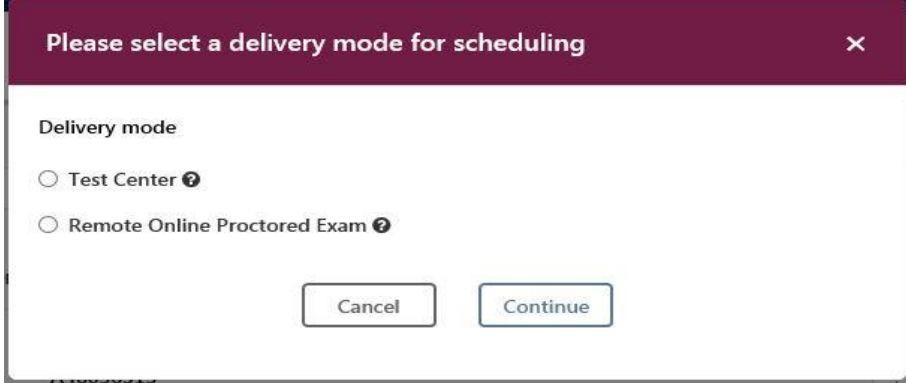
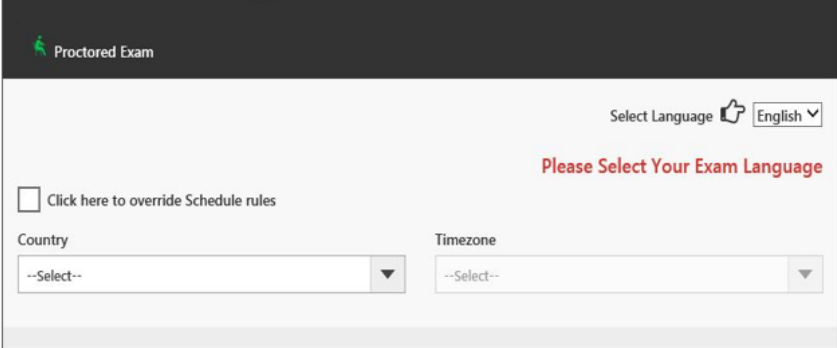


	<b>PSI does not have the authority to provide extensions on pre-licensing education (PLE) certificates. By regulation, the PLE certificate is valid for one year from the date of completion.</b>
Full Client Name	Pennsylvania Insurance Department
Acronym	N/A
Platform	UCS dashboard via impersonation on Atlas for scheduling and exam launch. Bridge for remote proctoring exam administration.  All examinations can be scheduled at a test site or via remote proctoring
File Type	Open
ID Type	SSN
Address	Pennsylvania Insurance Department Bureau of Licensing and Enforcement 1209 Strawberry Square, Harrisburg, Pennsylvania 17120
Telephone	(717) 787-3840, option 3 or (866) 283-7848
Fax	(717) 787-8553
Web address	www.insurance.pa.gov
<b>PSI Candidate Service #</b>	<b>(888) 818-5822</b>
Exam Titles/Testing Time/# of items	<ul style="list-style-type: none"> <li>•PA Accident and Health/120 minutes/100 items</li> <li>•PA Casualty and Allied Lines/120 minutes/100 items</li> <li>•PA Life Insurance/120 minutes/100 items</li> <li>•PA Life, Accident, and Health/170 minutes/150 items</li> <li>•PA Motor Vehicle Physical Damage Appraiser/200 minutes/100 items</li> <li>•PA Personal Lines/120 minutes/100 items</li> <li>•PA Property and Allied Lines/120 minutes/100 items</li> <li>•PA Property and Casualty/170 minutes/150 items</li> <li>•PA Public Insurance Adjuster/80 minutes/60 items</li> <li>•PA Surplus Lines Producer/80 minutes/60 items</li> <li>•PA Title Insurance Agent/80 minutes/60 items</li> <li>•PA Viatical Settlement Broker/80 minutes/60 items</li> </ul>
Languages Available	English, Spanish, Chinese - All exams are available in each language
Pretest Items	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 and the time taken to answer them will not count against examination time.
Exam Type	PA Insurance
Notes	<p><b>IMPORTANT NOTE:</b> A candidate is able to apply online through SIRCON for a license prior to taking the exam. This is NOT recommended or given out as an option. However, if a candidate is able to show a confirmation from SIRCON that their application was processed and paid for online prior to testing, then they may be fingerprinted. The candidate MUST have a printout from SIRCON or an email confirmation on their phone to show the proctor in order to proceed.</p> <p>For candidates taking a remote proctored exam, they must log into their PSI UCS account to launch their exam. Have candidate refer to their CIB.</p>
Splitting Portions	N/A
Application Processing	Open registration
Processing Time	Mail – up to 10 business days; Fax – up to 4 business days
Application Processor	PA. ApplicationProcessor@psionline.com
Name/Address Changes	CSR can make minor changes. Changes due to divorce/marriage - CD must send supporting documentation for Application Processor to enter. (Example: Divorce Decree for divorce, Marriage License for marriage)
English as a Second Language (ESL)	Upon receipt of a personal letter requesting the authorization and a letter from your English instructor or sponsoring company (on letterhead), certifying that English is not your primary language, a candidate will be granted time and one-half to complete the examination. Please use the Exam Accommodations Request Form at the end of the Candidate Information Booklet to submit your request and provide the required documents.
Eligibility Criteria	Open registration
Eligibility Period	There is no limit to the number of times you may take an examination if you fail.
Payment Payable to	PSI

