



PSI Services LLC

3210 E Tropicana

Las Vegas, NV 89121

Visit our Web site at 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.



INSURANCE LICENSE EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our Web site to check for the most updated information at www.psiexams.com

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:

- Complete the registration form **online**, at www.psiexams.com. On the homepage “Create an account” can be found on the right hand column under “New Users” or;
- Completely fill out the PSI Registration Form (found at the end of this bulletin) and mail, e-mail, or fax to PSI or;
- Call (800) 733-9267 to register.

Sent online _____ (no wait time for scheduling the examination date).

Mailed on _____ (allow 2 weeks for processing before scheduling the examination date).

Faxed on _____ (allow 4 business days for processing before scheduling the examination date).

Emailed on _____ (allow 4 business days for processing before scheduling the examination date).

Called on _____ (no wait for scheduling the examination date).

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

To take an examination, you must register with PSI, pay for the examination and schedule the examination using one of the following methods:

EXAMINATION FEE

Examination Both Portions	\$60
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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.

ONLINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Web site at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's Web site and create an account. The online form will ask you to enter your email address and to spell your name exactly as it appears on the identification that you will be presenting at the examination center.
- The form will ask you to choose the examination you wish to take, to enter personal and contact information, and to pay for and schedule the examination. The form allows you to enter a ZIP code to see a list of examination centers closest to you. Once you select the desired examination center, you will be able to choose an available date and time for your examination.

See page 6 for step-by-step instructions.

TELEPHONE REGISTRATION

The second fastest method of registering and scheduling is via the telephone. Call (800) 733-9267 and speak with a live registrar, available Monday through Friday, between 5:30 am and 8:00 pm and Saturday-Sunday between 7:00 am and 3:30 pm, Mountain Time.

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

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.



EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier's check, made payable to PSI. Print your name in the memo section of the company check, money order or cashier's check so we can ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

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 www.psiexams.com or call PSI at (800) 733-9267.

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.

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.

MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

- Do not cancel your appointment at least 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- 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 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 complete the Exam Accommodation Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or email it to PSI at examaccommodations@psionline.com.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center 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 appointment by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.



Instructions for Scheduling an Examination Online at www.psiexams.com

1. Go to www.psiexams.com and select “Create an Account.”

If you have already registered and created an account, type in your email address and password.

New Users

You can:

- >> [Create an account](#)
- >> [Register for an examination](#)
- >> [Schedule an examination](#)

Returning Users

Sign in

Email Address:

Password:

Start in:

Remember me

[\[Forgot Password? \]](#)

[\[Update email address \]](#)

If you do not have an account, please click the below link.

[\[Create an Account \]](#)

2. You must put in your email address and the spelling of your name must match EXACTLY as it is shown on the valid government issued ID that will be shown at the test center.

Create an Account

To create a PSI account, provide the following information. The PSI account allows you to register, schedule and take practice tests that are licensed by various authorities who are PSI partners. If you have created an account already, [log on now](#).

Fields indicated with an asterisk (*) are mandatory.

Step 1

Your Details

Email Address:*

First Name:* Last Name:*

Middle Name: Generation(Jr.,Sr.,etc.)

If you have previously contacted a PSI Customer Support representative and paid for an examination, or you believe that your licensing or certification agency has provided PSI with eligibility information for you, Please check the box below:

[Check here to attempt to locate existing records for you in the system.](#)

Step 2

Enter a password for your account and select your security question and answer.

Create a password:* (The password must contain at least five characters. It is case sensitive and can contain letters and numbers only. Spaces are not allowed.)

Retype your password :* Retype to confirm your password.

Choose a Security Question : *

Security Answer :*

3. You are now ready to register for the examination.

Welcome to your PSI Home Page!

