

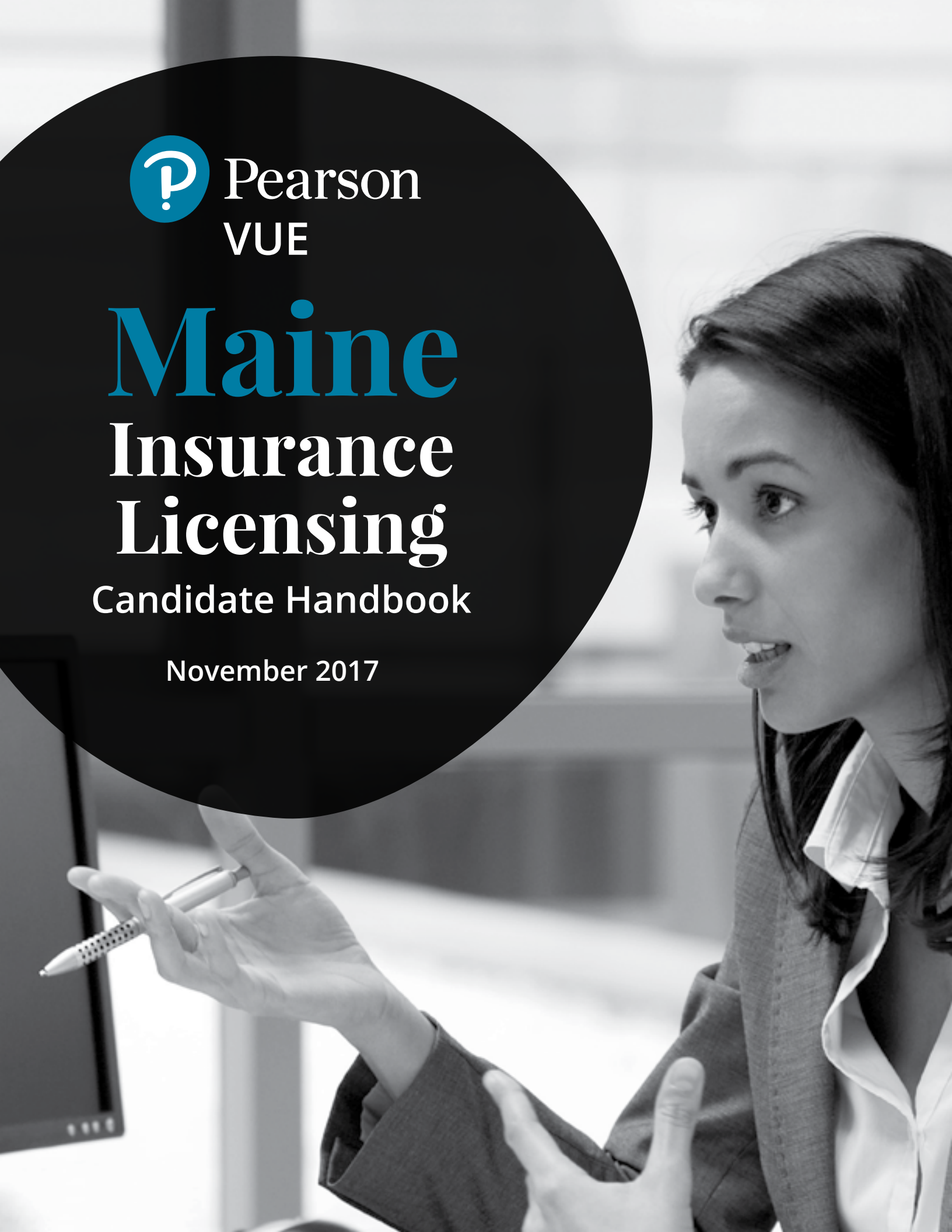


Pearson
VUE

Maine Insurance Licensing

Candidate Handbook

November 2017



STATE LICENSING INFORMATION

Candidates may contact the Maine Bureau of Insurance with questions about obtaining or maintaining a license after the examination has been passed.

Maine Bureau of Insurance

Licensing Division 34 State House Station
Augusta, ME 04333-0034

Phone

(207) 624-8413 or 8441

Website

www.maine.gov/insurance

EXAMINATION INFORMATION

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

Pearson VUE Maine Insurance

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

Phone

(800) 274-4959

Email

pearsonvuecustomerservice@pearson.com

Website

www.pearsonvue.com

QUICK REFERENCE

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 3)

Candidates may make a reservation by:

- Visiting www://pearsonvue.com/me/insurance
- Calling Pearson VUE

Candidates should make a reservation online or by phone at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 4). **Walk-in examinations are not available.**

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 of \$77 must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **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 4).**

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 to complete registration. The time allotted for the examination varies (as detailed on back cover), and each candidate will leave the test center with an official score report in hand.

