



PSI Services LLC

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<https://test-takers.psiexams.com/ladi>



**LOUISIANA DEPARTMENT OF INSURANCE (LDI)
LICENSING EXAMINATIONS
CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at <https://test-takers.psiexams.com/ladi>

UNDERSTANDING LICENSE REQUIREMENTS

FINGERPRINTING REQUIREMENT

EXAMINATION REQUIRED PER LICENSE TYPE

Examination Name	License Type	Exam Series	Exam Fee
Life	Producer	101	\$30.00
Health and Accident or Sickness	Producer	102	\$30.00
Life, Health and Accident or Sickness	Producer	103	\$53.00
Property	Producer	104	\$30.00
Casualty	Producer	105	\$30.00
Property and Casualty	Producer	106	\$53.00
Personal Lines (Producer)	Producer	107	\$15.00
Bail Bond	Producer	108	\$15.00
Surety	Producer	109	\$15.00
Industrial Fire	Producer	110	\$15.00
Title	Producer	111	\$15.00
Surplus Lines ^I	Producer	112	\$15.00
Automobile Adjuster	Claims Adjuster	201	\$15.00
Personal Lines (Adjuster)	Claims Adjuster	202	\$15.00
Commercial Lines Adjuster	Claims Adjuster	203	\$15.00
Property and Casualty Adjuster	Claims Adjuster	204	\$15.00
Crop Adjuster	Claims Adjuster	205	\$15.00
Workers Compensation Adjuster	Claims Adjuster	206	\$15.00
Public Adjuster ^{II}	Public Adjuster	301	\$15.00

^I Must also be currently licensed as a Property and Casualty or Health and Accident or Sickness producer with two years' experience.

^{II} Must also have a Surety Bond or irrevocable letter of credit in the amount of \$50,000 issued by a qualified financial institution authorized to do business in Louisiana.

There are no prelicensing requirements for all examinations except Public Adjuster and Bail Bond.

Bail Bond Apprentice Program. No person shall be permitted to sit for an examination as a bail bond producer without having properly pre-registered for and completed a three-month bail bond apprentice program and until the required Bail Bond Apprentice Program Affidavit has been submitted to the Department of Insurance along with the required application for testing and licensure. The Bail Bond Affidavit can be found on the Department's Web.

Public Adjuster. No person shall be permitted to sit for an examination without pre-approval from the Department. Please check LDI's website for more information at www.lds.gov.

ALL applicants for Louisiana resident insurance producer and adjuster licenses must provide a set of fingerprints to the Louisiana Department of Insurance for the purpose of conducting a state and national fingerprint-based criminal history record.

You **must** be electronically fingerprinted at one of PSI Louisiana sites, during regular testing hours, on the day of your examination. The prints will be forwarded electronically to the appropriate review agencies. You will pay the fingerprinting fee at the test site on the day of testing. The State processing fee of \$39.25, is payable to "PSI" by money order, cashier's check, company check, VISA or MasterCard. Please note: this process may take up to 4 weeks. Ink cards will not be accepted by the Division.

Fingerprinting Process for license types that require an examination (Life Producer, Health and Accident Producer, Life, Health and Accident Producer, Property Producer, Casualty Producer, Property and Casualty Producer, Bail Bond Producer, Surety Producer, Industrial Fire Producer, Personal Lines Producer, Surplus Lines Broker, Title Producer, Public Adjuster, Automobile Claims Adjuster, Property and Casualty Claims Adjuster, Personal Lines Claims Adjuster, Commercial Lines Claims Adjuster, Crop Adjuster).

Fingerprinting Process for license types that do not require an examination (Variable Life & Variable Annuity, Limited Life, Health & Accident, Credit, Travel, Navigators). Walk-in hours are posted on PSI's website at <https://www.psiexams.com/lain>.

Fingerprinting is not required for licensed resident producers and adjusters who are adding a line of authority to an existing license.

