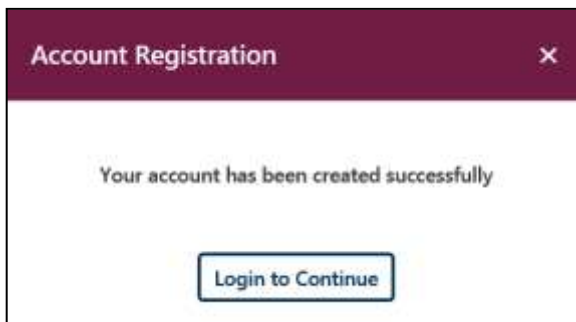
Generation

Email *

IMPORTANT

You must enter your First and Last name exactly as it is displayed on your government issued ID.

4. After you submit the form, you will get a message that your account was created successfully. Click on “Login to Continue”.



Note: The username is the email address you entered when creating the account.

Login

Username:

Password:

LOGIN

[Forgot your password?](#)



5. Select the Examination.

Ready for Registration

ID Life Producer

Register for Exam

Ready for Registration

ID Property Producer

Register for Exam

6. You will enter your personal information

Following Information is required for your examination record

SSN (required)

XXXXX5566

First Name (required)

Cathy


Last Name (required)


Miller

7. You will now enter payment.

Payment

Credit Card
** Please provide credit card holder name, street details in English.
Please enter a valid Visa, MasterCard, American Express, Discover or JCB card number. Diner 's Club card is currently not accepted.

Credit Card Number *
Credit Card Number 

Expiration Date * **CVV ***
MM / YYYY 

Card Holder Name *
Name on Card


Billing Street Address *
Enter Address


Payment Summary
Total Amount Due USC

8. You will now select if you want to test at a PSI test site or Remotely proctored online from a computer at a remote location.

Please select a delivery mode for scheduling

Delivery mode

Test Center 

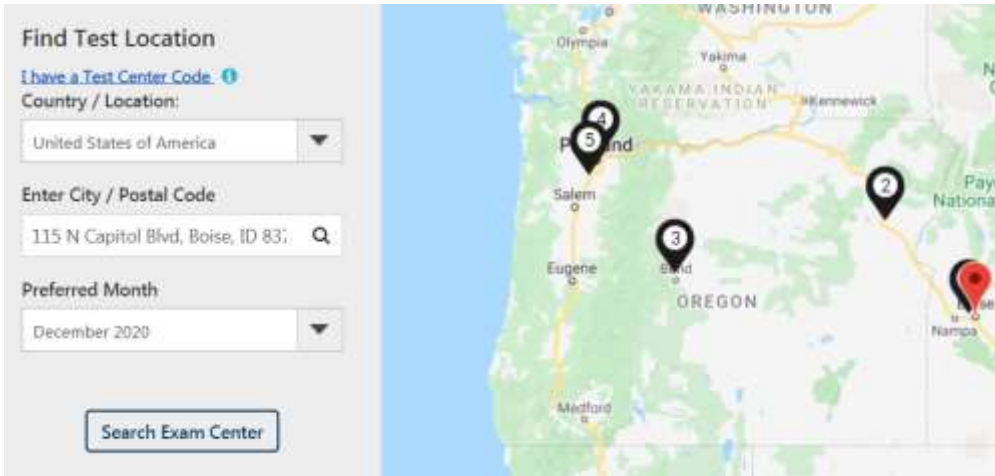
Remote Online Proctored Exam 

Cancel Continue



DELIVERY MODE TEST CENTER

Enter the “City or Postal Code” and select “Preferred Month” to take the Exam. Then select “Search Exam Center”.