Fee	<p>Life Insurance - \$43.00          Accident and Health - \$43.00          *Life, Accident and Health - \$53.00          Property and Allied Lines - \$43.00          Casualty and Allied Lines - \$43.00          *Property and Casualty - \$53.00          Surplus Lines Producer - \$43.00          Title Insurance Agent - \$43.00          Personal Lines = \$43.00          Viatical Settlement Broker - \$43.00          Motor Vehicle Physical Damage Appraiser - \$43          Public Insurance Adjuster - \$43</p> <p>*Combo exams</p>
Payment Type	Pay by credit card, money order, company check or cashier's check. Cash and personal checks are not accepted.
Reschedule Rules	You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received two days prior to the scheduled examination date.
ADA/Exam Accommodation Approval	<p>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.</p> <p>A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the link and instructions on the Exam Accommodations Request page at the end of the Candidate Information Bulletin.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Description of the disability and limitations related to testing</li> <li>• Recommended accommodation/modification</li> <li>• Name, title and telephone number of the medical authority or specialist</li> <li>• Original signature of the medical authority or specialist</li> </ul> <p>Make sure you are registered for the examination before requesting examination accommodations.</p>
Out of State Testing	PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by following the instructions on the Out-Of-State Request Form found at the end of the Candidate Information Bulletin.
Test Center or Remote Proctoring	Please also make note that candidates will be able to take the PA Insurance exams at a test center or via remote proctoring. When scheduling candidates you will be able to select the option the candidate wants.
	
	If the candidate selects Remote online proctoring you will need to select Country and time zone before proceeding to selecting a test date.
	
