



Pearson
VUE

Florida
Bail Bonds
Licensing
Candidate Handbook
2018



QUICK REFERENCE

STATE LICENSING INFORMATION

Candidates may contact the Florida Department of Financial Services with questions about obtaining or maintaining a license after the examination has been passed.

Florida Department of Financial Services

Bureau of Licensing
200 East Gaines Street
Tallahassee, FL 32399-0319

Phone

(850) 413-3137

Website

www.MyFloridaCFO.com/Division/Agents

EXAMINATION INFORMATION

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

Pearson VUE Florida Bail Bonds

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

Phone

(888) 274-2020

Email

pearsonvuecustomerservice@pearson.com

Website

www.pearsonvue.com

QUICK REFERENCE

APPLICATIONS AND APPROVAL

License and Examination Only Applications

Only Bail Bond candidates must submit the correct license application, along with all supporting materials, online at www.MyFloridaCFO.com/Division/Agents prior to being eligible to take the examination. A reservation cannot be made until the bail bond candidate has received an *Authorization to Test* email (detailed on page 2) from Pearson VUE.

EXAM RESERVATIONS

Before making an exam reservation

Candidates should thoroughly review this candidate handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process. Special Exam Accommodations and (ESL) English as a Second Language must be approved prior to making an exam reservation (detailed on page 5).

Making an exam reservation

Candidates may make a reservation by visiting www.pearsonvue.com/fl/bailbonds. Candidates should make a reservation at least one (1) business day before the desired examination date.

If you have problems making your reservation online, you may call (888) 274-2020 for assistance. NOTE: You are required by state and federal law to disclose your social security number on the license application. Section 666(a)(13) of Title 42, United States Code, requires each state to obtain the social security number of each applicant for a professional or occupational license on the application for the license. Section 626.171(6), Florida Statutes, implements this federal law. The purpose of collecting social security numbers is for administration of the child support enforcement provisions of Title IV-D of the Social Security Act. The Florida Department of Financial Services also uses social security numbers for identity verification purposes in conjunction with background checks of applicants and for identity verification purposes in the Department's electronic database for licensees and applicants.

Canceling or Re-scheduling a Reservation

For more information, please see the *Change/Cancel Policy* (page 5).

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* (page 6).

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins. The time allotted for the examination is detailed on the back cover of this candidate handbook.

TABLE OF CONTENTS

QUICK REFERENCE	inside front cover	EXAM DAY	6
OVERVIEW	ii	What to Bring	6
INTRODUCTION	1	Exam Procedures	6
Contact Information	1	Test Center Policies	7
The Licensing Process	1	About the Exam	7
FLORIDA STATE LICENSING REQUIREMENTS	2	Pretest Questions	8
General Guidelines.....	2	Score Reporting	8
Resident License Requirements	2	Retaking an Exam	8
Individual License Types.....	2	Review of Exams.....	8
Fingerprints	3	Duplicate Score Reports	8
EXAM RESERVATIONS	4	Questions or Comments about the Exam.....	8
Exam Authorization Expiration.....	4	PREPARING FOR THE EXAM	9
Online Reservations.....	4	Helpful Hints.....	9
Accommodations.....	4	Content Outlines	9
English as a Second Language (ESL)	5	Study Materials and Courses	9
Change/Cancel Policy	5	EXAM CONTENT OUTLINES	link
Absence/Lateness Policy	5	APPENDIX	
Weather Delays and Cancellations	5	Duplicate Score Request	end of handbook
		English as a Second Language (ESL)	
		Request Form.....	end of handbook
		GENERAL INFORMATION	
		Available Exams and Time Allotted.....	back cover
		Pearson VUE Holiday Schedule	back cover

OVERVIEW

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

It is highly recommended that the Florida Bail Bonds Licensing Candidate Handbook be reviewed, with special attention given to the content outlines, before taking the examination. (*content outlines begin in the center of this handbook*)

Individuals who wish to obtain a bail bonds license in the state of Florida must:

1. Read this handbook.

This handbook contains important information regarding licensing and examination reservations as well as examination content outlines.

2. Make an examination reservation.

Go online to www.pearsonvue.com/fl/bailbonds to make a reservation.