You can select the following options under **My Tasks** on the right hand menu:

- Register test - allows you to register for a test.
- Schedule test - allows you to schedule a test and to select the testing center.
- Reschedule test - allows you to reschedule a test appointment.
- Apply for retest - allows you to apply for retest if you have failed in your previous test.
- Pay for the test - allows you to pay for the test online.
- Duplicate score report- allows you to apply for a duplicate score report of the exam that you have passed.

You can maintain your personal account information by selecting the following options under **User Info** :

- Change personal profile - allows you to change and update your demographics information.
- Change login details - allows you to change your Email address & password.

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[Buy Books Online](#)

My Tasks

- > [PSI Learning Academy](#)
- > [Helpful Resources](#)
- > [View all my activities](#)
- > [Register for a test](#)
- > [Schedule for a test](#)
- > [Pay for a test](#)
- > [Cancel/Reschedule a test](#)
- > [Apply for a retest](#)
- > [Order a duplicate score report](#)
- > [Print a Receipt](#)
- > [Find test date](#)

4. Select the organization, state, account, and classification (as seen below).

Select Organization

Select Jurisdiction

Select Classification

Classification
ID Bail Bond
ID Casualty Producer
ID Crop Hail Adjuster
ID Disability/Health Producer
ID General Lines Adjuster
ID Life Producer
ID Personal Lines Producer
ID Property Producer
ID Public Adjuster
ID Surety Producer
ID Workers Compensation Adjuster



5. Enter all the mandatory information and select Continue.

Exam: ID Life Producer
Sponsor: Idaho Department of Insurance

Personal Information

First Name: Cathy Last Name: LaBrec
 * SSN: 222 - 22 - 2222

Primary Contact Address

* Street Address1: 123 Main Street Address2:
 * City: Boise * State: Idaho
 State (If not USA): * Country: USA
 * Postal Code: 33333
 * Date of Birth: January 1 1973
 * Email ID: cabrec33@yahoo.com

Telephone Numbers

* Home Phone: 333333333 Office Phone:

Fields indicated with an asterisk (*) are mandatory.

7. Now you are ready to schedule for the test. Enter your ZIP code or the city where you live. You will get a list of the testing centers closest to you. Select the desired Test center and select Continue.

Test Center Selection

Country: USA Zip or City: Boise, ID

Choose one or more test centers, then click the 'Continue' button to view available dates for schedule.

Distance	Testcenter Name	Address
<input type="checkbox"/> 1.7 miles	BOISE	1755 N Westgate Drive, Suite 130, Boise, Idaho, 83704
<input type="checkbox"/> 104.7 miles	BAKER CITY	2101 Main Street, Suite 203, Baker City, Oregon, 97814
<input type="checkbox"/> 170.6 miles	ELKO	225 SILVER ST, SUITE 102, ELKO, Nevada, 89801

6. Type in your credit card information and accept the "Terms & Conditions", then select Submit.

Exam: ID Life Producer
Sponsor: Idaho Department of Insurance

Registration Fee	Cost (\$)
Exam Fee	60.00
Total	60.00

Payment

You will be charged 60.00.

Credit Card

Card Type: * Select
 Card Number: *
 Expiration Date: * January
 Name on Card: *
 ZIP Code: * Card ID Number: * [What is Card ID no?](#)

I accept PSI's Payment terms & conditions.
[Click here to read terms & conditions.](#)

8. You will now see the availability. Click on the date and time of your choice and select Schedule.

Available Sessions Page: 1 of 1

Test Center	Available Date	Start Time
BOISE, Idaho	05/14/2015	9:30 AM
BOISE, Idaho	05/15/2015	9:30 AM
BOISE, Idaho	05/15/2015	12:30 PM
BOISE, Idaho	05/16/2015	9:30 AM
BOISE, Idaho	05/16/2015	12:30 PM
BOISE, Idaho	05/19/2015	9:30 AM

9. A confirmation will appear that you can print out, and you will receive an email confirmation.

Dear Cathy LaBrec,

Thank you for scheduling your examination with PSI.

