










**Information you might be asked by PSI to schedule your exam:**

-  Your full name, social security number, birth date, mailing address, phone number, email address
  -  Any major credit card, electronic check or voucher for exam payment
  -  Exam Title \_\_\_\_\_
  -  Your Course Completion Date \_\_\_\_\_
  -  Our Provider Number/School Code \_\_\_\_\_
  -  Our Instructor Number \_\_\_\_\_
- } Found on the course  
Certificate of Completion  
we give you.

**PSI will provide you with:**

-  **Your Test Confirmation Number** \_\_\_\_\_
-  **Your Test Date, Time & Location** \_\_\_\_\_
-  **Please Note: to reschedule an exam PSI requires 48 hours advance notice or they will charge you the full fee again.**

*We strongly recommend that you take your state exam within one week of completing classes, allowing yourself a few days to study. If you do not pass the exam on the first try, 24 hours later you will be able to schedule another exam date for the earliest date available. If you fail a part of the exam and must retake it, your score report and your certificate of completion must be presented at the test center to retake the failed portion of the exam.*

**WHAT TO TAKE TO THE EXAM**

Candidates must present 2 forms of current signature identification. One must be government issued and photo bearing, i.e., a driver's license. The second one can be a signed credit/debit card. **You also must present your certificates of completion.**

There will be a \$10.00 fee to replace any lost or forgotten certificates.

**Single Line Exams are:**

Life Producer, Disability Producer, Property Producer, Casualty Producer, or Personal Lines Producer. The state exam for each single line of insurance consists of a total of 110 questions, 10 of which are experimental questions and will be nonscorable. The cost for a single line exam is \$45.00 and you have 150 minutes to complete it.

**Combination Exams are:**

Property and Casualty Producer or Life and Disability Producer exams each have a total of 160 questions, 10 of which are experimental and will be nonscorable. The cost for a combination exam is \$62.00 and you will have 195 minutes to complete it.

**Test Center Addresses and directions:** See [www.PSIEXAMS.COM](http://www.PSIEXAMS.COM) for other locations

**Federal Way (Seattle)**

500 South 336th St., Suite 220  
Federal Way, WA 98003

From I-5 to 320th street. Turn left on International (Pacific Way) (99).  
Turn right on 336th and pull in the 500 building parking lot.

**Arlington**

18810 59th Dr. NE, Bldg. 44A  
Arlington, WA 98223

From Interstate 5 take the WA-531/172nd St NE exit, exit 206.  
Go East on 172nd St NE. Turn left on 59th Ave NE.  
Turn left on 188th St NE. The test site will be straight ahead.  
It is a 2 story grey building that says Arlington Flight Services on it.

**Everett**

1010 S.E. Everett Mall Way, Suite 208  
Everett, WA 98208

**North** on I-5, take Exit 189 (WA-526 W/WA-527 N to Mukilteo/Whidbey Is. Ferry/Broadway/Everett Mall Way).  
Bear right to WA-526 W / WA-527 N.  
You will see a sign reading "WA-527 N to Broadway/Everett Mall Way".  
At light, turn left on Bothell-Everett Hwy (SR-527) and go north for 0.5 mile to light at Broadway – get into left turn lane.  
Turn left onto Broadway which then becomes SE Everett Mall Way.  
Go approx. 0.8; just past light at West Mall Dr get into middle left/right turn lane and turn left immediately before the Chevron gas station.  
Proceed down lane approx. one block to 1010 behind the gas station.

**South** on I-5, take Exit 189 WA-526 W to Mukilteo/Whidbey Is. Ferry/Everett Mall Way - keep to the left.  
You will see a sign reading "To Everett Mall Way".  
Take ramp to right to light at Everett Mall Way.  
Proceed through light onto SE Everett Mall Way (stay in left lane).  
Go approx. 0.8; just past light at West Mall Dr get into middle left/right turn lane and turn left immediately before the Chevron gas station.  
Proceed down lane approx. one block to 1010 behind the gas station.

### **284-17-125 Prohibited acts or practices by license examinees.**

In addition to the unlawful acts set forth in RCW [48.17.125](#), the following are prohibited acts or practices by persons taking examinations for licenses:

- (1) Behavior that undermines the evaluative objective of the examination;
- (2) Communication with any other examinee during the examination period;
- (3) Copying answers or allowing another to copy answers;
- (4) Possessing during the examination any books, materials, notes, or photography or recording devices not issued or approved by the independent testing service representative; or
- (5) Impersonating, or engaging another to impersonate, any applicant for the purpose of completing the examination on behalf of another.

