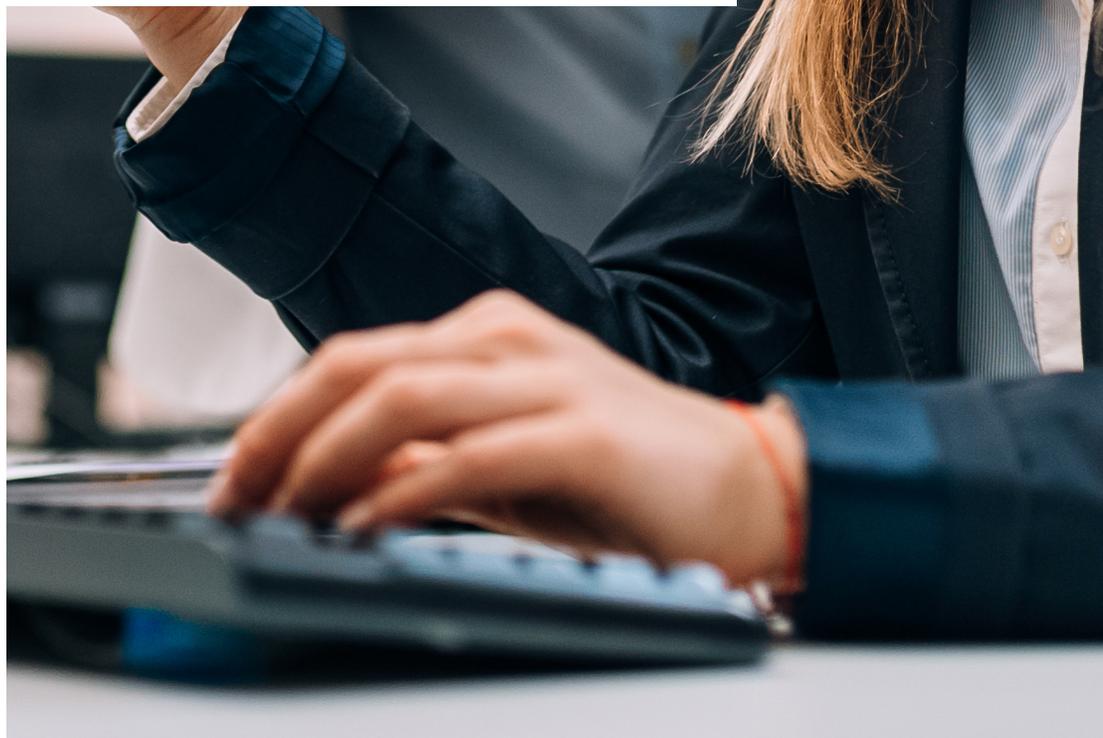




# Wyoming Insurance Licensing

CANDIDATE HANDBOOK

January, 2023



# QUICK REFERENCE

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## RESERVATIONS

### Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

### Making an exam reservation (details on page 8)

Candidates may make a reservation by either visiting our webpage at <http://www.pearsonvue.com/wy/insurance/> or by calling Pearson VUE.

Candidates should make a reservation online at least twenty-four (24) hours before the desired examination date. **WALK-IN EXAMINATIONS ARE NOT AVAILABLE.**

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## SCHEDULES & FEES

### Test Center Locations

A list of Test Centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and examination schedules.

### Exam fees

The examination fee must be paid at the time of reservation by credit card, debit card, or voucher. **Fees will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in *Change/Cancel Policy* (page 8).

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## EXAM DAY

### What to bring to the exam

Candidates should bring to the examination proper identification, and other materials as dictated by the state licensing agency. A complete list appears in *What to Bring Needed for Exam* (page 10).

### Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins to complete registration. The time allotted for the examination is on the back cover, and each candidate will leave the test center with an official score report in hand.

## STATE LICENSING INFORMATION

Candidates may contact the Wyoming Insurance Department with questions about obtaining or maintaining a license after the examination has been passed.