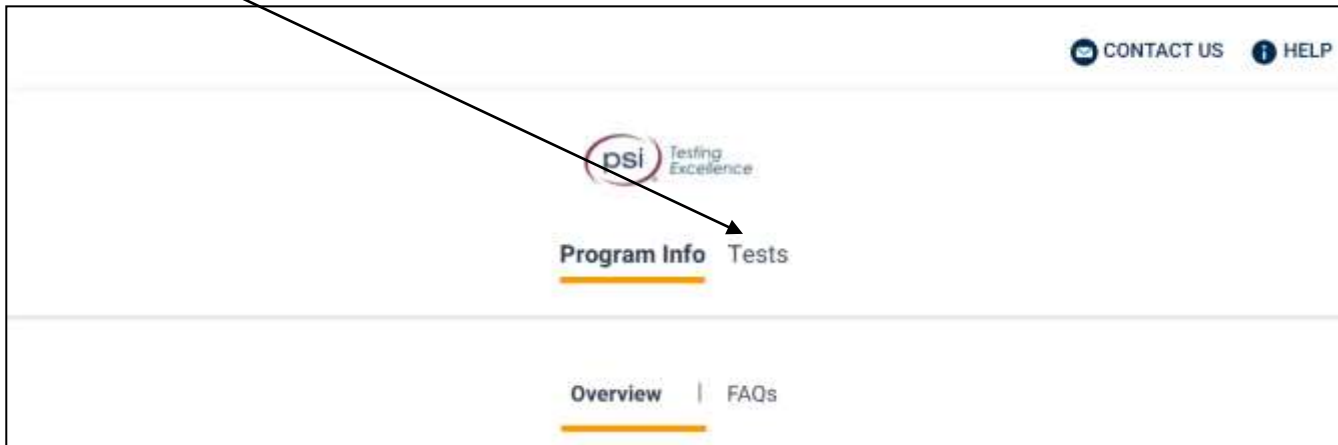


EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

There is no limit to the number of times you may take an examination if you fail during that one-year period. Examination fees are not refundable or transferable.

For the **fastest and most convenient** examination scheduling process, register for your examinations online by accessing PSI's registration Website: (<https://test-takers.psiexams.com/ladi>).

1. Go to: <https://test-takers.psiexams.com/ladi>
2. Select **TESTS** to create an account.



3. Select the examination and you are ready to create an account. Select **LOGIN/REGISTER**.





4. You will be prompted to **CREATE AN ACCOUNT** with PSI.
The first and last name must match exactly with your current, valid, government-issued ID.

ID *	
First Name *	Last Name *
Middle Name	Generation
Email *	
Password *	Your password must contain: <ul style="list-style-type: none">• At least one capital letter A-Z• At least one lower case letter a-z• At least one number 0-9• At least one special character !@#V\$%^&V*• At least 8 and up to 32 characters
Confirm Password *	

5. Select your test format: (Test Center) or (Remote Proctored).

Modality


 Site Proctored SELECTED	 Atlas Remote Proctored SELECT
--	--

Scheduling at a Test Center

1. Enter the “City or Postal Code” and select **FIND**.

Search Test Center Location

City, province, or postal code Radius 5



2. Select a date and time to book an appointment.

Choose a Date and Time

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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
31						

Available Selected

Time slots available for October 08, 2021

- 08:00 AM
- 01:30 PM

3. You are now ready to pay.

Payment

Billing Address

Address 1 *
Address 2
Address 3
City *

Order Summary

Commercial Connector Practice Test	
Mechanical Bus and Lev	\$100.00 USD
Total Price	

CONTINUE



- Once payment has been made you will receive a message confirming the test center, booked date, and booked time.

Booking Confirmed!!  [Print Confirmation](#)

Email Address: asingla81@psionline.com Home Phone: 111224444 Office Phone: 2221112345

Scheduling via Remote Proctor

- Select a date and time to book an appointment.

Choose a Date and Time

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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
31						

Available Selected

Time slots available for October 08, 2021

08:00 AM

01:30 PM

- You are now ready to pay.

Payment

Billing Address

Address 1 *

Address 2

Address 3

City *

Order Summary

Commercial Contractor Practice Test

Mechanical Bus and Law \$100.00 USD


Total Price


CONTINUE

- Once payment has been made you will receive a message confirming the booked date and booked time. Please review the booking before selecting **CONFIRM**.

