

PSI Services LLC

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SOUTH CAROLINA DEPARTMENT OF INSURANCE



INSURANCE LICENSING EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at https://home.psiexams.com/#/home

South Carolina Examination Procedure Checklist

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

- You do not need approval from the State of South Carolina to take the examination.
- Each examination may be taken only six times in a one-year period.
- Passing examination results are valid for one year.

Prepare for your examination:

Use the examination content outlines provided in this bulletin as the basis of your study.

Schedule your examination:

- Once you have paid, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (833) 518-7457.
- Scheduled for:
- Examination Date: _____
- Examination Time: ______
- Test Center Location: _____
- To change scheduled date, call back by:

Take your examination:

- Must bring one form of identification, which bears your signature and your photograph.
 - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Arrive 30 minutes prior to appointment.

After your examination:

- Upon passing the examination, your results will be made available to the State.
- Apply for your license through the South Carolina Department of Insurance (see instructions on page 12).



EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination process for obtaining an Insurance License in the state of South Carolina.

The South Carolina Department of Insurance has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer examination centers in South Carolina.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

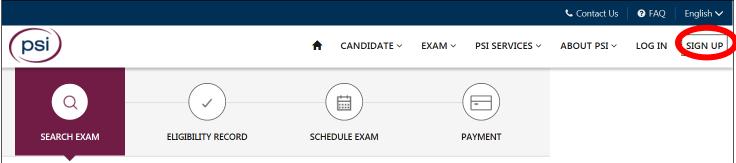
- Each examination may be taken only six times in a one-year period.
- Passing examination results are valid for one year.

Examination Fee \$45

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ON-LINE SCHEDULING

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Website: <u>Click Here</u>.

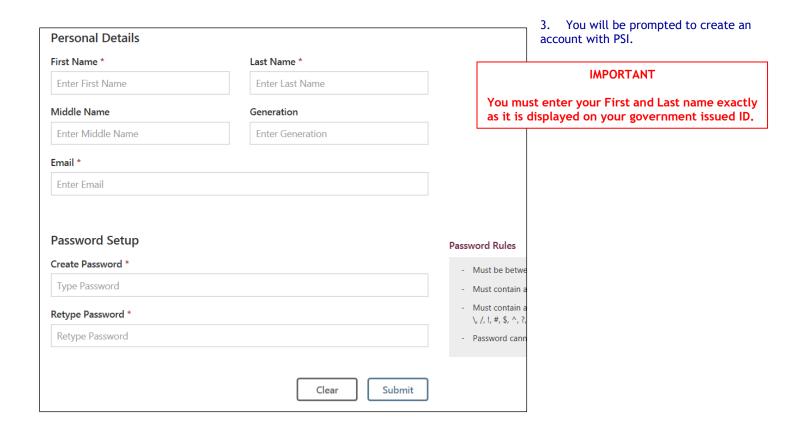


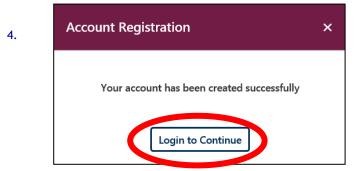
- 1. Select "SIGN UP" to create an account.
- 2. On a mobile phone, you need to select the icon on the top left corner. Then select "SIGN UP" to create an account.



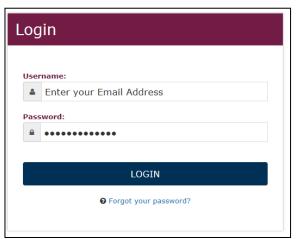






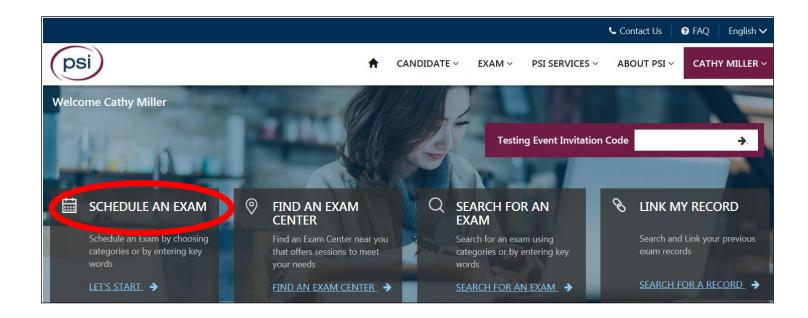


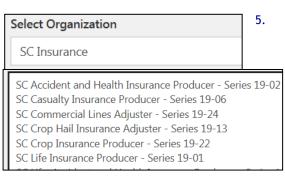
After you submit the form, you will get a message that your account was created successfully. Click on "Login to Continue".