### Wyoming Insurance Department

106 East 6th Avenue  
Cheyenne, WY 82002

**Phone**  
(307) 777-7319

**Email**  
[insurancelicensing@wyo.gov](mailto:insurancelicensing@wyo.gov)

**Website**  
<http://doi.wyo.gov>

## EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

### Pearson VUE Wyoming Insurance

Attn: Regulatory Program  
5601 Green Valley Dr.  
Bloomington, MN 55437

**Phone**  
(866) 936-7786

**Email**  
[pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com)

**Website**  
[www.pearsonvue.com](http://www.pearsonvue.com)

# TABLE OF CONTENTS

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<b>QUICK REFERENCE .....</b>	<b>2</b>	<b>EXAM DAY .....</b>	<b>10</b>
<b>OVERVIEW .....</b>	<b>4</b>	What to Bring/Needed for Exam.....	10
<b>INTRODUCTION .....</b>	<b>5</b>	Exam Procedures .....	10
Contact Information.....	5	About the Exam .....	11
The Licensure Process.....	5	Score Reporting.....	11
Practice Tests.....	5	Review of Exams .....	11
<b>LICENSE REQUIREMENTS IN WYOMING .....</b>	<b>6</b>	Score Explanation .....	11
General Guidelines .....	6	Duplicate Score Reports .....	11
Licenses that Require Exams .....	6	Questions or Comments About the Exam.....	12
Licenses With No Exam Required.....	6	Pearson VUE Testing Policies .....	12
<b>EXAM RESERVATIONS.....</b>	<b>8</b>	<b>HOW TO PREPARE FOR THE EXAM .....</b>	<b>13</b>
Making a Reservation.....	8	Helpful Hints.....	13
Exam Fees .....	8	Content Outlines.....	13
Vouchers .....	8	Study Materials.....	13
Change/Cancel Policy .....	8	<b>EXAM CONTENT OUTLINES</b>	
Absence/Lateness Policy .....	8	<b>APPENDIX</b>	
Weather Delays and Cancellations.....	9	Duplicate Score Request.....	end of handbook
Retaking an Examination.....	9	English as a Second Language (ESL)	
Accommodations .....	9	Request Form .....	end of handbook
English as a Second Language (ESL).....	9	<b>GENERAL INFORMATION</b>	
		Test Centers .....	back cover
		Available Exams.....	back cover
		Exam Fees .....	back cover
		Holiday Schedule .....	back cover

# OVERVIEW

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## **The candidate handbook is a useful tool in preparing for an examination.**

Before taking an examination, it is highly recommended that the Wyoming Insurance Candidate Handbook be reviewed, with special attention given to the content outlines.

## **Individuals who wish to obtain an insurance license in the state of Wyoming must:**

### **1. Make a reservation and pay examination fee.**

Make a reservation (by phone or online) with Pearson VUE for the examination. *(See page 8)*

### **2. Go to the test center or prepare for your online proctored examination.**

Go to the test center or prepare for your online proctored examination, bringing along all required materials.

*(See page 10)*

### **3. Apply for a license.**

After passing the examination, apply for your license by contacting the Wyoming Insurance Department. **For more information regarding obtaining a license go to <http://doi.wyo.gov>.**

**Please note that the application process must be completed within one year of passing the examination.**

The NAIC Uniform Application form can be found at <https://www.nipr.com/html/nrlWelcome.html>.

# INTRODUCTION

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## CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination.

FOR EXAMINATIONS		
<b>Pearson VUE/Wyoming Insurance</b> Attn: <i>Regulatory Program Coordinator</i> 5601 Green Valley Dr. Bloomington, MN 55437		
<b>Phone:</b> (866) 936-7786	<b>Email:</b> <a href="mailto:pearsonvuecustomerservice@pearson.com">pearsonvuecustomerservice@pearson.com</a>	<b>Website:</b> <a href="http://www.pearsonvue.com">www.pearsonvue.com</a>

Live Chat is available to address your support inquiries and is the quickest way to reach a customer service agent. It's available from 8:00 AM through 5:00 PM Central Time, Monday through Friday, subject to change during locally designated holidays.