You will be required to pay the examination fee at the time of the reservation. Bail Bond applicants can only make an examination reservation after an *Authorization to Test* email has been received from Pearson VUE. Candidates may take only the examination(s) or photo appointments authorized on this notice.

Effective October 1, 2018, the examination fee will increase from \$42 to \$44.

3. Go to the test center.

Go to the test center on the reserved day to take the examination, bringing along proper identification. If the scheduled examination is not taken, the examination fee will be forfeited. An additional examination fee must be paid once another examination is scheduled.

4. Submit a license application.

Submit a license application to the Department online at www.MyFloridaCFO.com/Division/Agents and click on *MyProfile* upon successful completion of the examination.

INTRODUCTION

NOTICE TO CANDIDATES

Effective October 1, 2018, the examination fee will increase from \$42 to \$44.

CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination, or may contact the Department of Financial Services with questions about obtaining or maintaining a license.

FOR STATE LICENSING

Florida Department of Financial Services

Bureau of Licensing,
200 East Gaines Street
Tallahassee, FL 32399-0319
Phone: (850) 413-3137

Website: www.MyFloridaCFO.com/Division/Agents

FOR EXAMINATIONS

Pearson VUE/Florida Bail Bonds

Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437
Phone: (888) 274-2020

Website: www.pearsonvue.com

Email: pearsonvuecustomerservice@pearson.com

THE LICENSING PROCESS

Licensing is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation profession. By ensuring a minimum level of competence, the licensing 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 Florida has retained the services of Pearson VUE to develop and administer its bail bond licensing examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

An individual applying for a Bail Bond License must apply for the license and be authorized by the Department to take the examination. The individual must apply by going online to www.MyFloridaCFO.com/Division/Agents, select *MyProfile*, complete the application, submit the \$50 license application fee, the \$5 license identification fee, and submit fingerprints. If the individual's application is approved, they will receive an *Authorization to Test* email from Pearson VUE. The *Authorization to Test* will be valid for a period of 12 months or 3 attempts, whichever occurs first. Upon expiration or 3 unsuccessful attempts, the individual must re-apply to the Department for a new authorization.

A license can only be issued to an applicant who not only earned a passing score but has also completed the *application for licensing* and has been approved, has paid both the application fee and the license fee, and has submitted fingerprints.

FLORIDA STATE LICENSING REQUIREMENTS

APPLICATION STATUS

Candidates may check the status of a pending application www.MyFloridaCFO.com/Division/Agents, and click on *My Profile*.

GENERAL GUIDELINES

This handbook provides information about the examination and application process for becoming licensed to provide bail bonds services in the state of Florida. The Chief Financial Officer is responsible for regulating Florida's insurance industry.

The Department of Financial Services includes the Division of Agent and Agency Services, which monitors agents, adjusters, and agencies to provide a high standard of services to both licensees and consumers. The division includes the Bureau of Licensing and the Bureau of Investigation.

The Bureau of Licensing is responsible for ensuring the competence of individuals who represent the insurance industry. The legislature may amend the statutes, and the Florida Department of Financial Services may promulgate changes to administrative rules as necessary. Licensees are expected to be aware of changes in the laws that affect their occupational practice.

Some license categories require pre-licensing education so candidates should read this handbook carefully for the specific content of the test they will take.

NOTE: Bail Bond candidates must submit the license application prior to taking the examination. The application must be submitted electronically through www.MyFloridaCFO.com/Division/Agents. Upon approval of the license application by the Department, the candidate may print their license by going to *MyProfile* at www.MyFloridaCFO.com/Division/Agents. Bail Bond candidates will receive their photo license ID card sent via 2nd day mail due to specific legal requirements.

Candidates may apply for an examination or duplicate license only online and pay the required fees with a credit card. The online license application is available at www.MyFloridaCFO.com/Division/Agents and clicking *My Profile*. Bail Bond candidates must submit the online license application and receive an *Authorization to Test* email from Pearson VUE prior to testing.

Candidates are responsible for making an examination reservation online with Pearson VUE. The examination fee will be paid to Pearson VUE at the time of the reservation. After passing the examination, the candidate submits the online licensing application through the Department.

