

SC Insurance candidates should do the following:

Go to <https://home.psiexams.com/#/home>

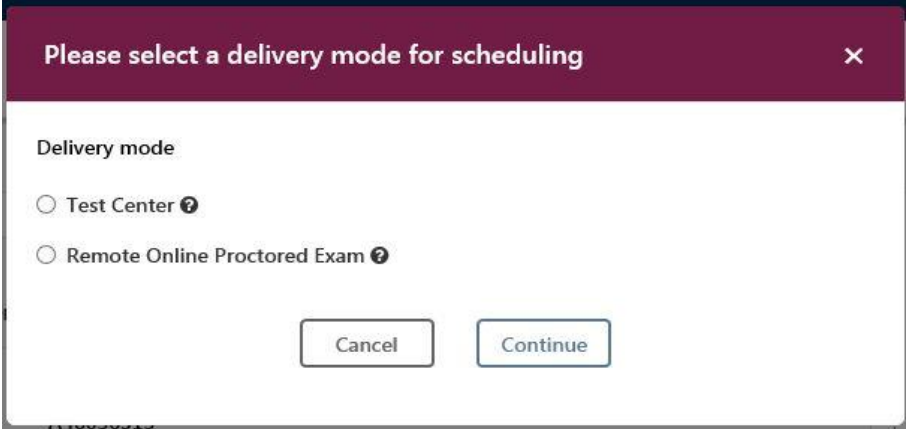
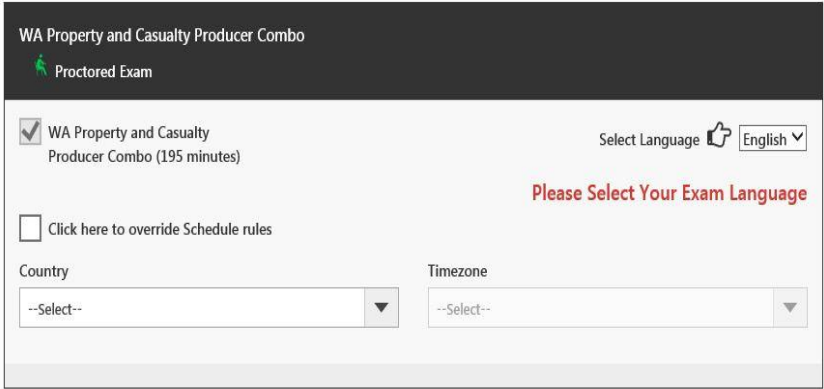
If they don't have an account, click on the "Sign Up" button.

Select the "Schedule an Exam" button. Select SC Insurance and the exam they want to take.

Pay and schedule.

NEVER SEND THE CANDIDATE TO THE STATE

Full Client Name	South Carolina Department of Insurance
Acronym	SCDOI
File Type	Open
ID Type	SSN
Scheduling Platform	UCS
Address	1201 Main Street, Suite 1000, Columbia, SC 29201
Telephone	N/A
Fax	N/A
Web address	www.doi.sc.gov
PSI Candidate Service #	1-833-518-7457
Exam Titles/Testing Time/# of items	•SC Accident and Health Insurance Producer - Series 19-02 /2 hours/100 questions •SC Casualty Insurance Producer - Series 19-06 /2 hours/100 questions •SC Commercial Lines Adjuster - Series 19-24 /2 hours/100 questions •SC Crop Hail Insurance Adjuster - Series 19-13 /1 hour/50 questions •SC Crop Insurance Producer - Series 19-22 /1 hour/50 questions •SC Life Insurance Producer - Series 19-01 /2 hours/100 questions •SC Life, Accident and Health Insurance Producer - Series 19-03 /165 minutes/150 questions •SC Motor Vehicle Damage Appraiser - Series 19-15 /1 hour/50 questions •SC Personal Lines Adjuster - Series 19-23 /2 hours/100 questions •SC Personal Lines Insurance Producer - Series 19-17 /2 hours/100 questions •SC Professional Bail Bondsman/Runner - Series 19-16 /65 minutes/60 questions •SC Property Insurance Producer - Series 19-05 /2 hours/100 questions •SC Property, Casualty, Surety & Marine Insurance Producer - Series 19-04 /165 minutes/150 questions •SC Property, Casualty, Surety and Marine Adjuster - Series 19-11 /2 hours/100 questions •SC Public Adjuster - Series 19-14 /65 minutes/60 questions •SC Surety Insurance Producer - Series 19-08 /1 hour/50 questions •SC Surplus Lines Broker - Series 19-26 /1 hour/50 questions •SC Title Insurance Producer - Series 19-10 /65 minutes/60 questions •SC Variable Contracts Producer - Series 19-07 /2 hours/100 questions •SC Workers Compensation Insurance Adjuster - Series 19-25 /90 minutes/75 questions
Pretest 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.
Exam Type	SC Insurance
Notes	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.
Splitting Portions	Not applicable as these are 1-portion exams.
Application Processing	Open registration
Processing Time	Mail – up to 10 business days; Fax – up to 4 business days
Application Processor	SC. 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)
Languages Available	English
Eligibility Criteria	You do not need approval from the State of South Carolina to take the examination.
Eligibility Period	N/A
Payment Payable to	PSI
Fee	\$45 each exam
Payment Type	You may pay by credit card, company check, cashier's check or money order. Make check or money order payable to PSI. 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	A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions and link on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin. 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.
Out of State Testing	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 and link on the Out-Of-State Request Form at the end of the Candidate Information Bulletin. (Bail Bondsman candidates are <u>not</u> allowed to test out-of-state.)
Test Center or Remote Proctoring	Please also make note that candidates will be able to take the SC Insurance exams 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	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. IDENTIFICATION – 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.
	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.
Open Book Exam	No - These exams are CLOSED BOOK.

Calculator Allowed	Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
Reference Materials Given at Site	None
Passing Score	70% each exam
Cut score	N/A
Veteran's Preference Points	N/A
Score reports	Score will be given to the candidate immediately, on-screen, following completion of the examination. The candidate will receive their score report via email, within 1-3 business days. Your score will be sent electronically to the state.
Dup Score Report Fee	Free by mail (5 to 7 business days), \$40 expedited fee (2 - 3 business days)
Fingerprint Info	N/A
Licensing instructions	For licensing information, please contact: South Carolina Department of Insurance 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 (State Law Enforcement Division)	All resident license applications 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 www.sled.sc.gov There is a \$25 fee for this report. <u>SLED only accepts company checks or money orders</u> . A SLED report expires 90 days after issuance.
Retest fee	\$45 each exam
Retest procedure	Each examination may be taken only six times in a one-year period. 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 or call PSI at 1- 833-518-7457.
Exam 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
Practice Exams Offered	Yes - online at www.psiexams.com . You may take the practice exams an unlimited number of times: you will need to pay each time.
Support modes	N/A
Support email	psi.insurance@psionline.com
Email Response Time	Up to 48 hrs
Scheduling modes	Phone, PSI website

	UCS -home.psiexams.com
Information Links	None
Created Date	4/24/2019
Modified Date	3/18/2021 rp