Please visit [www.pearsonvue.com/wy/insurance/contact](http://www.pearsonvue.com/wy/insurance/contact) for further information.

Candidates may contact the Wyoming Insurance Department with questions about obtaining or maintaining a license.

FOR STATE LICENSING		
<b>Wyoming Insurance Department</b> 106 East 6th Avenue Cheyenne, WY 82002		
<b>Phone:</b> (307) 777-7319	<b>Email:</b> <a href="mailto:insurancelicensing@wyo.gov">insurancelicensing@wyo.gov</a>	<b>Website:</b> <a href="http://doi.wyo.gov">http://doi.wyo.gov</a>

## THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of a particular profession, vocation, or occupation, and prohibits all others from legally practicing that profession. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The state of Wyoming has retained the services of Pearson VUE to develop and administer its insurance licensing examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

## PRACTICE TESTS

Practice tests are offered exclusively online at [www.pearsonvue.com](http://www.pearsonvue.com), giving candidates even more opportunity to succeed on insurance examinations. Our practice tests will not only prepare candidates for the types of questions they will see on the licensure exam, but also familiarize them with taking computer-based examinations.

Pearson VUE offers practice tests in the areas of Life, Health, and Property and Casualty that contain questions developed by subject matter experts using concepts found in the general portion of the licensure examination. The tests closely reflect the format of the real licensure examination, can be scored instantly, and provide immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase practice tests anytime at [www.pearsonvue.com](http://www.pearsonvue.com).

# LICENSE REQUIREMENTS IN WYOMING

## GENERAL GUIDELINES

The State of Wyoming issues several types of insurance licenses, including but not limited to producer, title agent, consultant, surplus lines broker and adjuster. This handbook provides information about the examination and application process for becoming licensed to sell, solicit, negotiate or provide insurance or other services and products in the State of Wyoming. A review of the exam content outlines in this handbook will help you to understand the scope of knowledge required for each type of license.

Before being issued a license, you must pass an examination to prove your knowledge of insurance statutes, regulations, products and services. When you have successfully completed your exam, you will be eligible to apply to the Wyoming Insurance Department (the Department) for your license.

The license will list the line or lines of authority granted to the insurance producer. Once a license is issued to an individual as an insurance producer, the licensee may then secure insurer appointments to represent the specific insurer. Please remember that you may not engage in the business of insurance until the Department has issued to you one of the various licenses described in this handbook.

The Department wishes you well in preparing for your examination and reminds you that Wyoming law requires insurance producers, title agents, adjusters, and consultants to complete 24 credit hours of continuing education courses each biennial license cycle to be eligible to renew their license. At least three of the continuing education credit hours must be in ethics. Please visit the Department's website at <http://doi.wyo.gov> for updates to continuing education requirements as they become available.

Any questions about the license exams should be directed to Pearson VUE. After you have successfully completed your examination(s), questions regarding the application process to obtain your license should be directed to the Department's Licensing Division. Please visit the Department's website at <http://doi.wyo.gov> for additional information about available licenses and registrations.

## LICENSES THAT REQUIRE EXAMS

The following tables list the licenses that require exams. The information listed below should be reviewed carefully to determine which exam must be taken for the license type that is to be obtained.