RESIDENT LICENSE REQUIREMENTS

Florida residents desiring any type of insurance license must:

- Be at least 18 years of age
- Be a United States citizen or legal alien who possesses work authorization from the United States Immigration and Naturalization Service and a bona fide resident of the state of Florida
- Submit an online application at www.MyFloridaCFO.com/Division/Agents
- Submit a set of fingerprints via Live Scan.

Authorization to Test

The Department will notify Pearson VUE when a Bail Bond candidate's application has been approved. Pearson VUE will email that candidate an *Authorization to Test* notice to the email address on file with the Department. Bail Bond candidates may also check their *MyProfile* account to determine if they have been authorized for an examination. Bail Bond candidates will be authorized for 12 months and may make 3 attempts within the 12 month time frame without re-applying to the Department.

INDIVIDUAL LICENSE TYPES

Please visit the Department's website at www.MyFloridaCFO.com/Division/Agents for information and requirements regarding the types and classes of licenses that are offered.

FINGERPRINTS

Please visit the department's website www.MyFloridaCFO.com/Division/Agents for information on fingerprinting. Once there, click on "Fingerprinting".

Change of Address

Limited Surety/Bail Bond Agents must provide written notice to the Department of Financial Services, insurer, Managing General Agent (MGA) and clerk of each court in which the licensee is registered within 10 days of a change in the licensee's principal business and email address or telephone number, pursuant to Section 648.421, Florida Statutes. The form to do this can be found on the Department's website at www.MyFloridaCFO.com/Division/Agents on the *Forms* page.

Licensees who legally change their name (marriage, divorce) must submit a request along with supporting documentation (marriage certificate, social security card, etc.) to the Department's mailing address. Once the change has been processed, they can then log in to their *MyProfile* account and print their updated license. Limited Surety/Bail Bond Agents must obtain a new ID by applying for a duplicate license in their *MyProfile* account after the change has been made. The fee is \$5 and may be paid by credit card or electronic check (eCheck).

Letters of Clearance or Certification

A letter of clearance is a certified statement that all of the licensee's licenses and appointment(s) have been canceled in the licensee's state of residence (or home state). It further indicates that his/her licensing record is in good standing in that state.

A letter of certification is a certified statement of a licensee's license and appointment status in his/her state of residence (or home state). Those who seek licensure in a state other than Florida must provide the other state with a letter of certification from Florida. Individuals may request this document from the Florida Department of Financial Services by applying for it online, free of charge, at www.MyFloridaCFO.com/Division/Agents and click on *MyProfile*.

EXAM RESERVATIONS

EXAM AUTHORIZATION EXPIRATION

Bail Bond candidates must take the examination(s) by the date listed on the *Authorization to Test* email, or else the notice will expire. The authorization is valid for 12 months or 3 attempts, whichever occurs first. If the notice expires or the candidate completes 3 failed attempts, they must re-apply to the Department to receive a new authorization.

ONLINE RESERVATIONS

Candidates are required to make an examination reservation online by visiting www.pearsonvue.com/fl/bailbonds. The site will prompt candidates to create a log-in and password before being able to make an examination reservation.

For assistance with online reservations call (888) 274-2020. **NOTICE regarding social security number:** You are required by state and federal law to disclose your social security number on the license application. Section 666(a)(13) of Title 42, United States Code, requires each state to obtain the social security number of each applicant for a professional or occupational license on the application for the license. Section 626.171(6), Florida Statutes, implements this federal law. The purpose of collecting social security numbers is for administration of the child support enforcement provisions of Title IV-D of the Social Security Act. The Department of Financial Services also uses social security numbers for identity verification purposes in conjunction with background checks of applicants and for identity verification purposes in the Department's electronic database for licensees and applicants.

Call center assistance can be accessed Monday through Friday from 8 am to 11 pm, Saturday 8 am to 5 pm and on Sunday 10 am to 4 pm *Eastern Standard Time* (EST).

Temporary License and Duplicate License Photo Appointments

Temporary License and Duplicate License applications will require you to have your photo taken at a Pearson VUE test center. Please view the instructions for submitting your Temporary License or Duplicate License request by visiting the <http://www.myfloridacfo.com/Division/Agents/> site. Temporary and Duplicate Photo appointments must be scheduled at a Pearson VUE test center in the same way an exam reservation is scheduled. After you submit your Temporary or Duplicate license application with Florida Department of Financial Services, you will need to receive an *Authorization to Test* email from Pearson VUE before you can schedule your photo appointment for your Temporary or Duplicate license.