Review Booking:

Email Address: asingla81@psionline.com Home Phone: 111224444 Office Phone: 2221112345

 Wednesday, October 06, 2021

 5:30 PM Pacific Time

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

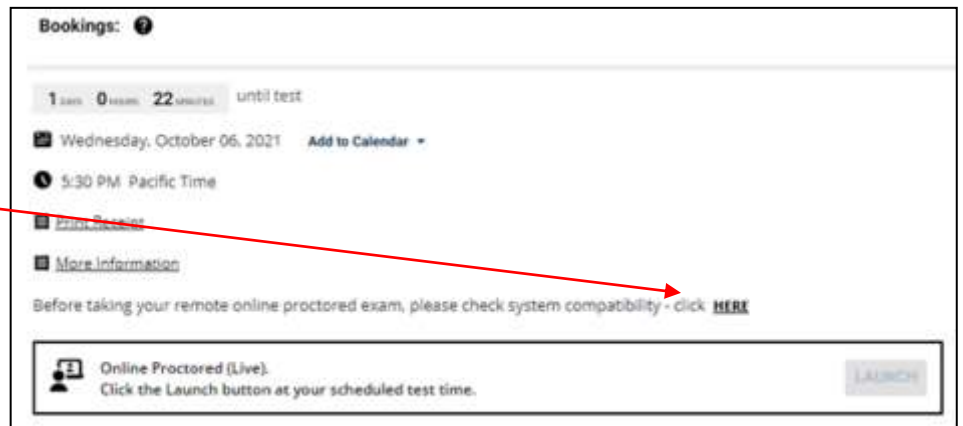
By continuing, you agree to The Company's [Conditions of Use And Privacy Notice](#)

CONFIRM



4. Your booking will now display in your account. You will be able to LAUNCH your test within 30 minutes of your booked test time.

IMPORTANT: BE SURE TO CHECK THE COMPATIBILITY OF YOUR COMPUTER to include Audio/Video Check, Webcam Check and System Check. Prior to testing, **CLICK HERE.**



By not starting your test within 15 minutes after your booked time, you forfeit your test fee or test eligibility. Fees and test eligibilities are non-refundable. If you have any questions regarding your compatibility check, or if you experience issues launching your test, you may contact PSI's technical support team at (844) 267-1017.

TELEPHONE REGISTRATION

Call (855) 579-4644, PSI registrars are available to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central 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://test-takers.psiexams.com/ladi> or call PSI at (855) 579-4644.

Note: A voicemail or email 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

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://test-takers.psiexams.com/ladi> or call PSI at (855) 579-4644.

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. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).



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) 579-4644. 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 SITE LOCATIONS

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

Baton Rouge

10099 N. Reiger Rd
Baton Rouge, LA 70809

From I-10 East: Take EXIT 163 toward LA-3246/Siegen Lane. Turn slight left to take the LA-3246 N/Siegen Lane ramp. Take the 1st left onto Siegen Lane/LA-3246 N. Turn left onto N. Reiger Road. 10099 N. Reiger Road is on the right.

Baton Rouge

Kocch Testing Centers of America
6160 Perkins Rd, Suite 133
Baton Rouge, LA 70808

Take Interstate 10 W Access Rd to Picardy Ave in Baton Rouge. Turn right onto Picardy Ave. Drive to Perkins Rd in 12.

Lafayette

Acadian Aviation Testing Center
123 Grissom Road
Lafayette, LA 70508

From the I-10, take exit 103A Morgan City. Turn left on Surrey, then right on Grissom. At the end of the road, turn right into parking lot of Landmark Aviation.

From LA 90: Turn right on Surrey, then right on Grissom. At the end of road, turn right into parking lot of Landmark Aviation.

Entrance to Acadian Aviation Testing Center is on right side of building next to the steps and ramp.

Lake Charles

Sulphur - Safety Council of Southwest Louisiana-Sulphur Training Center
3621 E. Napoleon St
Sulphur, LA 70663

From US-10 exit to LA-90 Napoleon St. The Testing Center is Located inside of the Safety Council of Southwest Louisiana. The building is next to the Shell station on the corner of N. Cities Service Hwy and E. Napoleon St.