INSURANCE PRODUCER LICENSES	EXAM CODE
Life (includes Annuities)	01
Accident and Health or Sickness	02
Property	03
Casualty	04
Life and Accident and Health or Sickness	05
Property and Casualty	06
Credit	30
Crop	32
Personal Lines Only (Noncommercial Property & Casualty)	55
Variable Life & Variable Annuity	85
INSURANCE AGENT LICENSE	EXAM CODE

Title	83
<b>INSURANCE SURPLUS LINES BROKERS LICENSE</b>	<b>EXAM CODE</b>
Surplus Lines	82
<b>OTHER LICENSES</b>	<b>EXAM CODE</b>
Crop Adjuster	31
Property and Casualty Adjuster	17
Life and Accident and Health or Sickness Consultant	46
Property and Casualty Consultant	47
Pre-Need Funeral Limited Lines Producer	92

**Note: Both producer and adjuster test takers, who already have a Property Line of Authority, do not need to test for Crop as that is included in the Property Line of Authority.**

### LICENSES WITH NO EXAM REQUIRED

The Department issues a number of other licenses that do not require an exam. Please refer to the Department's website at <http://doi.wyo.gov> for more information about these licenses:

<b>LICENSES NOT REQUIRING AN EXAM</b>
Motor Club Limited Lines Producer
Travel Specialty Limited Lines Producer
Rental Car Specialty Limited Lines Producer
Portable Electronic Device Specialty Limited Lines Producer

### Waiver of Exam for Nonresidents

Examinations for any lines of authority (except adjusters not licensed in the home state) will be waived for a non-resident insurance producer license, provided that: 1) the application is for the same line of authority held in the applicant's home state and 2) the applicant's home state grants a waiver of examination to Wyoming resident insurance producers.

Note that title agents must be Wyoming residents. In addition, be aware that a nonresident adjuster that is not licensed in the adjuster's home state or an approved Designated Home State will be required to pass the Wyoming examination for the appropriate lines, and designate Wyoming as their home state.

### Resident License Requirements

Candidates who would like to transact insurance business as a resident producer in Wyoming must pass the appropriate examination and apply for and be granted a license by the Wyoming Insurance Department. To qualify for a resident license, an applicant:

1. Must be a resident of Wyoming.
2. Must be at least 18 years of age prior to sitting for the examination.
3. Have not committed any act that is grounds for denial of a license pursuant to the Wyoming Insurance Code.
4. Submit a completed uniform application electronically through [www.sircon.com/wyoming](http://www.sircon.com/wyoming) or [www.nipr.com](http://www.nipr.com).

5. Pass the examination within the proceeding twelve months.
6. Pay the appropriate license fee.
7. Submit fingerprint and the fee for the Criminal History Record Check.
8. Applicants for variable life and variable annuity must include:
  - FINRA Registration Summary
  - Pass Series 6 or 7, and Series 63

For specific requirements regarding forms, fees and other application requirements, go to the Wyoming Insurance Department website at: <http://doi.wyo.gov>.

### **Nonresident Producer License Requirements**

For information regarding nonresident licensing, go to the Wyoming Insurance Department website at <http://doi.wyo.gov>.

# EXAM RESERVATIONS

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## MAKING A RESERVATION

**Walk-in examinations are not available.** Candidates must go to [www.pearsonvue.com/wy/insurance](http://www.pearsonvue.com/wy/insurance) to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk, on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the examination reservation process.

Candidates **must** make an online reservation at least twenty-four (24) hours before the desired examination date. Candidates who wish to make a phone reservation at (866) 936-7786 must do so at least twenty-four (24) hours before the desired examination date.

**Before making a reservation, candidates should have the following:**

- Legal name, address, Social Security number, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list of test centers appears at the end of this handbook)

Candidates are responsible for knowing which examination they need to take. A Pearson VUE representative will help candidates select a convenient examination date and location and will answer questions. The reservation will be made based on the next available examination date.

## EXAM FEES

The exam fee, \$113 for combination major lines and \$96 for single line or limited line examinations, must be paid at the time of reservation by credit card, debit card, or voucher. **Fees will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in *Change/Cancel Policy*.

## Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased by credit card, either singly or in volume, online at [www.pearsonvue.com/vouchers/pricelist/wyins.asp](http://www.pearsonvue.com/vouchers/pricelist/wyins.asp). To redeem a voucher as payment when scheduling a test, simply indicate voucher as the payment method and provide the voucher number. **All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.**

Vouchers expire twelve (12) months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

## CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (866) 936-7786 at least forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer the fee to a new reservation, or may request a refund. **Candidates who change or cancel their reservations without proper notice will forfeit the examination fee.** Refunds for credit/debit cards are immediate, while refunds for vouchers will be processed in two to three (2-3) weeks.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether **paid** individually or by a third party.

## ABSENCE/LATENESS POLICY

Candidates who are late or absent from an exam may call Pearson VUE within 14 days of the exam date to request an excused absence for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in their immediate family
- Disabling traffic accident
- Court appearance or jury duty

- Military duty
- Weather emergency

A case number will be assigned and instructions provided for emailing supporting documentation. **Candidates absent from or late to an exam who have not changed or canceled the reservation according to the Change/Cancel Policy will not be admitted to the exam and will forfeit the exam fee.**

## WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

## RETAKING AN EXAM

**Reservations for reexamination may not be made at the test center.** Candidates must wait twenty-four (24) hours before making a reservation.

**Partial passes are not permitted.** If part of a combination exam is failed the entire combination exam must be taken again and at least a 70% must be achieved on the entire combination examination in order to be licensed in that line of authority.

**OnVUE Retake Policy.** Candidates taking an online examination are allowed two attempts per exam. All subsequent examination attempts will have to be taken at a Pearson VUE testing center.

## ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at [accommodationspearsonvue@pearson.com](mailto:accommodationspearsonvue@pearson.com).

## ENGLISH AS A SECOND LANGUAGE (ESL)

Candidates for whom English is a second language (ESL) may request additional time for the examination by sending the *English as a Second Language (ESL) Request Form* (found in the back of this Candidate Handbook) to Pearson VUE. Candidates MUST include a letter from either his/her English instructor or sponsoring company (on official letterhead if from a company) stating that English is not the candidate's primary language.

Candidates should not attempt to make a reservation until after they have been notified by Pearson VUE via email that their request for additional time has been approved. The length of the examination will be equal to 1½ times the length of the examination. For example, a 2 hour examination will be extended to 3 hours. **NOTE: NO OTHER accommodations will be granted for ESL, i.e. separate testing room, reader, marker, etc.** Other accommodations are for individuals who qualify under the Americans with Disability Act (ADA) only.

**Candidates should not attempt to make an examination reservation until after they have been notified by Pearson VUE that their request for additional time has been approved.**

The approval of additional time will be for one (1) year from the date of the request for the level you have requested. Candidates who have additional questions about ESL examinations should contact the Special Examination Coordinator at (800) 466-0450.

Candidates who need to reschedule or need to retest should notify the ADA Coordinator at [accommodationspearsonvue@pearson.com](mailto:accommodationspearsonvue@pearson.com) that special arrangements were used for the prior examination.

**Please note that extra time can only be added for IN PERSON testing, not for Online Proctored exams.**

# EXAM DAY

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## WHAT TO BRING/NEEDED FOR EXAMS

### Required Materials

All candidates are required to bring identification that is deemed acceptable, listed under *Acceptable Forms of Candidate Identification*, to the test center on the day of examination.

#### REQUIRED MATERIALS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

### Acceptable Forms of Candidate Identification

Candidate must present **two (2)** forms of current signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government issued, photo-bearing with a signature and the secondary identification must contain a valid signature. Identification must be in English.

#### Primary ID (photograph, and signature, not expired)

- Government-issued Driver's License
- U.S. Dept of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport cards
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

#### Secondary ID (signature, not expired)

- U.S. Social Security Card
- Debit (ATM) or Credit card
- Any form of ID on the Primary list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

## EXAM PROCEDURES

### At Physical Test Location

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and they will be photographed for the score report.