The following are the details of your scheduled examination:

Examination Name: ID Disability/Health Producer
 Examination Date: May 16, 2015
 Examination Start Time: 9:30 AM (hh:mm)
 Confirmation Number: C7805217

Test Center Name: BOISE
 1755 N Westgate Drive
 Suite 130 Boise Idaho 83704

Test Center Directions: Take Exit 2 on I-184 for Curtis Rd. Head onto Fairview Ave and continue on this Milwaukee St., make a right turn onto the left.



EXAMINATION TEST CENTER LOCATIONS

Boise - PSI

Westgate Plaza

1755 Westgate Drive, Suite 130

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.

Pocatello - Idaho State University

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.

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 3/4 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.

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 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, with the exception of close-fitting jackets or sweatshirts, 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, including coats, shawls, hooded clothing, heavy jackets, or overcoats.



- **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.
- 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.



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.**

SCORE REPORTING

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

- If you **pass**, you will receive a successful score report.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (800) 733-9267.

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 www.psiexams.com 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](#)

[CROP HAIL ADJUSTER](#)

[DISABILITY/HEALTH PRODUCER](#)

[GENERAL LINES ADJUSTER](#)

[LIFE PRODUCER](#)

[PERSONAL LINES](#)

[PROPERTY PRODUCER](#)

[PUBLIC ADJUSTER](#)

[SURETY PRODUCER](#)

[WORKERS' COMPENSATION ADJUSTER](#)





IDAHO INSURANCE EXAMINATION REGISTRATION FORM

Be prepared with the following information before you begin the registration process. Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. Registration forms that are incomplete or not accompanied by the proper fee will be returned unprocessed. Examination fees are **not** refundable or transferable.

Last Name		Full First Name		Full Middle Name	
Social Security Number (FOR IDENTIFICATION PURPOSES ONLY)			Date of Birth (MO/DATE/YEAR)		
Mailing Address					
City		State		Zip Code	
Cell Phone Number (including area code)			Other Phone Number (including area code)		
Email Address					

Examination (check one):

Examination Title					
<input type="checkbox"/>	General Lines Adjuster	<input type="checkbox"/>	Disability/Health Producer	<input type="checkbox"/>	Public Adjuster
<input type="checkbox"/>	Bail Bond	<input type="checkbox"/>	Life Producer	<input type="checkbox"/>	Surety Producer
<input type="checkbox"/>	Casualty Producer	<input type="checkbox"/>	Personal Lines	<input type="checkbox"/>	Workers' Compensation Adjuster
<input type="checkbox"/>	Crop Hail Adjuster	<input type="checkbox"/>	Property Producer		

Check one:

<input type="checkbox"/> First Time	<input type="checkbox"/> Retake
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Total Fee: \$60. Pay by credit card, company check, money order or cashier's check, made payable to PSI. Please note your Social Security Number on your check. Cash and personal checks are not accepted.

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

If paying by credit card, check one: VISA MasterCard American Express Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

I am submitting the Exam Accommodations Form and required documentation (see next page). Yes No

Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

Signature: _____ Date: _____

If you are registering by mail, email or fax, sign and date this registration form on the lines provided. Complete and forward this registration form with the applicable examination fee to:

PSI Services LLC * ATTN: Examination Registration - ID INS
3210 E Tropicana Ave * Las Vegas, NV* 89121
Email examschedule@psionline.com * Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com



EXAMINATION ACCOMMODATIONS REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666 or Email to PSI at examschedule@psionline.com.

Requirements for exam accommodations 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 _____ SS#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Cell Work

Email Address: _____

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

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: _____)
- Large-print written examination
- Other _____
- ESL Accommodation (If English is not your primary language, you may qualify for additional time for your test by requesting an ESL authorization from PSI, specifically time and a half. Please include:
 - A personal letter requesting the authorization; and
 - A letter from your English instructor or sponsoring company (on company letterhead), certifying that English is not your primary language.

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

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

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121