

**DEPARTMENT OF INSURANCE**

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**NOTICE**

**TO:** Insurance Producers, Insurance Adjusters, Bail Agents, Admitted Insurers, Prelicensing Education Providers and Other Interested Parties

**DATE:** March 4, 2011

**SUBJECT:** New Examination Scheduling Service

PSI Services, LLC, a California-based company providing state-based regulatory licensure services, will begin handling the scheduling of examinations for individuals licensed by the California Department of Insurance's (CDI) Producer Licensing Bureau starting with examinations that are taken on April 2, 2011. Instructions for scheduling examinations will be posted on PSI's website at [www.psiexams.com](http://www.psiexams.com) (PSI News) beginning on March 7, 2011. Individuals may schedule their examinations with PSI either online or by telephone.

CDI's current examination scheduling service (<https://cdisecure.exambuilder.com/>) will still be in use for scheduling license examinations taking place through March 30, 2011. Information about the current and new examination process is available on CDI's website at: [Insurance License Examination Information](#)

PSI will also provide additional examination sites and other test development services for CDI. Specifically, for examinations taken after April 1, 2011, individuals will have more choices on the location and times for taking their examinations. To complement the current CDI examination sites in Sacramento, San Francisco, Los Angeles and San Diego, PSI will offer 14 additional sites statewide where individuals may take their qualifying license examination and obtain the required fingerprints.

There will be a \$30 convenience fee to take an examination at the PSI locations. All PSI locations have free parking and will be available for Saturday examinations in addition to Monday through Friday. Some PSI sites will also have evening hours. Information about these additional locations will be available on PSI's website, [www.psiexams.com](http://www.psiexams.com) at the time that individuals are in the process of scheduling their examination.

If you have any questions regarding the examination scheduling process, please visit CDI's website at [Insurance License Examination Information](#) or call the Examination Section at (916) 492-3570. You may also email the Producer Licensing Bureau at <https://interactive.web.insurance.ca.gov/pli/servlet/InformationRequest> or call CDI's Producer Licensing Hotline at (800) 967-9331 or (916) 322-3555. Please be sure to include your name, telephone number, license number and e-mail address in all correspondence with the CDI.