Metairie

2750 Lake Villa Drive
NY II Bldg, Suite 202
Metairie, LA 70002

From the East, follow I-10 W to N Interstate 10 Service Rd W in Metairie. Take exit 226 from I-10 W. Merge onto I-10 W. Use the right lane to take exit 226 for Clearview Pkwy N. Follow N Interstate 10 Service Rd W to Lake Villa Dr. Merge onto N Interstate 10 Service Rd W. Turn left onto Lake Villa Dr. Destination will be on the left.

Monroe

Pentecost Properties
Univ of Louisiana-401 Bayou DR-Stubbs Hall-RM 206
Monroe, LA 71209

From I-20 East/West: Take 165 N to Desiard St/US-80E. Follow signs for Univ of LA/Monroe. Turn Right on Desiard St at light. Turn left on Bayou Dr at light. Turn left into parking area. 1st Building - Stubbs Hall.

From 165 N: Keep right at fork to go on Sterlington Rd/LA-3275 just after Main post office. Turn left on Desiard St/US-80 East. Turn left on Bayou Dr at light. Turn left into parking area. 1st building. Stubbs hall.

Pineville (Alexandria)

Flightline Air Service
200 Lake Buhlow Rd
Pineville, LA 71360



If you are using a GPS, please enter Flightline Air Service not the address, entering the address will not bring you here! From I-49 North or South: take Exit 86 toward US-165 N / US-71 N (MacArthur Dr.), come to a traffic light and pass Real Deal Marina on your left, drive about ½ mile. Take a right onto Airport Rd (green sign says Pineville Airport), follow until the road dead ends at the airport. From US-165 or US-71 South: cross over the newly constructed bridge, Buhlow Lake will be on your right. Take a right at Airport Rd (green sign says Pineville Airport) follow until the road dead ends at the airport. If you pass Real Deal Marina (on the right) or reach the traffic light, you've gone too far. The testing center is located inside the Pineville Municipal Airport. Site Phone Number is 318-448-3934.

Shreveport

910 Pierremont Rd, Suite 216

Shreveport, LA 71106

From I-49 S: Use the right 2 lanes to take exit 203 for Pierremont road/Hollywood Ave. Use the left 2 lanes to turn left onto Pierremont Rd. Continue straight to stay on Pierremont Rd. Turn left onto Fairfield Ave. Turn right at the first cross street onto Southfield Rd. This will take you into the parking lot of the Pierremont Office Park. 910 Pierremont is the building on the left.

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 PSI at (855) 579-4644. **You must be fingerprinted at a LA PSI test site.**

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.*

All examination sites will provide ear plugs upon request.

REQUIRED 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 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.

PRIMARY IDENTIFICATION (with photo) - Choose one or two from this list:

- State issued driver's license
- The LA Wallet Digital Driver's License is an acceptable form of identification
- 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.

SECURITY PROCEDURES

The following examination protocols apply during any examination. PSI may pause or terminate an examination at any time. Failure to follow the examination protocol, may result in the disqualification of examination results, prohibition from taking future examinations, and may lead to legal action.

You will be given a piece of scratch paper and a pencil. You will return the scratch paper and pencil during check-out.

Candidate may bring a silent non-programmable calculator without alpha keys at the test site. Onscreen calculator must be used for remote testing.

Prohibited Items:

- Reference materials of any kind.
- Electronic devices of any type, including but not limited to; cellular phones, cameras, computers of any type (e.g., laptops, tablets, iPads), earbuds, electronic games, electronic watches, handheld calculators, headsets, mobile devices, music players (e.g., iPods), pagers, radios, recording devices (audio or video), smart watches, televisions, etc.).
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Bulky or loose clothing or coats including but not limited to; open sweaters, cardigans, shawls, scarves, vests, jackets and coats.
 - In the event you are asked to remove bulky or loose outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking or chewing products, wallets, etc.