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.

ENGLISH AS A SECOND LANGUAGE (ESL)

Candidates for whom English is a second language may request additional time for the examination by sending the *English as a Second Language (ESL) Request Form* (found in the back of this handbook). Candidates should include with this form a letter from his/her English instructor or sponsoring company (on official letterhead, if from a company) stating that English is not a primary language for the candidate. Candidates should not attempt to make a reservation until after they have been notified by Pearson VUE that their request for additional time has been approved. 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 Pearson VUE Accommodations that special arrangements were used for the prior examination.

CHANGE/CANCEL POLICY

Candidates should go online at least forty-eight (48) hours before the examination to change or cancel a reservation. **Candidates who change or cancel a reservation without proper notice will forfeit the examination fee.** Candidates are individually liable for the examination fee once a reservation has been made, whether individually or by a third party.

ABSENCE/LATENESS POLICY

Candidates who are absent from or late to an examination may be excused for the following reasons:

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

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to the *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

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.

EXAM DAY

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.

WHAT TO BRING

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.

Suggested Materials

It is suggested but not required that the following materials be brought to the test center on the day of examination.

- Approved translation dictionary (*see paragraph below*)

To better serve our “English as a second language” candidates, the use of foreign language translation dictionaries during the examination will be permitted. Translation dictionaries shall contain word-for-word or phrase translations **ONLY**. Dictionaries that contain definitions of words, explanations of words, or handwritten notes may not be used. Testing center staff will inspect and approve each dictionary before it can be used during the examination. In order to maintain security and to ensure fairness to all candidates, candidates are limited to the use of a single dictionary.

Acceptable Forms of Candidate Identification

Candidate must present **one (1) form** of current unexpired signature identification. The name on the identification must exactly match the name on the registration. The identification must be in English, government issued, photo-bearing with a valid signature.

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)

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 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

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.

Candidates are required to review and sign a **Candidate Rules Agreement** form. If the **Candidate Rules Agreement** is not followed and/or cheating or tampering with the examination is suspected, the incident 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 prohibiting candidates from retaking the examination and/or denying a license.

Candidates will have an opportunity to take a tutorial on the PC 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. Candidates are responsible for determining which examinations they need to take.

Once candidates are familiar with the examination unit, they may begin the examination. The examination begins the moment a candidate looks at the first question. Candidates will have sufficient time to complete the examination. Please refer to the back cover for the specific time allowed for your examination. After the examination time has expired, the examination unit will automatically turn off. Candidates will leave the test center with their official scores in hand.

TEST CENTER POLICIES

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.**
- The exams do not require a calculator, but candidates may request a calculator from the test center staff if they wish. Personal calculators will **not** be permitted in the test center.
- 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, 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.

ABOUT THE EXAM

All examination questions are the property of the Florida Department of Financial Services, and candidates are forbidden under federal copyright law to copy, reproduce, record, distribute or display these questions by any means, in whole or in part, without written permission. Candidates who violate this copyright may be subject to severe civil and criminal penalties, including up to five (5) years in prison and/or a \$250,000 fine.

The examinations contain *pretest questions*, on which statistical information is being collected for use in constructing future examinations. Pretest questions are distributed throughout the examination, and responses to them do not affect candidates' scores.

PRETEST QUESTIONS

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

SCORE REPORTING

When candidates complete the examination, they will receive a photo-bearing score report marked “pass” or “fail”. Candidates who pass the examination will receive a score report that includes a numeric score and diagnostic information relating to the examination. Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to the examination, as well as information about reexamination.

The passing score for all examinations is 70%. This score is computed by dividing the number of questions answered correctly by the total number of examination questions.

Score reports are confidential and will be revealed only to the candidates and to the Department.

A license can only be issued to an applicant who not only earned a passing score but has also completed the *application for licensing* and has been approved, has paid both the application fee and the license fee, and has submitted fingerprints.

RETAKE AN EXAM

The authorization to test will be valid for a period of 12 months or 3 attempts, whichever occurs first. Upon expiration or 3 unsuccessful attempts, the individual must re-apply to the Department for a new authorization.