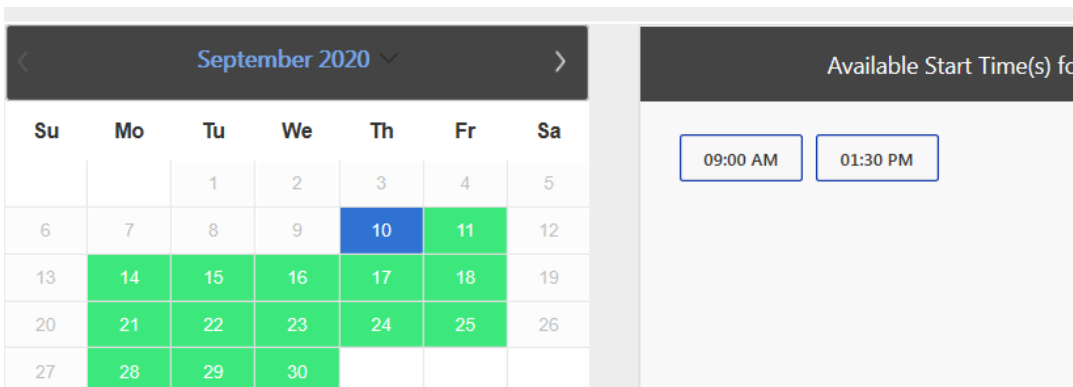
Click on the preferred test site.

Exam Center Address ||

- 1. BOISE**
1755 N Westgate Drive Suite 130 Boise ID US 83704

- 2. BAKER CITY**
2101 Main Street Suite 203 Baker City OR US 97814

Then click on the date and time to make an appointment to take the Exam.



Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

You are now scheduled and will receive an email confirmation.

DELIVERY MODE REMOTE ONLINE PROCTORED EXAM

Before you select the date and time you will be taking the exam, **YOU MUST FIRST CHECK THE COMPATIBILITY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. You must use Google Chrome Browser. Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by [clicking here](#).

click HERE' where 'click HERE' is circled in red."/>

Proctored Exam

ID Property Producer

Country: United States of America

Timezone: America/Chicago

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Available Start Time(s) for Sep.

- > Afternoon (from 12 PM to 5:45 PM)
- > Evening (from 6 PM to 11:45 PM)

• Before taking your remote online proctored exam, please check system compatibility [click HERE](#)

If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support team at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by [clicking here](#).

TELEPHONE REGISTRATION

The second fastest method of registering and scheduling is via the telephone. Call ((855) 807-3999, and speak with a live registrar, available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

To register by phone, you need a valid VISA, MasterCard, American Express or Discover.

RETAKE A FAILED EXAMINATION

You cannot make a new examination appointment on the same day you have taken an examination because we need time to process and report examination results. A candidate who fails an exam on a Wednesday can call the next day, Thursday, and can retest as soon as Friday, depending upon space availability.

CANCELING AN EXAMINATION APPOINTMENT

PSI receives your *cancellation at least 2 days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you can use PSI's web site or call PSI at (855) 807-3999.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the Internet or speak to a PSI 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.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of



1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

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 (855) 807-3999. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION TEST CENTER LOCATIONS

Boise - PSI

Westgate Plaza
1755 Westgate Drive, Suite 130
Boise, ID 83704

Take Exit 2 on I-184 for Curtis Rd. Head towards Fairview Ave. Turn left onto Fairview Ave and continue on this route. Between Cole Rd. and Milwaukee St., make a right turn onto N Westgate Dr. The destination is on the left.

Coeur d'Alene - Nexus

175 W Dalton Ave
Coeur d'Alene, ID 83815

From I-90, take exit 12 onto US-95 N/Lincoln Way, then turn right onto W Dalton Ave. Destination will be on the left.

Idaho Falls - College of Eastern Idaho (this site currently doesn't offer fingerprinting)

1600 S. 25th E.
Idaho Falls, ID 83404

Coming from south Yellowstone Highway right on W 17th ST drive 3 miles and turn left on 25th East the campus is located on the left side in building #3. Coming from north Yellowstone Highway turn left onto W 17th ST drive 3 miles and turn left on 25th East the campus is located on the left side in building #3.