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





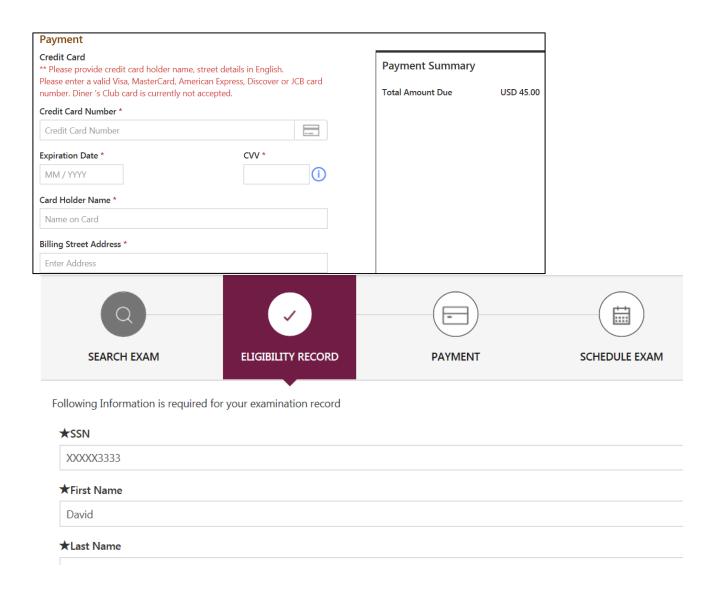


You are now ready to schedule.

6. Select the Organization and the Test.

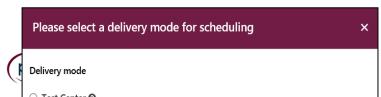
7. You will enter your personal information





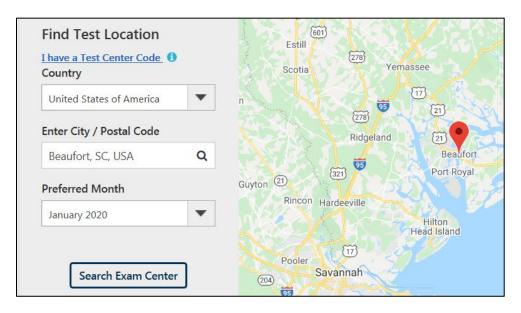
8. You will now enter payment.

9. 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.



DELIVERY MODE TEST CENTER

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

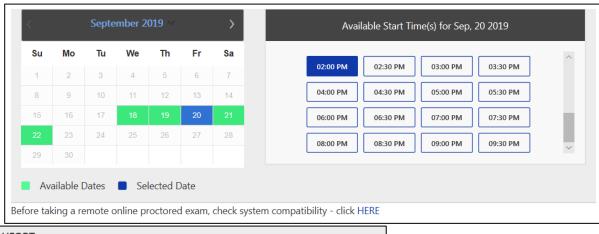


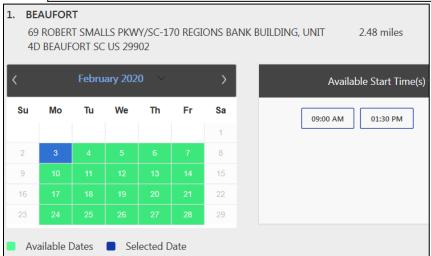
Click on the preferred test site.

1.	BEAUFORT	
	69 ROBERT SMALLS PKWY/SC-170 REGIONS BANK BUILDING, UNIT 4D BEAUFORT SC US 29902	2.48 miles
2.	SAVANNAH 6001 Chatham Center Drive Chatham Center, Orlean Building #155 Savannah GA US 31405	39.87 miles
3.	CHARLESTON 4600 GOER DR, SUITE 112A Charleston SC US 29406	51.09 miles

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







You are now scheduled and will receive an email confirmation.

DELIVERY MODE REMOTE ONLINE PROCTORED EXAM

Select Country and Time zone.



the date and time you will be taking the exam. DO HIT CONTINUE. YOU MUST FIRST CHECK THE COMPATIBILTY 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 <u>clicking here</u>.



