

**DEPARTMENT OF INSURANCE**

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**NOTICE**

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

**DATE:** September 16, 2016

**SUBJECT:** California Department of Insurance's San Francisco Exam Site to Close Effective October 1, 2016

**Background**

Passing a qualifying license exam is a prerequisite for obtaining an insurance producer, adjuster or bail agent license. Providing convenient exam locations throughout California is critical to facilitate expedient licensing for applicants. During the past five years, the California Department of Insurance (CDI) in collaboration with its license examination contractor (PSI) increased the number of its exam sites from 4 to 24 with sites located throughout California, including many with Saturday and evening hours.

The response from the industry to the additional sites has been positive. Approximately 65 percent of the applicants are taking their exams at the PSI locations. PSI charges the examinee an additional \$33 convenience fee when scheduling an exam at one of their test centers; however, the additional fee likely is offset by savings in time, mileage, parking and lodging expenses.

**Closure of the California Department of Insurance's San Francisco Examination Site**

One of the outcomes of the additional exam sites has been the reduction in the number of individuals that are choosing to take the exam at one of the Department's offices. Based on declining numbers and high San Francisco operating costs, the Department determined that it is no longer feasible to continue offering exams at its San Francisco office. As a result, the exam site located at 45 Fremont Street in San Francisco will close effective October 1, 2016.

Individuals living in the San Francisco Bay Area have the option of taking the exam at PSI test centers in San Francisco, Hayward, Santa Clara, Santa Rosa or Walnut Creek. Each of these sites offers free parking. The addresses and driving directions to PSI's test center locations can be found on their website at [www.psiexams.com](http://www.psiexams.com)

**Questions**

For specific questions regarding this notice, please e-mail the Producer Licensing Bureau at <https://interactive.web.insurance.ca.gov/pli/servlet/InformationRequest> or call CDI's Licensing Hotline at (800) 967-9331. Please be sure to include your name, telephone number, license number and e-mail address in all correspondence with the CDI.