Pocatello - Idaho State University *Also offering Kiosk testing

921 S 8th Ave
Pocatello, ID 83209

From I-15, take Exit 69: Clark Street Exit toward Idaho State University Drive West on E. Clark St. for approximately 1 mile (15 blocks) and turn left at the light on S. 8th Ave. Cross Center Street and continue South on S. 8th Ave. for approximately 9 more blocks until you get to the light on Martin Luther King, Jr. Way and S. 8th Ave. Turn right (West) into the parking lot and pull up to the information booth, let parking attendant know that you are taking a test and they will provide a parking pass Park where it says "Client and Patient Parking." That is directly behind the testing center. The testing center is located in Graveley Hall. Walk around to the front of the building, enter through the campus-facing doors, and turn to your right (South). Take elevator or stairs to the second floor; the testing center is located in Room 251.

Spokane PSI (this site currently doesn't offer fingerprinting)

920 N Argonne Rd, Suite 202
Spokane Valley, WA 99212

From I-90 E - Take exit 287 for Argonne Rd. Turn right onto Argonne Rd. After about ½ mile the building will be on the left. If you reach

Broadway Ave, you've gone too far. The test center is on the second floor.

From I-90 W - Take exit 287 for Argonne Rd. Turn left onto Argonne Rd. After about ½ mile the building will be on the left. If you reach Broadway Ave, you've gone too far. The test center is on the second floor.

Once at the center, take the stairs or elevator to the second floor. Once there, take a left once you are in the main hallway. You will walk past the men's restroom on your left and through a doorway. Take another left and the PSI test center should be the first doorway on the left.

Twin Falls - The College of Southern Idaho

315 Falls Ave
Twin Falls, ID 83301

Coming into Twin Falls from Interstate 84 cross the Perrine Bridge onto Blue Lakes Blvd. At the fourth stop light, turn right (west) onto Falls Avenue. Turn right (north) into College of Southern Idaho campus approximately ¾ mile from Blue Lakes Blvd. Go straight to flag poles and turn left (west). The Meyerhoeffer/Library Building is two buildings west of the main entrance and behind Fine Arts Auditorium on right side of road. The testing center is located on the second floor in Room 230. Parking is available directly in front of the building.

Coming into Twin Falls from Nevada (Highway 93) merge onto Highway 30 heading east continue to second stop light and turn left (north) on Washington Street N. Continue past second stop light and turn right (east) into college. Go straight to the first building, Meyerhoeffer/Library Building. The testing center is located on the second floor in Room 230. Parking is available directly in front of the building.

* The Pocatello - Idaho State University Test Site uses a remotely proctored testing station that monitors candidates with three digital cameras, an on-screen chat window and a sensitive built-in microphone. Proctors at this location communicate with candidates on-screen during the test and pause the exam whenever unauthorized persons or activity appear on video monitors or in audio recordings. The proctor will pause the exam whenever a candidate leaves the testing station, or an interruption occurs. The proctor may end the test if an interruption is not corrected appropriately. The remotely proctored test station is also equipped with noise cancelling headphones to help candidates screen out distractions if they wish to use them. Candidates are not allowed to have scratch paper or take breaks during exams at this remotely proctored location. Fingerprinting will not be available for candidates that test at this kiosk test station. Candidates must return to the Pocatello test center during fingerprint walk-in hours or go to another test center location for fingerprinting during walk-in hours. After completion of the examination at this location, results of the exam will be shown on screen, however, score reports will be emailed to candidates. Paper score reports will not be available upon completion of the exam for this remotely proctored location. All other rules are the same for examinations in on-site proctored locations. **Military ID is not an acceptable form of identification at this kiosk testing station.**

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 (855) 807-3999. You will need to speak with a Customer Service Rep to schedule outside of Idaho.



