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## **IMPORTANT INFORMATION REGARDING OHIO INSURANCE EXAM REQUIREMENTS**

**Please be prepared for your Ohio Insurance License exam and be aware of the common errors that cause issues at the PSI test centers.**

**You will not be permitted to sit for the state insurance exam if you fail to present proper documentation at the test site upon arrival.**

**Below is a list of the most common reasons that candidates are not permitted to sit for the state insurance exam.**

### **Course completion certificates issues:**

- Provider signature missing.
- Candidate signature missing.
- Expired certificates. Pre-licensing certificates are valid for 180 days from the date of course completion.
- A separate certificate is required for each line of authority. Candidates sitting for a combined exam (i.e. Property & Casualty or Life & Health) must present two certificates at the test site.
- Candidate did not bring printed certificate(s) to the test center:
  - Candidate failed to print the course completion certificate(s) prior to testing. Digital certificate(s) are not valid proof of completion. A hard copy must be presented at the test site.
  - Candidate brought a self-study course affidavit(s) rather than course completion certificate(s)
  - Candidate brought course registration form(s) rather than course completion certificate(s)

### **Other common issues candidates experience at PSI test centers:**

- Candidates showing up at a PSI center thinking that they are taking the proctored exam for the provider in order to obtain a course completion certificate, rather than testing for the official Ohio insurance license exam.
- Candidate not bringing correct form of ID. Two valid (non-expired) forms of ID, bearing the candidate's name and signature, are required. Also, the name on your ID and pre-licensing certificates must be an exact match to the name you provided when registering for your state exam. Examples of primary valid (non-expired) forms of ID include state issued driver's license; state issued ID card; US Government issued passport; US Government issued military ID card; US Government issued Alien Registration card; or Canadian Government issued ID. Examples of secondary valid forms of ID include a debit/credit card or employee ID. A birth certificate is NOT a valid form of ID and will NOT be accepted.
- Arriving to the test center late. You will not be permitted to sit for the exam if you arrive after the scheduled start time. Candidates are strongly advised to arrive 30 minutes before your appointment time.
- Having unauthorized items at the test center. No personal items are permitted inside the test facility. Possession of prohibited items inside the examination room will result in immediate termination of your exam and your exam scores will be invalidated.

**FAILURE TO MEET THE ABOVE REQUIREMENTS WILL RESULT IN CANCELLATION OF YOUR OHIO INSURANCE EXAM AND FORFEITURE OF YOUR EXAM FEES. YOU WILL BE REQUIRED TO RESCHEDULE YOUR EXAM FOR A LATER DATE AND PAY THE REQUIRED EXAMINATION FEE.**

**Accredited by the National Association of Insurance Commissioners (NAIC)**

Consumer Hotline: 1-800-686-1526

Fraud Hotline: 1-800-686-1527

OSHIIP Hotline: 1-800-686-1578

TDD Line: (614) 644-3745

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