Select

NOT

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 SCHEDULING

Call (833) 518-7457, PSI registrars are available to receive payment and to schedule your appointment for the examination. Please call 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 credit card (VISA, MasterCard, American Express or Discover.)

RESCHEDULING/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 reschedule online at https://home.psiexams.com/#/home or call PSI at (833) 518-7457.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

RETAKING 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 schedule online at https://home.psiexams.com/#/home or call PSI at (833) 518-7457.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled 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 (833) 518-7457. 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.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination results to the State. A Federal law requires State agencies to collect and record the social security numbers of all licensees of the professions licensed by the State.

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 examination site, please consult a reliable map prior to your examination date.

AIKEN

Aiken Technical College 2276 Jefferson Davis Hwy Graniteville, SC 29829

From Old Graniteville Hwy/SC-191, turn right onto Canal St/SC-191. Turn right onto Chalk Bed Rd. Take the 1st left onto Baker St. Take the 1st right onto US-1 S/US-78W.



BEAUFORT/HILTON HEAD

Regions Bank Building

69 Robert Smalls Pky/SC-170, Unit 4D

Beaufort, South Carolina 29906

From I-95, take the US-17N exit (Exit Number 33) towards Beaufort. After approximately 9 miles, US 21 splits off to the right and goes to Beaufort and US 17 goes to the left towards Charleston. Continue towards Beaufort on US 21 for approximately 12 miles. Turn sharp right onto SC 170 (McDonalds is on the corner) and continue for .3 miles. The building is on your left.

CHARLESTON

4600 Goer Drive, Suite 112A North Charleston, South Carolina 29406

At juncture of I-26 and I-526, head Southeast in the direction of Charleston. Next exit is Montague Ave, exit East Montague. Take first right at Goer Drive. Site is adjacent to the Marriott Hotel.

CHARLOTTE

Tyvola Executive Park 1 5701 Westpark Dr, #202

Charlotte, NC 28217

From I-77S towards Columbia, exit Tyvola Road (Exit #5). Turn left at Tyvola Road. Make a right at Westpark Dr.

From I-77N, exit Tyvola Road (Exit #5) towards Coliseum Area. Bear right at Tyvola Road. Turn right at Westpark Dr.

COLUMBIA

Synergy Business Park Congaree Building

121 Executive Center Drive, Suite 143

Columbia, South Carolina 29210

From I-20, take exit 63 (Bush River Road). Proceed west and turn right onto Berryhill Road. Turn left onto Executive Center Drive. Enter the Congaree Building through the front door. From the lobby take the corridor to the right to the end and turn left. PSI Suite 143 is on the left.

CONWAY - COASTAL CAROLINA UNIVERSITY

301 Allied Drive, Room 100

Conway, SC 29526

From Myrtle Beach: Take U.S. 501 north toward Conway. At University Boulevard turn right, opposite the main entrance to the University. Cross over the railroad tracks and turn right onto Allied Drive. The Coastal Science Center is the first building on the left. From Conway: Take U.S. 501 south toward Myrtle Beach. At University Boulevard turn left, opposite the main entrance to the University. Cross over the railroad tracks and turn right onto Allied Drive. The Coastal Science Center is the first building on the left. From the Main Campus: From University Boulevard on the main campus, travel straight across U.S. 501. Cross over the railroad tracks and turn right onto Allied Drive. The Coastal Science Center is the first building on the left.

FLORENCE - POYNOR ADULT EDUCATION

301 S. Dargan Street

Florence, South Carolina 29506

From I-95 (north or south) - Take exit 160A to merge on to I-20 Bus Spur E towards Florence. From I-20, keep right and merge onto David H McLeod Blvd for 2.7 miles.

(I-95 and I-20) - turn left onto W Palmetto St for 2.5 miles. Turn right onto S Dargan St. for 250 ft. Building is on your right.

From Myrtle Beach: Hwy 501. Keep left onto Hwy 576 -76. Turn left onto Dargan St Building is on your right.

GRANITEVILLE - AIKEN TECHNICAL COLLEGE

2276 Jefferson Davis Hwy, room 742

Graniteville, South Carolina 29829

From S Carolina 191 S and US-1 S/Canal St., toward Hard St., turn right onto S Carolina 104/Brantley St. Continue to follow S Carolina 104, turn left onto Baker St. Turn right onto US-1 S/US-78 W/Jefferson Davis Hwy.