REVIEW OF EXAMS

Candidates who wish to review an examination they failed should contact Pearson VUE at (888) 274-2020. There are no fees for this review, although candidates must request and complete examination reviews within ninety (90) days of the original examination date. Only the last examination the candidate took, along with the answers he/she gave, is available for review. Pearson VUE will not provide the answer key nor the pretest questions. Candidates may spend half the time allotted for the examination on this review. The rules outlined in the *Test Center Policies* will be enforced during this review.

Candidates may not review an examination more than once.

DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report from Pearson VUE by completing the form in the back of this handbook and submitting it.

QUESTIONS OR COMMENTS ABOUT THE EXAM

Candidates who have questions, comments, or concerns about the examinations, or who wish to verify any data held in Pearson VUE files, should direct written inquiries to Pearson VUE at the address listed on the inside front cover of this handbook.

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

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

PREPARING FOR THE EXAM

HELPFUL HINTS

Since preparation increases the chances of passing the examination, candidates are advised to:

- Obtain a current copy of the candidate handbook and be familiar with the policies covered for the examination process.
- Obtain a current copy of the examination study manual and use the outline it contains and references in the manual. Candidates should be able to explain the major points associated with each outline topic, highlight key ideas for review and check off each topic when finished.
- Use new terms and concepts as frequently as possible in discussions with colleagues. This will test understanding and reinforce ideas.

CONTENT OUTLINES

The examinations for each license type consist of questions that test knowledge of topical areas listed in the appropriate content outline which are the basis for the examinations. These content outlines are developed by the Department of Financial Services in cooperation with subject matter experts from the Florida insurance industry. A yearly Examination Review Workshop is held for the purpose of identifying and classifying the level of knowledge that insurance licensees need to properly serve their clients. Changes in the examination content will be preceded by changes in the content outlines.

STUDY MATERIALS AND COURSES

Not all questions on the examinations will be covered in courses or study materials, and sometimes study materials may not reflect recent changes in content outlines. If there is a discrepancy, the content outlines take precedence. **Candidates who do not use approved study manuals should be certain that the materials they use cover the topics in the outlines.**

All examination questions are derived solely from state-approved study materials and from the Florida statutes. Candidates may view a copy of Florida Statutes and Rules of the Department at a public or law library or on the Web at www.leg.state.fl.us. State-approved study manuals are listed below, and are available from the publisher or trade association. Candidates should use the most recent version available.

Bail and Bail Bond Insurance in Florida Study Guide

University of Florida, Division of Continuing Education, Department of Correspondence Study (Copyright 2/04)

P.O. Box 113172

Gainesville, FL 32611

Phone: (352) 392-1711

Fax: (352) 392-6950

Web site: flexible.dce.ufl.edu/



FLORIDA

Bail Bond Content Outlines

DUPLICATE SCORE REQUEST FORM

Use this form to request that Pearson VUE send a duplicate copy of your score report to you.

You may request one free duplicate score report.

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; however if you are unable to email, please mail your request to:

Pearson VUE
FLORIDA BAIL BONDS
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 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 for whom English is a second language (ESL) may request additional examination time. Candidates who wish to request additional time for ESL should fax this form to Pearson VUE at (610) 617-9397. Certain documentation must be faxed along with this form, as detailed on page 5 of the candidate handbook.

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:		
Examination Name:		
<input type="checkbox"/> English as a second language	<input type="checkbox"/> Additional time	

Candidates should contact Pearson VUE with questions about additional time.

PEARSON VUE SPECIAL ACCOMMODATIONS/ESL

5715 West Old Shakopee Road • Bloomington, MN 55437

Phone (800) 466-0450 • Fax (610) 617-9397

GENERAL INFORMATION

**CANDIDATES SHOULD GO ONLINE AT www.pearsonvue.com
TO MAKE AN EXAM RESERVATION.**

AVAILABLE EXAMINATIONS		
Pearson VUE Code	Exam Name/License Type/Class	Time Allotted
FL-BB01	FL Bail Bond Limited Surety	1 hour
FL-BB02	Temporary License Florida Bail Bonds Photo Appointment	15 minute photo appointment only
FL-BB03	Duplicate Permanent License Florida Bail Bonds Photo Appointment	15 minute photo appointment only
FL-BB04	Duplicate Temporary License Photo Appointment (T2-35)	15 minute photo appointment only

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