Prohibited Behavior:

- Giving or receiving assistance on an examination.
- Copying or communicating examination content.
- Using outside references or resources during an exam, examples:
 - Browsing other local resources.
 - Browsing the internet.
 - Attempting to use a computer or computer program not provided or approved by PSI.
 - Attempting to use a telephone or mobile device.
 - Using notepad on the computer.
 - Using an application on the computer not provided by PSI.
- Engaging in disruptive behavior during check-in or during an exam, examples:
 - Acting in an inappropriate manner.
 - Using abusive language.
 - Speaking aloud.
 - Causing noise unrelated to keyboard typing.
- Engaging in prohibited behavior during check-in or during an exam, examples:
 - Reading questions out loud.
 - Leaving the room without proctor approval.
 - Using instant messaging, or other electronic communication.
 - Capturing a picture or video of exam items.
 - Attempting to use telephone or mobile device.
 - Obstructing the proctor's view (camera or in person).
 - Having inappropriate materials on desktop (explicit).
 - Changing spaces during the exam without proctor approval.
 - Not focusing eyes on the screen.

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.

No prohibited items are allowed within the candidate's reach or line of sight. If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle for test center exams. PSI will not be responsible for the security of any personal belongings or prohibited items.

- Any candidate seen giving or receiving assistance on an examination, found with prohibited items, or displaying prohibited behavior or violating any security regulations will have his or her examination terminated, and be asked to surrender all examination materials. All such instances will be reported to the examination sponsor.

Additional protocols for testing at a testing center, include but not limited to:

- 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.
- 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. Candidates will not receive extra time to complete the examination.

Additional protocols for remote online proctored exams, include but not limited to:

- Temporarily moving out of the camera's line of sight.
- Candidates are not allowed to have scratch paper.
- Adequate lighting for the proctor to see candidate's activity.
- Internet service must be sufficient to administer the exam, see page 12 for requirements.
- Web camera must be placed for ideal viewing by the proctor.
- Candidate may not change computers during the exam.
- Candidate may not change spaces during the exam.
- Candidate must follow proctor instructions, which may include, but are not limited to:
 - Keeping hands on the desktop.
 - Keeping eyes on the computer screen.
 - Not fidgeting during the exam.
 - Keeping hands away from face.
- 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.
- Breaks are NOT allowed during remote online proctored examinations. If you believe you cannot complete your examination without a break, please do not register for remote online proctored examinations.

TAKING THE EXAMINATION BY COMPUTER

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

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

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 Department, will be continually 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. 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 you.**

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. If you do not receive your emailed score report, you may reach out to scorereport@psionline.com.

You can take a practice exam online at <https://test-takers.psiexams.com/ladi> to prepare for your Louisiana 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 INFORMATION

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.



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 outline for your specific examination, please click on an appropriate link below.

[LIFE - SERIES 101](#)

[HEALTH AND ACCIDENT OR SICKNESS - SERIES 102](#)

[LIFE, HEALTH AND ACCIDENT OR SICKNESS - SERIES 103](#)

[PROPERTY - SERIES 104](#)

[CASUALTY - SERIES 105](#)

[PROPERTY AND CASUALTY - SERIES 106](#)

[PERSONAL LINES PRODUCER - SERIES 107](#)

[BAIL BOND - SERIES 108](#)

[SURETY - SERIES 109](#)

[INDUSTRIAL FIRE - SERIES 110](#)

[TITLE - SERIES 111](#)

[SURPLUS LINES - SERIES 112](#)

[AUTOMOBILE ADJUSTER - SERIES 201](#)

[PERSONAL LINES ADJUSTER - SERIES 202](#)

[COMMERCIAL LINES ADJUSTER - SERIES 203](#)

[PROPERTY AND CASUALTY ADJUSTER - SERIES 204](#)

[CROP ADJUSTER - SERIES 205](#)

[WORKERS COMPENSATION ADJUSTER - SERIES 206](#)

[PUBLIC ADJUSTER - SERIES 301](#)

APPLYING FOR LICENSURE

A license application must be filed through the National Insurance Producer Registry (NIPR) at www.nipr.com. For licensing information, please contact:

Louisiana Department of Insurance
1702 N. Third Street
P.O. Box 94214
Baton Rouge, LA 70802
Phone: (225) 342-0860
Fax: (225) 342-3754
E-mail: producerlicensing@ldi.la.gov
www.ldi.la.gov



PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121