REPORTING TO THE EXAMINATION TEST CENTER

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 test center and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver's license
 - State issued identification card
 - US Government Issued Passport
 - US Government Issued Military Identification Card
 - US Government Issued Alien Registration Card
 - Canadian Government Issued ID
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
 - Social Security Card
 - US issued Birth Certificate with Raised Seal
- *NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test, and their examination fee will not be refunded.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will have access to an online calculator.
 - You will be given a piece of scratch paper and a pencil. These must be returned to the proctor at the end of your examination.
 - Candidates may take only approved items into the examination room.
 - All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing
- room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
 - Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
 - No smoking, eating, or drinking is allowed in the examination center.
 - During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
 - Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
 - If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
 - Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
 - Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
 - Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
 - Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.



TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

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 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 answering questions and reviewing your answers. The “Function Bar” at the top of the sample question provides mouse-click access to the features available while taking the examination.

TEST QUESTION SCREEN

The “Function Bar” at the top of the test question provides mouse-click access to the features available while taking the examination.



The screenshot displays a web-based examination interface. At the top, a function bar includes icons for Mark, Comments, Goto, Help, and End. Below this, a status bar shows: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, and Time Left(Min): 359. The main content area contains question 3: "What do the stars on the United States of America's flag represent?". Below the question is a text input field and a note "(Choose from the following options)". Four radio button options are listed: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area are two buttons: "<< Back" and "Next >>".

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.

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 Idaho Department of Insurance, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Department may re-evaluate candidates' results and adjust



them accordingly. This is the only review of the examination available to candidates.

REMOTE ONLINE PROCTORED EXAMINATION

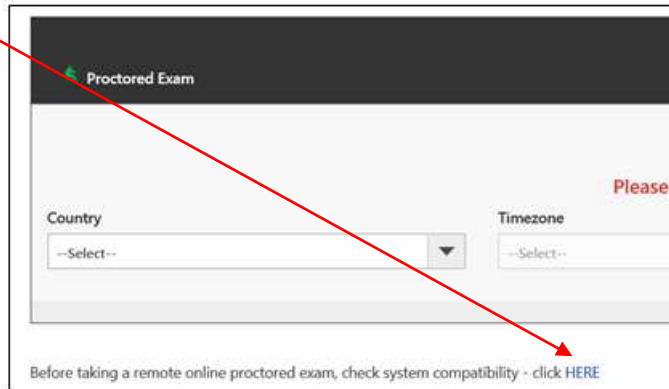
Proctors for online testing will communicate with candidates on-screen during the test and pause the exam whenever unauthorized persons or activity appear on video monitors or in audio recordings. The proctor will pause the exam whenever a candidate leaves the testing station, or an interruption occurs. The proctor may end the test if an interruption is not corrected appropriately. Immediate on-screen results will be displayed on your screen once you complete BOTH your exam AND the survey following the exam. Paper score reports will not be available upon completion of the exam for this remotely proctored location. A military ID will not be accepted for a remotely proctored exam, however, all other Identification noted above are acceptable for this delivery mode.

Before your exam begins, please be aware of the following testing rules:

- ✓ Please be reminded that earbuds, earphones, hats, caps, hood, shades or anything that can be placed on the head or face is NOT allowed.
- ✓ Food, Drinks, or Breaks are not allowed. All personal items must be removed from the work area.
- ✓ You are not allowed to leave the station during the exam. If you need to use the restroom before the exam begins, please do so now.
- ✓ Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- ✓ You must keep both of your hands on or above the desktop during the exam.
- ✓ Also note that under no circumstances are you allowed to take a screenshot or photo of the exam or the exam results at any time during or after the session.

Violating any of these rules will result in a warning and may result in exam termination.

BE SURE TO CHECK THE COMPATIBILITY OF YOUR COMPUTER to include Audio/Video Check, Webcam Check and System Check. Prior to scheduling, [click here](#). You must use Google Chrome Browser.