### **284-17-130 Admittance to examination.**

As a prerequisite to admittance to any examination designed to test the applicant's qualifications to be an insurance licensee, each applicant must certify on the form provided, that he or she:

- (1) Is not taking the examination for purposes other than as the means to qualify for a license;
- (2) Has not passed the examination for that line of authority within the last twelve months;
- (3) Has been advised that the performance of any of the acts prohibited by WAC [284-17-125](#) is a violation of RCW [48.17.530](#) and subjects the person to disciplinary action, including refusal to issue a license, revocation of any license issued by the commissioner that is currently held by the licensee, and the imposition of a fine; and
- (4) Has been advised that the unauthorized appropriation or conversion of questions or materials comprising the examination for a Washington state insurance license is a violation of federal copyright law.

### **RCW 48.17.125 Examination questions — Confidentiality — Penalties.**

It is unlawful for any unauthorized person to remove, reproduce, duplicate, or distribute in any form, any question(s) used by the state of Washington to determine the qualifications and competence of insurance producers or adjusters required by Title [48](#) RCW to be licensed. This section shall not prohibit an insurance education provider from creating and using sample test questions in courses approved pursuant to RCW [48.17.150](#).

Any person violating this section shall be subject to penalties as provided by RCW [48.01.080](#), [48.17.530](#), and [48.17.560](#).

### **RCW 48.17.530 Commissioner may place on probation, suspend, revoke, or refuse to issue or renew a license.**

- (1) The commissioner may place on probation, suspend, revoke, or refuse to issue or renew an adjuster's license, an insurance producer's license, a title insurance agent's license, or any surplus line broker's license, or may levy a civil penalty in accordance with RCW [48.17.560](#) or any combination of actions, for any one or more of the following causes:  
Providing incorrect, misleading, incomplete, or materially untrue information in the license application;  
Obtaining or attempting to obtain a license through misrepresentation or fraud

## PSI Testing Center Regulations

1. No conversing or any other form of communication among candidates is permitted once you enter the examination area.
2. You are prohibited from reproducing, communicating or transmitting any test content in any form for any purpose. Copying or communicating content is a violation of PSI security policy. Either one may result in the disqualification of examination results, may lead to legal action and will be reported to your Licensing Authority/Sponsor.
3. Electronic devices and recording devices of any kind (including but not limited to cell phones, pagers, and cameras) are NOT permitted in PSI testing centers.
4. NO personal items should be brought to the testing centers. PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place of your choosing. Only non-programmable calculators that are silent, battery operated, do not have paper tape printing capabilities, and do not have an alphabet keyboard will be allowed in the examination site.
5. You must present valid, unexpired and acceptable ID(s) in order to take your test. Check your Candidate Information Bulletin or Licensing Authority/Sponsor for the specific rules that apply to your test.
6. PSI requires all employees and test takers to conduct themselves in a professional and courteous manner at all times. Exhibiting abusive behavior towards a proctor or other candidates will be reported to your Licensing Authority/Sponsor and may result in criminal prosecution.
7. You must arrive at the testing center at least 30 minutes prior to the scheduled exam time in order to be admitted to take your exam.
8. Persons not scheduled to take a test are not permitted to wait in the testing center or surrounding common areas.
9. You may not exit the building or use your cell phone or other electronic devices during the examination.

### SECURITY PROCEDURES

The following security procedures apply during examinations:

All examinations are closed book.

You will be provided a piece of scratch paper and a pencil. These must be returned to the proctor at the end of the examination.

No children, notes, books, calculators, briefcases, backpacks, hats, cellular telephones, or pagers are allowed in the examination area. (Note: There is no space to store these materials at the examination center.) Small purses (size of a wallet) will be permitted. Larger purses cannot be taken to the candidate's seat.

No smoking, eating, or drinking is allowed in the examination center.

Once you have been seated and the examination begins, you may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. You will not receive extra time to complete the examination.

Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Department and you may be denied licensure.

Copying or communicating examination content is a violation of security regulations and may result in the cancellation of your examination results or legal action taken under copyright laws.