Paper/Pencil	Yes

Bring to test center or present to online proctor	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Primary Identification: All candidates must provide 1 form of identification. ID must contain candidate's photo, signature, and be valid and unexpired. Allowable forms of identification are as follows:</li> <li>• State issued driver's license</li> <li>• State issued learner's permit</li> <li>• State issued identification card</li> <li>• US Government Issued Passport</li> <li>• US Government Issued Military Identification Card</li> <li>• US Government Issued Alien Registration Card</li> <li>• Canadian Government Issued ID</li> <li>• US Employment Authorization Card</li> </ul>
	<p><b>A Military ID will not be accepted for a <u>remotely proctored exam</u>, however, all other types of Identification noted above are acceptable for this delivery mode.</b></p>
Bring to test center or present to online proctor	<ul style="list-style-type: none"> <li>• <b>Pre-licensing education certificate (applies only to initial resident producer applicants):</b> If the test is marked with a "Yes" in the chart below, candidates must present their pre-licensing education certificate or an education verification letter from the Pennsylvania Insurance Department. If you fail, this must be presented for every attempt thereafter. Candidates will not be allowed to test without an education certificate or an education verification letter. A pre-licensing certificate is valid for one year from date of completion; an education verification letter is valid for one year from the date it was written). <b>AN ELECTRONIC VERSION OR HARD COPY WILL BE ACCEPTED.</b></li> </ul> <p><b>Examination - Examination Series - *Prelicense Certificate Required?</b></p> <p>Life Insurance - 16-01 - Yes  Accident and Health - 16-02 - Yes  Life, Accident and Health - 16-03 - Yes  Property and Allied Lines - 16-04 - Yes  Casualty and Allied Lines - 16-05 - Yes  Property and Casualty - 16-06 - Yes  Personal Lines - 16-16 - Yes  Viatical Settlement Broker - 16-17 - No  Motor Vehicle Physical Damage Appraiser - 16-20 - No  Public Insurance Adjuster - 16-19 - No  Surplus Lines Producer - 16-09 - No  Title Insurance Agent - 16-10 - No</p> <p><b>*Note: Candidates adding a Line of Authority must present their current license instead of the pre-licensing education certificate.</b></p>
System Compatibility Check	<p>Compatibility Check is located on the Candidate's PSI Dashboard next to the schedule details. It is also located in the security procedures when selecting "view details" from the PSI Dashboard. It is in the candidate's best interest to conduct a compatibility check on their PC or laptop when they schedule their exam to ensure that their workstation will be compatible with PSI system requirements. Candidates may also check their compatibility by using: <a href="https://home.psiexams.com/static/#/bcheck">https://home.psiexams.com/static/#/bcheck</a></p>
<b>Basic Trouble Shooting for Candidates</b>	<p><b>The list below contains all the hardware and software requirements for the exam.</b></p> <ul style="list-style-type: none"> <li>• <b>Workstation must have webcam and microphone</b></li> <li>• <b>Operating system supported: Windows 7.0, 8.0, 8.1, 10.0 or Macintosh OS x 10.10 or later</b></li> <li>• <b>Browser and Version - Chrome 58.0 and above</b></li> <li>• <b>Browser settings: Cookies Enabled</b></li> <li>• <b>Browser settings: Javascript Enabled</b></li> <li>• <b>Movable Webcam/Microphone: Minimum VGA 640 x 480 resolution, enabled built in or external microphone</b></li> <li>• <b>Connection Speed - Should be at least 250 kbits per second</b></li> </ul>
<b>Remote Proctoring Bridge TECH SUPPORT</b>	<p><b>CSRs must do a warm transfer to x6791. You may also initiate a chat at <a href="http://clientportal.softwaresecure.com/support">http://clientportal.softwaresecure.com/support</a> after you close the Secure Browser Software. Phone numbers: 1-844-267-1017; International 1-702-939-6734</b></p>
Open Book Exam	No - Exams are CLOSED BOOK.
Calculator Allowed	Calculator will be supplied at the Test Center.
Reference Materials Given at Site	None
Passing Score	70% each exam
Cut score	N/A
Veteran's Preference Points	N/A