If the **Candidate Rules Agreement** is not followed and/or cheating or tampering with the examination is suspected it will be reported as such, and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as decertification.

Candidates will have an opportunity to take a tutorial on the computer on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Once candidates are familiar with the computer, they may begin the examination. The examination begins the moment a candidate looks at the first examination question. The time allotted for each examination is detailed on the back cover of this handbook. After the examination time has expired, the examination will automatically end. Candidates will leave the test center with their official scores in hand.

### **OnVUE online procedures**

If you are testing online and not in a physical Pearson VUE testing location, you should first review the materials and watch the short video at <https://home.pearsonvue.com/Test-Owner/Deliver/Online-Proctored.aspx> before you begin your online exam.

### **ABOUT THE EXAM**

The content of the general examination is based upon information obtained from a job analysis performed by Pearson VUE. Responses from insurance professionals were analyzed to determine the nature and scope of tasks they perform and the knowledge and skills needed to perform them. This information is the basis upon which examination questions are written and ensures that examinations reflect the practice of insurance. The examination has been developed to reflect the laws, statutes, rules and regulations for the practice of insurance in Wyoming, and has been reviewed and approved by Wyoming insurance professionals.

Each major line examination is given in a multiple-choice format and consists of two parts. The general section deals with basic insurance product knowledge. The state section deals with insurance laws, rules, regulations, and practices that are unique to Wyoming.

The passing score for the examination is determined by the Wyoming Insurance Department. Through standardization and control, Pearson VUE ensures that no individual has an unfair disadvantage or advantage because of a particular examination format.

Pearson VUE maintains examination administration and examination security standards designed to ensure that all candidates are given the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others because of testing irregularities or misconduct. Pearson VUE routinely reviews irregularities and examination scores believed to be earned under unusual or nonstandard circumstances.

Pearson VUE maintains the right to question any examination score whose validity is in doubt because the score may have been obtained unfairly. Pearson VUE first undertakes a confidential review of the circumstances contributing to the questions about score validity. If there is sufficient cause to question the score, Pearson VUE will refer the matter to the state licensing agency, which will make the final decision on whether or not to cancel the score.

The performance of all candidates is monitored and may be analyzed statistically for the purpose of detecting and verifying fraud. If it is determined that a score has questionable validity, the Insurance Department will be so notified and will determine whether the candidate's scores will be released.

### **EXAMINATION QUESTIONS**

All examination questions, each form of the examination, and any other examination materials are copyrighted and are the property of Pearson VUE. Consequently, any distribution of the examination content or materials through any form of reproduction or oral or written communication is strictly prohibited and punishable by law.

### **SCORE REPORTING**

When candidates complete the examination, they will receive a score report marked "pass" or "fail". Candidates who pass the examination will receive a score report that includes information on how to apply for a license.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information, as well as information about reexamination. **Additional information may be found in the *Retaking an Exam* section on page 9. Reservations for reexamination are not made at the Test Center, and candidates must wait twenty-four (24) hours before making one.**

### **REVIEW OF EXAMS**

For security reasons, examination material is not available for candidates to review.

## SCORE EXPLANATION

There are multiple versions of each of the licensing examinations. These versions are known as forms. All forms of an examination are developed based on the content outlines. To ensure that no candidate is put at an unfair advantage or disadvantage due to the particular form of an examination that he or she is given, a statistical procedure known as *equating* is used to attain comparable form difficulty.

The passing score of an examination was set by the Wyoming Insurance Department (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. You need to answer 70% of questions correctly in order to pass the examination.