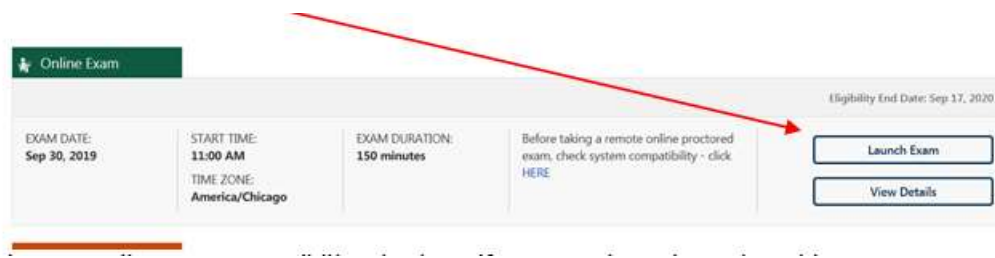
Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by [clicking here](#).

REQUIREMENTS	STATUS	YOUR SYSTEM
Webcam	✓	Integrated Camera (04f2:b5ab)
Microphone	✓	Default - Microphone Array (Realtek High Definition Audio)
PSI Communication Protocol	✓	Connected
Testing System Access	✓	Allowed
PSI System Storage	✓	Allowed
PSI Video Streaming	✓	Allowed
System Check		
REQUIREMENTS	STATUS	YOUR SYSTEM
Browser and Version - Chrome 50.0 and above.	✓	Chrome 75.0
Platform - Windows 7, Windows 8, Windows 8.1, Windows 10 or later and Mac OS X 10.10 or later	✓	Windows 10
Javascript - Enabled.	✓	Enabled
Cookies - Enabled.	✓	Enabled
Upload and Download Minimum Bandwidth - At least 250 kbps.	✓	1448262



LAUNCHING THE EXAMINATION

You can launch the examination up to 30 minutes before the scheduled start time.



If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by [clicking here](#).

SCORE REPORTING

Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type.

Candidates taking a remotely proctored exam: Please note that you must select to end both the exam portion and survey portion of your test in order to receive your on-screen results and emailed score report. If you do not receive your emailed score report, you may reach out to scorereport@psionline.com.

You may request a duplicate score report after your examination by emailing scorereport@psionline.com. Include your name, candidate ID number and confirmation number. Your candidate ID number and confirmation number is on your exam confirmation email. Please allow up to 72 hours to receive your duplicate score report.

EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored. However, these questions will count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- 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 learning 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.

You can take a practice exam online at <https://www.psiexams.com/idin> to prepare for your Idaho 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, and do not contain actual questions that are asked on the exam.

Practice exams ARE NOT a substitute for proper education and study. Scoring well on the practice exam does not guarantee that you will pass an actual licensing examination.

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

EXAMINATION STUDY MATERIALS AND CONTENT OUTLINES

STUDY MATERIALS

Neither the Department of Insurance nor PSI specifically endorses any particular study materials. However, actual state insurance laws and regulations provide an invaluable source of information in preparation for the state-specific portion of the major line examinations, and current insurance textbooks and policy forms provide the basis for preparation for the national portion of the major line examinations.

Idaho statutes are available at the public library, the Idaho Department of Insurance Web site, <http://www.doi.idaho.gov/>, or may be ordered from:

National Insurance Law Service
(NILS Publishing)
21625 Prairie Street
Chatsworth, CA 91311-5898
(800) 423-5910



[EXAMINATION CONTENT OUTLINES](#)

Individual examination content outlines are available from PSI for each examination. Content outlines indicate the examination time limit, minimum score required to pass, subject area and the number of items in each area. To view the Content Outlines, click on the links below:

[BAIL BOND](#)

[CASUALTY PRODUCER](#)

[DISABILITY/HEALTH PRODUCER](#)

[LIFE PRODUCER](#)

[INDEPENDENT ADJUSTER](#)

[PERSONAL LINES](#)

[PROPERTY PRODUCER](#)

[PUBLIC ADJUSTER](#)

[SURETY PRODUCER](#)





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 should request for alternative arrangements by [Clicking Here](#).

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded 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

MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121