GREENVILLE/SPARTANBURG

150 Executive Center Drive, Ste 104

Greenville, South Carolina 29615

From I-85, take I-385 North towards Greenville. Take Roper Mountain exit (Exit 37) and go right (East). Turn right at first street (Independence Blvd). Go 0.7 miles and turn left on Executive Center Drive. The Anderson Building will be on your right.

MYRTLE BEACH

1601 North Oak Street, Suite 305

Myrtle Beach, South Carolina 29577

From the west: Take Rte 501 to 17 Bypass North. Take 17 Bypass North one exit to 10th Avenue (Mr Joe White Ave). Turn right and go about 2 miles to Oak St. Take left on Oak St and follow to #1601(Myrtle Offices). Go around to back of building. PSI is in Suite #305

From the south: Take 17 Bypass North to 10th Avenue. Turn right and follow above directions.

From the North: Take Rte 31 to Robert Grissom Parkway. Follow RGP to 21st Avenue. Turn left on 21st Ave and follow to Oak St. Turn right on Oak St and follow to #1601 (Myrtle Offices). PSI is around the back of building.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by following the instructions on the Out-Of-State Request Form at the end of this Candidate Information Bulletin. (Bail Bondsman candidates are <u>not</u> allowed to test out-of-state.)

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

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. Required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

IDENTIFCATION - 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

PRELICENSING CERTIFICATE OF COMPLETION

Bail Bondsman candidates must bring a physical copy of the Certificate of Completion to the examination site.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- Only non-programmable calculators that are silent, batteryoperated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- 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, 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.

TEST QUESTION SCREEN

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

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.

REMOTE ONLINE PROCTORED EXAMINATION

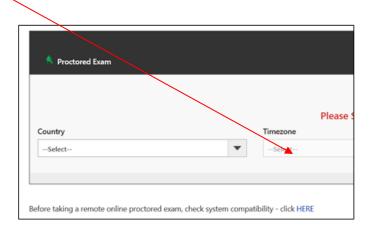
Proctors for online testing will communicate with candidates on-screen during the test and pause the exam whenever unauthorized persons or activity appear on video monitors or in audio recordings. The proctor will pause the exam whenever a candidate leaves the testing station, or an interruption occurs. 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.
- ✓ Candidates are not allowed to have scratch paper.
- 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.

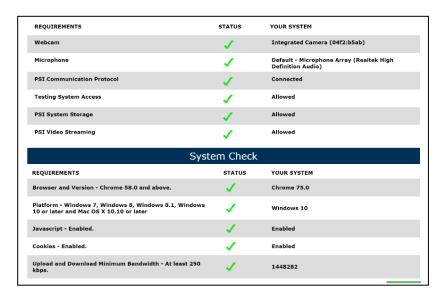
Violating any of these rules will result in a warning and may result in exam termination.

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



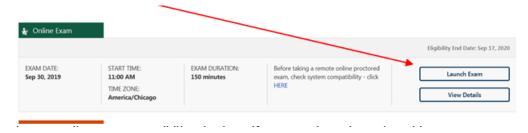


Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine 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.



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

EXAMINATION REVIEW

PSI, in cooperation with the South Carolina Department of 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 clicking the Comments button on the function bar of the exam question screen.

Your comments regarding the questions and the examinations are welcomed. 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 an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. This is the only review of the examination available to candidates.

APPEALS PROCESS

If you are requesting a response about examination content, registration, scheduling or test administration (testing site procedures, equipment, etc.), please send an appeal in writing. Your appeal letter must include your name, Social Security number, exam title, date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

PSI
Attn: SC INSURANCE APPEALS
3210 E Tropicana
Las Vegas, NV 89121



SCORE REPORTING

You must get 70% correct to pass the examination. 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 ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 15) 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.

- 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.

Now you can take the practice exam online at https://home.psiexams.com/#/home to prepare for your South Carolina 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.

APPLYING FOR LICENSURE

For licensing information, please contact:

South Carolina Department of Insurance

1201 Main Street, Suite 1000 Columbia, SC 29201 Phone: (803) 737-6095 ** Fax: (803) 737-6100

Email: agntmail@doi.sc.gov Web site: www.doi.sc.gov

Issuance of a license depends on review and approval of all license application materials.

After you fulfill your exam requirements (if any), apply and pay for your license on the Department's Web site at www.doi.sc.gov. You can verify the status of your application on the Department's Web site. If the Department approves your application, you can print your license from the Web site and after being appointed by an insurance company may solicit insurance of the type for which you have been licensed and appointed. If your application is denied, you will be notified in writing of the reason for such denial.

