



**PSI Services LLC**

Phone: (855) 579-4644

E-mail: [examschedule@psionline.com](mailto:examschedule@psionline.com)

<https://test-takers.psiexams.com/ladi>



**LOUISIANA DEPARTMENT OF INSURANCE (LDI)  
LICENSING EXAMINATIONS  
CANDIDATE INFORMATION BULLETIN**

Effective 7/8/24 remote testing will no longer be offered as a testing option for Louisiana Department of Insurance license candidates. Licensing examinations will be available only at PSI testing locations. Questions can be directed to the Louisiana Department of Insurance at 800-259-5300.

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Please refer to our website to check for the most updated information at <https://test-takers.psiexams.com/ladi>

## UNDERSTANDING LICENSE REQUIREMENTS

### FINGERPRINTING REQUIREMENT

#### EXAMINATION REQUIRED PER LICENSE TYPE

| Examination Name                      | License Type    | Exam Series | Exam Fee |
|---------------------------------------|-----------------|-------------|----------|
| Life                                  | Producer        | 101         | \$36.00  |
| Health and Accident or Sickness       | Producer        | 102         | \$36.00  |
| Life, Health and Accident or Sickness | Producer        | 103         | \$58.00  |
| Property                              | Producer        | 104         | \$36.00  |
| Casualty                              | Producer        | 105         | \$36.00  |
| Property and Casualty                 | Producer        | 106         | \$58.00  |
| Personal Lines (Producer)             | Producer        | 107         | \$36.00  |
| Bail Bond                             | Producer        | 108         | \$19.00  |
| Surety                                | Producer        | 109         | \$19.00  |
| Industrial Fire                       | Producer        | 110         | \$19.00  |
| Title                                 | Producer        | 111         | \$19.00  |
| Surplus Lines <sup>I</sup>            | Producer        | 112         | \$19.00  |
| Automobile Adjuster                   | Claims Adjuster | 201         | \$19.00  |
| Personal Lines (Adjuster)             | Claims Adjuster | 202         | \$19.00  |
| Commercial Lines Adjuster             | Claims Adjuster | 203         | \$19.00  |
| Property and Casualty Adjuster        | Claims Adjuster | 204         | \$36.00  |
| Crop Adjuster                         | Claims Adjuster | 205         | \$19.00  |
| Workers Compensation Adjuster         | Claims Adjuster | 206         | \$19.00  |
| Public Adjuster <sup>II</sup>         | Public Adjuster | 301         | \$19.00  |

<sup>I</sup> Must also be currently licensed as a Property and Casualty or Health and Accident or Sickness producer with two years' experience.

<sup>II</sup> Must also have a Surety Bond or irrevocable letter of credit in the amount of \$50,000 issued by a qualified financial institution authorized to do business in Louisiana.

There are no prelicensing requirements for all examinations except Public Adjuster and Bail Bond.

**Bail Bond Apprentice Program.** No person shall be permitted to sit for an examination as a bail bond producer without having properly pre-registered for and completed a three-month bail bond apprentice program and until the required Bail Bond Apprentice Program Affidavit has been submitted to the Department of Insurance along with the required application for testing and licensure. The Bail Bond Affidavit can be found on the Department's Web.

**Public Adjuster.** No person shall be permitted to sit for an examination without pre-approval from the Department. Please check LDI's website for more information at [www.ldi.la.gov](http://www.ldi.la.gov).

Effective 3/1/2024

The Louisiana State Police (LSP) is transitioning to a new statewide fingerprint vendor IdentoGo/Idemia for the processing of criminal background checks. IdentoGO locations for Livescan fingerprinting are available throughout Louisiana. Insurance license applicants can schedule an appointment to be printed at a convenient IdentoGO location and time.

For more instructions on how to schedule a fingerprinting appointment with IdentoGo/Idemia, please visit the Louisiana Department of Insurance website at

<https://www.ldi.la.gov/industry/producer-adjuster/license-application/fingerprinting-requirements>

Please contact Producer Licensing at (225) 342-0860 if you have questions about the new fingerprint process.

**Fingerprinting Process for license types that require an examination** (Life Producer, Health and Accident Producer, Life, Health and Accident Producer, Property Producer, Casualty Producer, Property and Casualty Producer, Bail Bond Producer, Surety Producer, Industrial Fire Producer, Personal Lines Producer, Surplus Lines Broker, Title Producer, Public Adjuster, Automobile Claims Adjuster, Property and Casualty Claims Adjuster, Personal Lines Claims Adjuster, Commercial Lines Claims Adjuster, Crop Adjuster).

**Fingerprinting Process for license types that do not require an examination** (Variable Life & Variable Annuity, Limited Life, Health & Accident, Credit, Travel, Navigators). Walk-in hours are posted on PSI's website at <https://www.psixams.com/lain>.

