



PRE-LICENSING STUDENT COURSE COMPLETION CERTIFICATE GUIDELINES

The Ohio Department of Insurance has instructed PSI Services, LLC. not to accept student completion certificates that are incorrect or incomplete.

The examination proctors check the following information.

- * The student certificate must have the evaluation on the backside to be considered valid.
- * The date of course completion must not be over 180 calendar days.
- * The start and completion dates of class must be original.
- * The student and the authorized provider personnel must sign the certificate to be valid.
- * The student signature and date signed must be original.
- * The authorized provider personnel signature and date signed must be original.
- * The certificate must be complete. No blank spaces.
- * The student name, address and last 4 digits of social security number must match the exam registration.
- * The application, exam registration and type of course completed must match. Students will only be able to take the exam for the course that they completed.
- * If taking a combined exam, the student must present two (2) certificates, one for each line of authority, to the test proctor.
- * The certificate will not be valid if it has been altered in any way (i.e. white out, copied over, etc.).

NO EXCEPTIONS!!! Students will be turned away by the exam proctors, per Ohio Department of Insurance instructions. The students will be referred back to the pre-licensing provider.

If you have any questions, please contact the Ohio Department of Insurance at (614) 644-2665.