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	Exam Security	7
The Licensure Process	1	Score Reporting	7
Practice Tests	1	Duplicate Score Reports	7
MAINE LICENSING REQUIREMENTS	2	Retaking an Exam	7
Licensure in Maine	2	Review of Exams	7
Experience/Education Requirements for Consultant Candidates	2	Score Explanation	7
Non-Resident Licensure Requirements	2	Test Center Policies	8
Change of Address	2	PREPARING FOR THE EXAMINATION	9
EXAM RESERVATIONS	3	Content Outlines	9
Making an Examination Reservation	3	Exam Content	9
Exam Fees	4	Study Materials	9
Change/Cancel Policy	4	EXAM CONTENT OUTLINES	
Absence/Lateness Policy	4	APPENDIX	
Weather Delays and Cancellations	5	Experience Affidavit for Maine Insurance	end of handbook
Accommodations	5	Duplicate Score Request Form	end of handbook
English as a Second Language (ESL)	5	English as a Second Language (ESL) Request Form	end of handbook
		GENERAL INFORMATION	
		Test Centers	back cover
		Available Exams	back cover
		Holiday Schedule	back cover

OVERVIEW

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

It is highly recommended that the Maine Insurance handbook be reviewed, with special attention given to the content outlines, before taking the examination.

Individuals who wish to obtain an insurance license in the state of Maine must:

1. Make a reservation and pay the fee.

Make a reservation either online or by phone with Pearson VUE for the examination. (*See page 3.*)

2. Go to the test center to take the examination.

Go to the test center on the day of the examination, bringing along all required materials. (*See page 6.*)

3. Apply for a license.

After passing the examination, apply for your license by contacting the Maine Bureau of Insurance. **For more information regarding obtaining a license, go to www.maine.gov/insurance.**

INTRODUCTION

CONTACT INFORMATION

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

FOR EXAMINATIONS Pearson VUE/Maine Insurance Attn: <i>Regulatory Program Coordinator</i> 5601 Green Valley Dr. Bloomington, MN 55437		
Phone: (800) 274-4959	Website: www.pearsonvue.com	Email: pearsonvuecustomerservice@pearson.com

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 <http://www.pearsonvue.com/me/insurance/contact/> for further information.

Candidates may contact the Maine Bureau of Insurance with questions about obtaining or maintaining a license after the examination has been passed.

FOR STATE LICENSING Maine Bureau of Insurance <i>Licensing Division</i> 34 State House Station Augusta, ME 04333-0034	
Phone: (207) 264-8413 or 8441	Website: www.maine.gov/insurance

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, and prohibits all others from legally practicing, a particular profession, vocation, or occupation. 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 Maine 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, giving candidates even more opportunity to succeed on insurance examinations. Our practice tests will not only help 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.

MAINE LICENSING REQUIREMENTS

LICENSURE IN MAINE

Candidates who would like to transact insurance business as a resident producer, adjuster, or consultant in Maine must pass the appropriate examination and apply for and be granted a license by the Maine Bureau of Insurance.

- Producers and consultants must satisfy the continuing education requirement in order to have their licenses continued.
- Licensees who have satisfied the continuing education requirement and are in good standing will have their licenses automatically continued on their compliance date. (See Bureau of Insurance Rule 542 for more information.)

All licenses issued under Title 24-A, although issued to the individual, are at all times the property of the state of Maine. Upon request, the license shall be returned to the Bureau of Insurance.

Maine insurance producer, adjuster, and consultant licensing laws are contained in Title 24-A M.R.S.A. Chapter 16.

Once a candidate has passed the examination, an application and fee must be submitted to the state for review before a license can be issued. However, incomplete applications will be returned and issuance delayed.

EXPERIENCE/EDUCATION REQUIREMENTS FOR CONSULTANT CANDIDATES

Consultant candidates are required to have a minimum of five (5) years' experience in the type of insurance for which they are applying. Consultant candidates who do not have an *Experience Affidavit* form will be turned away from the test center and will have to pay an additional fee the next time they take the examination. The *Experience Affidavit* form can be found in the back of this handbook.

NON-RESIDENT LICENSE REQUIREMENTS

A non-resident of Maine who wishes to sell insurance within the state of Maine and who holds a resident license in another state is not required to take an examination.