SLED REPORT

All resident license applications (excluding producers and bondsmen) require that the South Carolina State Law Enforcement Division (SLED) conduct a background investigation. If your application requires that you submit a SLED Criminal History Report, you can obtain the report from SLED by submitting a written request to the address below or through their Web site.

State Law Enforcement Division ATTN: Central Records Depository

P. O. Box 21398 Columbia, SC 29221 Phone: 803.737.9000 https://catch.sled.sc.gov/

There is a \$26 fee for this report. SLED only accepts company checks or money orders. A SLED report expires 90 days after issuance.

APPOINTMENT PAPERWORK AND FEES

All requests for appointments must be submitted online through the National Insurance Producer Registry (NIPR) at www.nipr.com

All appointment requests must be submitted by the sponsoring insurer. (See S.C. Code Ann. Section 38-43-80.)

APPOINTMENT CANCELLATIONS

All insurers must cancel producer appointments within 30 days from the date that the producer's contract was canceled by the insurer. (See S.C. Code Ann. Section 38-43-50.).



All requests for appointment cancellations/terminations must be submitted online through the National Insurance Producer Registry (NIPR) at www.nipr.com.

CHANGE OF ADDRESS OR E-MAIL

Address and email address changes should be done online at www.nipr.com. All address changes must be updated within 30 days of any changes to a producer's home, mailing or business address. (See S.C. Code Ann. Section 38-43-107.) Note P.O. Boxes cannot be used as a home address unless there is no mail receptacle at the home address. Without a correct e-mail address, a licensed individual may not receive information pertinent to renewal and/or continuing education compliance, which may result in the cancellation of all licenses due to failure to comply. (See S.C. Code Ann. Section 38-43-106 and S.C. Code Ann. Regulation 69-50.)

Those licensed producers who fail to notify the Department of an address change within 30 days of relocating may be subject to an administrative penalty of up to \$2,500.

CONTINUING EDUCATION

With the exception of those who qualify for an exemption (see below), all producers licensed or qualified for licensure with the Department must meet continuing education (CE) requirements. **Producer requirements.** Producers must complete 24 hours of continuing insurance education, with at least three hours in Ethics. Producers must certify CE course completion to the CE administrator by the last day of the producers birth month. Producers born in an even numbered year must certify by the last date of the producer's month of birth every even numbered year. Producers born in an odd numbered year must certify by the last date of the producer's month of birth every odd numbered year.

Multiple lines producer requirements. Producers licensed for life, accident and health, and property and casualty must complete 24 hours of continuing education, completing at least 1/3 (8) of the hours in each line of authority.

Exemptions to CE requirements:

- Nonresident producers who have met the CE requirements of their resident state.
- South Carolina producers licensed solely for credit.
- Crop hail insurance.
- Pre-need burial.
- Travel accident and baggage producers.
- Federal crop insurance.
- Producers who were exempted from continuing education requirements by December 31, 2009.

EXAMINATION CONTENT OUTLINES

The following outlines give an overview of the content of each of the South Carolina insurance examinations. Each examination will include questions on the subjects contained in the outline. The percentages indicate the relative weight assigned to each section of the examination.

Click the link below to view your South Carolina Insurance content outline.

Accident and Health Insurance Producer - Series 19-02

Casualty Insurance Producer - Series 19-06

Commercial Lines Adjuster - Series 19-24

Crop Hail Insurance Adjuster - Series 19-13

Crop Insurance Producer - Series 19-22

Life Insurance Producer - Series 19-01

Life, Accident and Health Insurance Producer - Series 19-03

Motor Vehicle Damage Appraiser - Series 19-15

Personal Lines Adjuster - Series 19-23

Personal Lines Insurance Producer - Series 19-17

Professional Bail Bondsman/Runner - Series 19-16

Property Insurance Producer - Series 19-05

Property, Casualty, Surety & Marine Insurance Producer - Series 19-04

Property, Casualty, Surety and Marine Adjuster - Series 19-11

Public Adjuster - Series 19-14

<u>Surety Insurance Producer - Series 19-08</u>

Surplus Lines Broker - Series 19-26

Title Insurance Producer - Series 19-10

Variable Contracts Producer - Series 19-07

Workers Compensation Insurance Adjuster - Series 19-25





EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST INSTRUCTIONS

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 <u>Clicking Here</u>.

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