Score reports	<p>Score will be given to the candidate immediately, <b>on-screen</b>, following completion of the examination. The candidate will receive their score report via email, within 1-3 business days. Nothing will be handed out at the test site.</p> <p>Your score will be sent electronically to the state.</p>
Dup Score Report Fee	Free by mail (5 to 7 business days), \$40 expedited fee (2 - 3 business days)
Fingerprint Info	<ul style="list-style-type: none"> <li>▪ <u>After passing the examination</u> use the kiosk at the PSI test site to complete your license application online at <a href="http://www.sircon.com/pennsylvania">www.sircon.com/pennsylvania</a> or <a href="http://www.nipr.com">www.nipr.com</a>, or you may apply using your own computer.</li> <li>▪ Fingerprinting is required of all applicants for a new resident producer license and <b>must be done at an IdentoGO enrollment center</b>. Applicants are required to register online via the IdentoGO website at <a href="https://uenroll.identogo.com">https://uenroll.identogo.com</a> or by telephone at 844-321-2101 Monday through Friday, 8 A.M. to 6 P.M. EST. Following registration, the applicant will be provided with a registration number which they will take with them when they go to the IdentoGO site for fingerprinting. Applicants must be registered with IdentoGO prior to arriving at a fingerprinting site. When registering online an applicant must use the appropriate service code assigned to the Insurance Department, which is 1KG8Q3. Using the correct service code ensures the background check is processed for the correct agency and submitted for the correct purpose.</li> <li>▪ The total fingerprinting fee is \$23.85. <u>Payment is made at the IdentoGO center</u> after the applicant's fingerprints have been submitted. Credit card, debit card, certified check or money order, are the only payment methods accepted. No cash transactions or personal checks will be accepted.</li> <li>▪ <b>As a reminder, individuals should not register for a fingerprinting appointment and submit their fingerprints until after they have passed any examination requirements and applied for licensure.</b> <u>Any fingerprint results received without a corresponding license application will be destroyed, and individuals will be required to repay the fingerprinting fee and resubmit their fingerprints at an IdentoGO center.</u></li> </ul> <p>Fingerprint results will be returned to the Department from the FBI. The Department will review and evaluate the results as well as the license application to determine if all standards for licensure have been met.</p>
Licensing instructions	<p>For licensing information, please contact:          Pennsylvania Insurance Department          Bureau of Licensing and Enforcement</p> <p>To be licensed, you must:</p> <ul style="list-style-type: none"> <li>• Complete any necessary pre-licensing requirements;</li> <li>• Pass the required examination(s) for the type of license you are applying for; and</li> <li>• Apply for a license by submitting the appropriate fee and forms to the Department using the kiosk at the PSI test site.</li> </ul> <p><b>Note:</b> Passing an examination does not guarantee that you will be issued a license. You must submit your license application to the Department within one year of passing the exam. Issuance of a license depends on review and approval of all license application materials.</p>
Status of License	<p>After the Department has verified that you have passed the required examination and that you have met all standards for licensure, the Department will issue the appropriate license. You may view the status of your license application on the Department's website at <a href="http://www.insurance.pa.gov">www.insurance.pa.gov</a>. Once your license has been issued, you may print your license from the website. Please be advised that the Department no longer mails licenses.</p> <p>You may not engage in the business of insurance until the Department has issued your license.</p> <p><b>Note:</b> The Department no longer mails paper licenses. Once you verify that your license has been issued by checking the "Application Status Search" at <a href="http://www.insurance.pa.gov">www.insurance.pa.gov</a>, follow the instructions to "Print" your license.</p>
Retest fee	<p>Life Insurance - \$43.00          Accident and Health - \$43.00          *Life, Accident and Health - \$53.00          Property and Allied Lines - \$43.00          Casualty and Allied Lines - \$43.00          *Property and Casualty - \$53.00          Surplus Lines Producer - \$43.00          Title Insurance Agent - \$43.00          Personal Lines = \$43.00          Viatical Settlement Broker - \$43.00          Motor Vehicle Physical Damage Appraiser - \$43          Public Insurance Adjuster - \$43</p> <p>*Combo exams</p>

Retest procedure	<p>Registration forms for submittal to PSI to retake the examination will be available at the examination site.</p> <p>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 <a href="http://www.psiexams.com">www.psiexams.com</a> or call PSI at (800) 733-9267.</p>
Exam review	<p>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. Comments may be entered by clicking the Comments link on the function bar during the examination.</p> <p>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 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.</p>
Practice Exams Offered	Yes - online at <a href="http://www.psiexams.com">www.psiexams.com</a> . You may take the practice exams an unlimited number of times: you will need to pay each time.
Support modes	N/A
Support email	<a href="mailto:examschedule@psionline.com">examschedule@psionline.com</a>
Email Response Time	Up to 48 hrs
Scheduling modes	Phone, PSI website
Information Links	<p><a href="#">Click her for more information abou pre-licensing and continuing educations requirements for Insurance Producers, Public Adjusters, and Title Agents.</a></p> <p><a href="#">System Compatibilty Check for Remotely Proctored Exams</a></p>
Created Date	4/22/2019
Modified Date	2/9/2022