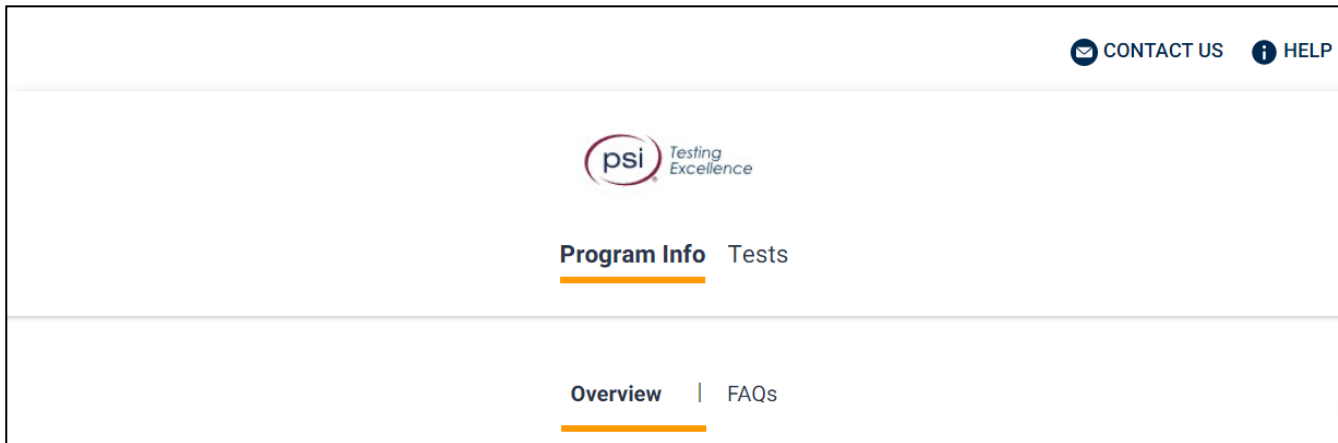
Fingerprinting is not required for licensed resident producers and adjusters who are adding a line of authority to an existing license.

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

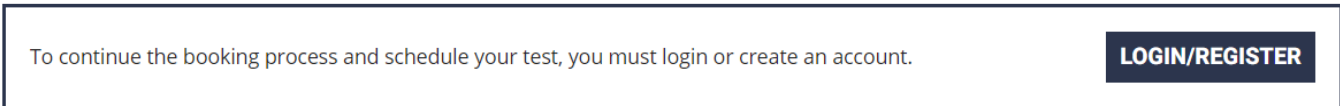
There is no limit to the number of times you may take an examination if you fail during that one-year period. Examination fees are **not** refundable or transferable.

For the **fastest and most convenient** examination scheduling process, register for your examinations online by accessing PSI's registration Website: (<https://test-takers.psiexams.com/ladi>).

1. Go to: <https://test-takers.psiexams.com/ladi>
2. Select **TESTS** to create an account.



3. Select the examination and you are ready to create an account. Select **LOGIN/REGISTER**.



4. You will be prompted to **CREATE AN ACCOUNT** with PSI.  
*The first and last name must match exactly with your current, valid, government-issued ID.*

|                    |   |
|--------------------|---|
| ID *               |   |
| First Name *       | Last Name *   |
| Middle Name        | Generation  |
| Email *            |   |
| Password *         | <b>Your password must contain:</b> <ul style="list-style-type: none"><li>• At least one capital letter A-Z</li><li>• At least one lower case letter a-z</li><li>• At least one number 0-9</li><li>• At least one special character !@#V\$%^&amp;V*</li><li>• At least 8 and up to 32 characters</li></ul> |
| Confirm Password * |   |

## Scheduling at a Test Center

1. Enter the “City or Postal Code” and select **FIND**.

**Search Test Center Location**



2. Select a date and time to book an appointment.

### Choose a Date and Time

**October 2021**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  |     |     |     |     |     |     |

Available  Selected

**Time slots available for October 08, 2021**

3. You are now ready to pay.

**Payment**

**Billing Address**

**Order Summary**

Commercial Contractor Practice Test:  
Mechanical Bus and Law \$100.00 USD

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**Total Price**

**CONTINUE**

4. Once payment has been made you will receive a message confirming the test center, booked date, and booked time.

**Booking Confirmed!!** [Print Confirmation](#)

Email Address: asingla81@psionline.com      Home Phone: 111224444      Office Phone: 2221112345

### TELEPHONE REGISTRATION

Call (855) 579-4644, PSI registrars are available to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time.

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)

### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at <https://test-takers.psiexams.com/ladi> or call PSI at (855) 579-4644.

**Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.**

### RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retake as soon as Friday, depending upon space availability. You may schedule online at <https://test-takers.psiexams.com/ladi> or call PSI at (855) 579-4644.

### MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (855) 579-4644. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

## **EXAMINATION SITE LOCATIONS**

The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

**Baton Rouge**  
10099 N. Reiger Rd  
Baton Rouge, LA 70809

**Baton Rouge**  
Kocch Testing Centers of America  
6160 Perkins Rd, Suite 133  
Baton Rouge, LA 70808

**Lafayette**  
Acadian Aviation Testing Center  
123 Grissom Road  
Lafayette, LA 70508

**Lake Charles**  
Sulphur - Safety Council of Southwest Louisiana-Sulphur Training Center  
3621 E. Napoleon St  
Sulphur, LA 70663

**Metairie**  
2750 Lake Villa Drive  
NY II Bldg, Suite 202  
Metairie, LA 70002

**Monroe**  
Pentecost Properties  
Univ of Louisiana-401 Bayou DR-Stubbs Hall-RM 206  
Monroe, LA 71209

**Pineville (Alexandria)**  
Flightline Air Service  
200 Lake Buhlow Rd  
Pineville, LA 71360

**Shreveport**  
910 Pierremont Rd, Suite 216  
Shreveport, LA 71106

**Shreveport - Nat'l Safety Council-ArkLaTex**  
8100 Kingston Rd, Suite 107  
Shreveport, LA 71108

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by calling PSI at (855) 579-4644.

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

All examination sites will provide ear plugs upon request.

### REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test, and their examination fee will not be refunded.

**PRIMARY IDENTIFICATION (with photo) - Choose one or two from this list:**

- State issued driver's license
- The LA Wallet Digital Driver's License is an acceptable form of identification
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

NOTE: ID must contain candidate's photo, be valid and unexpired.

## SECURITY PROCEDURES

The following examination protocols apply during any examination. PSI may pause or terminate an examination at any time. Failure to follow the examination protocol, may result in the disqualification of examination results, prohibition from taking future examinations, and may lead to legal action.

You will be given a piece of scratch paper and a pencil. You will return the scratch paper and pencil during check-out. Candidate may bring a silent non-programmable calculator without alpha keys at the test site.

### Prohibited Items:

- Reference materials of any kind.
- Electronic devices of any type, including but not limited to; cellular phones, cameras, computers of any type (e.g., laptops, tablets, iPads), earbuds, electronic games, electronic watches, handheld calculators, headsets, mobile devices, music players (e.g., iPods), pagers, radios, recording devices (audio or video), smart watches, televisions, etc.).
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Bulky or loose clothing or coats including but not limited to; open sweaters, cardigans, shawls, scarves, vests, jackets and coats.
  - In the event you are asked to remove bulky or loose outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking or chewing products, wallets, etc.

During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

No prohibited items are allowed within the candidate's reach or line of sight. If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle for test center exams. PSI will not be responsible for the security of any personal belongings or prohibited items.

- Any candidate seen giving or receiving assistance on an examination, found with prohibited items, or displaying prohibited behavior or violating any security regulations will have his or her examination terminated, and be asked to surrender all examination materials. All such instances will be reported to the examination sponsor.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

## **TAKING THE EXAMINATION BY COMPUTER**

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

### TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### EXAMINATION REVIEW

PSI, in cooperation with the Department, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to you.**

## SCORE REPORTING

Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type. If you do not receive your emailed score report, you may reach out to [scorereport@psionline.com](mailto:scorereport@psionline.com).

**You can take a practice exam online at <https://test-takers.psiexams.com/ladi> to prepare for your Louisiana Insurance Examination.**

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination, and do not contain actual questions that are asked on the exam. Practice exams ARE NOT a substitute for proper education and study. Scoring well on the practice exam does not guarantee that you will pass an actual licensing examination. Note: You may take the practice exams an unlimited number of times; however, you will need to pay each time.

## EXAMINATION INFORMATION

### EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored. However, these questions will count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

### EXAMINATION CONTENT OUTLINES

Individual examination content outlines are available from PSI for each examination. Content outlines indicate the examination time limit, minimum score required to pass, subject area and the number of items in each area. To view the content outline for your specific examination, please click on an appropriate link below.

[LIFE - SERIES 101](#)

[HEALTH AND ACCIDENT OR SICKNESS - SERIES 102](#)

[LIFE, HEALTH AND ACCIDENT OR SICKNESS - SERIES 103](#)

[PROPERTY - SERIES 104](#)

[CASUALTY - SERIES 105](#)

[PROPERTY AND CASUALTY - SERIES 106](#)

[PERSONAL LINES PRODUCER - SERIES 107](#)

[BAIL BOND - SERIES 108](#)

[SURETY - SERIES 109](#)

[INDUSTRIAL FIRE - SERIES 110](#)

[TITLE - SERIES 111](#)

[SURPLUS LINES - SERIES 112](#)

[AUTOMOBILE ADJUSTER - SERIES 201](#)

[PERSONAL LINES ADJUSTER - SERIES 202](#)

[COMMERCIAL LINES ADJUSTER - SERIES 203](#)

[PROPERTY AND CASUALTY ADJUSTER - SERIES 204](#)

[CROP ADJUSTER - SERIES 205](#)

[WORKERS COMPENSATION ADJUSTER - SERIES 206](#)

[PUBLIC ADJUSTER - SERIES 301](#)

## APPLYING FOR LICENSURE

A license application must be filed through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com). For licensing information, please contact:

**Louisiana Department of Insurance**  
1702 N. Third Street  
P.O. Box 94214  
Baton Rouge, LA 70802  
Phone: (225) 342-0860  
Fax: (225) 342-3754  
E-mail: [producerlicensing@ldi.la.gov](mailto:producerlicensing@ldi.la.gov)  
[www.ldi.la.gov](http://www.ldi.la.gov)