CHANGE OF ADDRESS

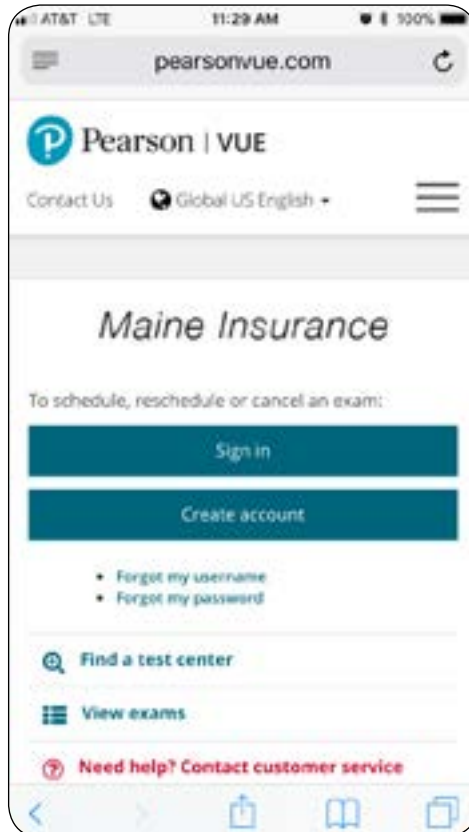
Licenses are issued with the licensee's business address. Licensees are required to notify the Maine Bureau of Insurance within thirty (30) days of any change of business address.

EXAM RESERVATION

MAKING AN EXAMINATION RESERVATION

Walk-in examinations are not available. Online reservations are the most efficient way for candidates to schedule their examination. Candidates must go to www.pearsonvue.com/me/insurance to make a reservation for an examination online. First time users are required to create an account. The candidate needs 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. Simple step-by-step instructions will lead the candidate through the rest of the examination reservation process.

Our new website has been optimized to work on mobile devices such as phones and tablets as pictured below.



Before calling, 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

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.

Candidates who wish to make a phone reservation **must** do so at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 4).

EXAM FEES

The examination fee of \$77 must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Fees will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in *Change/Cancel Policy*.

Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account number
- Social Security number, state ID number, or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination date in order for their check to be processed.

Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at www.pearsonvue.com/vouchers/pricelist/meins.asp by credit card either singly or in volume. 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.**

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

CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (800) 274-4959 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 a reservation without proper notice will forfeit the examination fee.** Refunds for credit/debit cards are immediate, while refunds for electronic checks and 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 to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or 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.

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 who 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 (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, recorder, etc. These accommodations are for individuals who qualify under the American's 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 Pearson VUE Special Accommodations that special arrangements were used for the prior examination.

EXAM DAY

WHAT TO BRING

Required Materials

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

Consultant candidates must bring a completed *Experience Affidavit* to the test center.

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

Candidates must present **two (2) forms** of current signature identification. The primary identification must be government issued and 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 card
- 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 which 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 he/she 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 may begin the examination once they are familiar with the PC and certify that they have read and understood the State Rules (as shown on page 2). 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. The examination will end automatically after the examination time has expired, and candidates will leave the test center with their official score report in hand.

EXAM SECURITY

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 irregularities or misconduct. Pearson VUE routinely reviews irregularities and examination scores believed to be earned under unusual or nonstandard circumstances.

Pearson VUE retains the right to review the validity of any examination score which Pearson VUE believes 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 Maine Bureau of Insurance, 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 Maine Bureau of Insurance will be so notified and will determine whether the candidate's scores will be released.

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.

DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report by completing and submitting the form found in this handbook.

RETAKE AN EXAM

Reservations for reexamination are not made at the test center. **Candidates must wait one (1) day before scheduling a reexamination.**

REVIEW OF EXAMS

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

SCORE EXPLANATION

Equating and Scaling

There are multiple versions of each of the licensing examinations. These versions are known as *forms*. Although all forms of an examination are developed based on the content outlines, the difficulty of the forms of an examination may vary slightly because different questions appear on each form. 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 correct for differences in form difficulty.

For example, in an examination with two (2) forms, Form A and Form B, the state licensing agency determines that answering 30 questions correctly on Form A demonstrates the minimum amount of knowledge necessary to be licensed. It is further determined through the equating process that Form B contains slightly more difficult questions than Form A; therefore, answering 28 questions correctly on Form B would indicate the same level of knowledge as answering only 30 questions correctly on Form A. Under this set of circumstances, a score of 30 questions correct would be used as the passing score on Form A, whereas a score of 28 questions correct would be used as the passing score on Form B.

A second statistical procedure known as scaling is used to derive the numerical score to report for each candidate. Scaling is used to place a raw score on a common reporting scale on which each scaled score represents a given level of knowledge regardless of the difficulty of the form on which the raw score was achieved.

To illustrate how scaling works, suppose that in the examination example used above, the state licensing agency decides to use a score of 500 as the passing score for reporting purposes. (Note that the score selected to be used as the reported passing score is not related to, and has no bearing on, the difficulty of the examination.) Based on the information provided above, a raw score of 30 on Form A would translate to a scaled score of 500; a raw score of 28 on Form B would also translate to a scaled score of 500 since a raw score of 30 on Form A represents the same level of knowledge as a raw score of 28 on Form B.

Scaled Score

The passing score of an examination was set by the Maine Bureau of Insurance (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. Raw scores are converted into scaled scores that can range from 0 to 100. To avoid misuse of score information, numeric scores are only reported to failing candidates. The scaled score that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. With a passing score of 70, any score below 70 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly.

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.**

- **CALCULATORS ARE PERMITTED.** Only silent, handheld, solar, or battery-operated, nonprogrammable calculators (without paper tapeprinting capabilities or alphabetic keypads) may be used. Calculators will be available **ONLY** at the Bangor and Westbrook test centers.
- **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 Maine Bureau of Insurance), 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 Maine Bureau of Insurance. **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 Maine Bureau of Insurance (the exam sponsor). Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise his/her 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, he/she 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.

PREPARING FOR THE EXAMINATION

CONTENT OUTLINES

Each examination is based on a detailed content outline of topics, subtopics, and references to applicable state 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. Maine offers these content outlines as part of the handbook.

Candidates may obtain copies of the Maine Insurance Content Outlines by visiting the Pearson VUE website at www.pearsonvue.com.

EXAM CONTENT

The content of the examinations is based upon information obtained from job analyses 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 practice of insurance in Maine and has been reviewed and approved by Maine insurance professionals.

The ability levels considered fundamental to insurance licensure are knowledge, application/analysis, and evaluation. The ability levels are defined and listed below in the order of increasing complexity of the mental processes involved.

Knowledge—the ability to recall terms, definitions, and concepts.

Application/Analysis—the ability to apply previously acquired knowledge and/or break information into its constituent parts in order to solve a particular problem.

Evaluation—the ability to make quantitative and qualitative judgments.

The blueprints from which the examinations have been constructed are the examination content outlines. The examination content outlines list the topics covered in each examination. Candidates should be sure that their programs of study cover all the topics listed in these content outlines.

STUDY MATERIALS

The Bureau of Insurance does not issue study material for use in preparation for licensing examinations. However, state insurance laws and regulations are available on the Bureau of Insurance's website and provide an invaluable source of information. In addition, a number of publishers' and suppliers' training courses are available to assist in studying for the examinations. A list of approved education providers is available on the Bureau's website. Neither the Bureau of Insurance nor Pearson VUE can recommend or endorse any particular manual or course. For further information about publications or training courses, candidates should contact the education providers directly.

Neither the Bureau of Insurance nor Pearson VUE is responsible for inaccurate, misleading, incomplete, or outdated study materials.



MAINE

Insurance Content Outlines

EXPERIENCE AFFIDAVIT FOR MAINE BUREAU OF INSURANCE

CONSULTANT CANDIDATES

Consultant candidates are required to have a minimum of five (5) years' experience in the type of insurance for which they are applying. Consultant candidates who do not submit this form will be turned away from the test center. They will also have to pay an additional fee the next time they take the examination.

First Name *(Print)*

Last Name *(Print)*

I hereby certify that I have completed a minimum of five (5) years' experience in the type of insurance for which I am applying.

Signature

Date

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
MAINE 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 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 6 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	
<p>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</p>		

GENERAL INFORMATION

Candidates should make an exam reservation either by phone at (800) 274-4959 or online at www.pearsonvue.com/me/insurance.

TEST CENTERS	
LOCATION	SCHEDULE
Bangor	3-4 days per week
Westbrook	2-4 days per week
Boston, MA	4-6 days per week
Springfield, MA	3-5 days per week

Locations and schedules are subject to change.

AVAILABLE EXAMS		
MAJOR LINES		
EXAM CODE	EXAMINATION NAME	TIME ALLOTTED
12-ME-01	Life, Accident & Health Producer	3 hrs 30 minutes
12-ME-03	Property & Casualty Producer	3 hrs 30 minutes
12-ME-41	Life Producer	1 hr 45 minutes
12-ME-42	Accident & Health Producer	2 hrs
12-ME-43	Property Producer	2 hrs
12-ME-44	Casualty Producer	2 hrs
12-ME-55	Personal Lines	2 hrs
LIMITED LINES		
EXAM CODE	EXAMINATION NAME	TIME ALLOTTED
12-ME-16	All Lines Adjuster <i>(exam is no longer available after December 31, 2017)</i>	1 hr 30 minutes
12-ME-28	Credit Producer	45 minutes
12-ME-33	Multiple-Peril Crop Insurance Adjuster	60 minutes
12-ME-31	Property and Casualty Adjuster <i>(effective January 1, 2018)</i>	60 minutes
12-ME-32	Workers' Compensation Adjuster <i>(effective January 1, 2018)</i>	60 minutes
12-ME-46	Life & Health Consultant	1 hr 30 minutes
12-ME-48	Property & Casualty Consultant	1 hr 45 minutes
12-ME-83	Title Producer	45 minutes

When making a reservation, candidates should provide the exam code of the examination they wish to take.

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