## DUPLICATE SCORE REPORTS

To obtain a score report for an exam taken in a physical test center on or before February 13th, 2023, please complete the form in the back of this handbook. For an exam taken online, or at a physical test center on or after February 17, 2023, please log into your Pearson VUE account to obtain your score report

## QUESTIONS OR COMMENTS ABOUT THE EXAM

For security reasons, examination material is not available to candidates for review. Candidates who have questions, comments, or concerns related to the exams, scoring or score reports, or who wish to verify any data held in Pearson VUE files, should direct written inquiries to Pearson VUE at the address provided on the inside front cover of this handbook. Candidates may also email their questions directly to Pearson VUE Customer Service at [pearson-vuecustomerservice@pearson.com](mailto:pearson-vuecustomerservice@pearson.com).

In all correspondence, candidates should provide their name and address information. If questions or comments concern an examination already taken, candidates should also include:

- the name of the examination
- the date the examination was taken
- the location of the test center

## PEARSON VUE TESTING POLICIES

### Physical Test Center Location

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, or chewing gum, smoking and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise their hand to get the administrator's attention. **The exam**

**clock will not stop while the candidate is taking a break.**

- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor**. If a candidate is discovered to have left the floor or building they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary— for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored**. Candidates are **not** allowed access to other items, including but not limited to, cellular phones, exam notes and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

**OnVUE Testing**

There are a few simple requirements for candidates to take an OnVUE online proctored exam:

- Quiet, private location
- Reliable device with a webcam
- Strong internet connection

For more information, please go to <https://home.pearsonvue.com/Test-Owner/Deliver/Online-Proctored.aspx>.

# HOW TO PREPARE FOR THE EXAM

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## HELPFUL HINTS

### Testing in a physical Pearson VUE testing location

- Double check physical address to ensure you can arrive 30 minutes prior to your exam time.
- Ensure you have the proper identification for exam entrance.

### OnVUE testing

- If you are testing online and not in a physical Pearson VUE testing location, you should first review the materials and watch the short video at <https://home.pearsonvue.com/Test-Owner/Deliver/Online-Proctored.aspx> before you begin your online exam.
- Please familiarize yourself with the disciplines expected of a candidate testing online. This would include remaining in screen view of the proctor during the entire session, workspace preparation, cell phones being placed out of reach and general candidate behaviors.
- There are no unscheduled breaks in the exam therefore be prepared to commit your full time and attention during the entire exam to avoid the exam being revoked.

## PRETEST QUESTIONS

Many of the examinations will contain “pretest” questions. Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. Responses to pretest questions do not affect a candidate's score.

Pretest questions are mixed in with the scored questions and are not identified.

The number of pretest questions are listed in the content outline heading of each examination for which they are available.

Examination scores are based on the number of questions answered correctly. Candidates who are uncertain about the correct answer to a question may be able to eliminate one or more of the answer choices as incorrect. It is always better to guess at the correct answer than to not answer a question because there is no penalty for incorrect answers.

## CONTENT OUTLINES

Each examination is based on a detailed content outline of topics, subtopics, and references to applicable state laws, statutes and regulations. These content outlines are provided to publishers of study materials and to state-approved education providers for their use in developing and updating their educational materials and programs. Content outlines are updated periodically to reflect changes in practice, state laws and regulations.

Candidates can find the Wyoming Insurance Content Outlines on the Pearson VUE web site at <https://home.pearsonvue.com/Publications/125101.pdf>.

## STUDY MATERIALS

Neither the Wyoming Insurance Department nor Pearson VUE specifically endorses any particular study materials.

**Candidates are encouraged to visit the Wyoming Insurance Department web site at <http://doi.wyo.gov> for more information.**



WYOMING

# Insurance Content Outlines

# DUPLICATE SCORE REQUEST FORM

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This form should only be used for exams taken in a physical test center. To obtain your score report for an exam taken online, please log into your Pearson VUE account.

Please print or type all information on this form and either email or mail your request to Pearson VUE. It is strongly suggested that you email your request to [pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com); however if you are unable to email, please mail your request to:

Pearson VUE  
**WYOMING INSURANCE**  
DUPLICATE SCORE Request  
5601 Green Valley Drive, Bloomington, MN 55437

I hereby authorize Pearson VUE to send me at the email address below a duplicate of my score report from the insurance examination.

Signature	Date
Name	
Email Address	

If you do not have a valid email address please include your physical mailing address below.

Address		
City	State	ZIP

If the above information was different at the time you tested, please indicate original information below.

Name		
Address		
City	State	ZIP

Exam Taken	Date Taken
Date of Birth	
Licensing Jurisdiction	

# ENGLISH AS A SECOND LANGUAGE (ESL) REQUEST FORM



***Note: Only candidates who require additional examination time for ESL should use this form.***

Candidates who wish to request additional time for ESL should email this form to AccommodationsPearsonVUE@pearson.com or fax this form to Pearson VUE at 610-471-0555. Please attach a letter (on official letterhead) from an instructor or employer that verifies English is your second language.

**All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of the approval before scheduling an examination.**

**PLEASE PRINT CLEARLY**

Date:		
Last Name:		
First Name:		M.I.:
Address:		
City:	State:	Zip:
Daytime Telephone:		
Email address:		
Program / Examination name:		
<input type="checkbox"/> Additional time for English as a second language		
<p align="center"><b>Candidates should contact Pearson VUE with questions about additional time.</b></p> <p align="center"><b>PEARSON VUE Accommodation Requests for ESL</b> Email: AccommodationsPearsonVUE@pearson.com Fax: 610-471-0555</p>		

# GENERAL INFORMATION

**Candidates may call (866) 936-7786 to make an exam reservation.  
Candidates may test at ANY Test center.**

TEST CENTERS		
LOCATION	ADDRESS	SCHEDULE
Casper, WY	800 Werner Court, Ste. 310, Casper, WY 82601	2 days per week
Cheyenne, WY	1400 East College Drive, Exam Lab PF 121, Cheyenne, WY 82007	6 days per week
Evanston, WY	1013 W. Cheyenne Drive, Ste. A, Evanston, WY 82930	2 days per month
Gillette, WY	300 W. Sinclair, Gillette, WY 82718	2 days per month
Laramie, WY	Knight Hall, Rm 04, Laramie, WY 82071	2 days per month
Riverton, WY	2660 Peck Avenue, Riverton, WY 82501	2 days per month
Rock Springs, WY	2500 College Dr. Rm 2052, Rock Springs, WY 82902	2 days per month
Torrington, WY	3200 West C Street, Tebbet Building, Rm 133, Torrington, WY 82240	1-2 days per week
Billings, MT	404 North 31st Street, Ste. 230 Billings, MT 59101	2 days per week
Pocatello, ID	812 East Clarke Street, Ste. E, Pocatello, ID 83201	Mondays, Wednesdays and Saturdays

AVAILABLE EXAMINATIONS AND FEES				
EXAM	EXAM NAME	TOTAL # OF	EXAM TIME	FEES
01	Life Producer	100	2hr	\$96
02	Accident and Health or Sickness Producer	100	2hr	\$96
03	Property Producer	100	2hr	\$96
04	Casualty Producer	100	2hr	\$96
05	Life and Accident and Health or Sickness	150	2.5hr	\$113
06	Property and Casualty Producer	150	2.5hr	\$113
17	Property and Casualty Adjuster	100	2hr	\$96
30	Credit Producer	60	1hr	\$96
31	Crop Adjuster	60	1hr	\$96
32	Crop Producer	60	1hr	\$96
46	Life and Accident and Health or Sickness	150	2.5hr	\$96
47	Property and Casualty Consultant	150	2.5hr	\$96
55	Personal Lines Producer	100	2hr	\$96
82	Surplus Lines Broker	60	1hr	\$96
83	Title Agent	60	1hr	\$96
85	Variable Life & Variable Annuity Producer	100	2hr	\$96
92	Pre-Need Funeral Limited Lines Producer	50	1hr	\$96

## PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

New Year's Day	Memorial Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving	