

**PRE-LICENSING EDUCATION
INFORMATION
PACKET**

October 2025

North Carolina Department of Insurance
Agent Services Division
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Effective October 1, 2025, pre-licensing is no longer required to be completed before taking the state license examination for the following lines of authority (LOAs):

Life	Accident & Health/Sickness
Property	Casualty
Personal Lines	Medicare Supplement/Long Term Care

The Agent Services Division of the North Carolina Department of Insurance (NCDOI) reviews and approves all Pre-Licensing (PLE) School Approval applications. Once a school is approved, it is added to the listing of approved PLE Schools that is posted on the North Carolina page of Pearson Vue's website, www.pearsonvue.com/nc/insurance. (Pearson Vue is the test vendor for the licensing examinations.)

There are two PLE School listings:

- Approved Providers of Insurance Producer Pre-licensing Classroom Courses
- Approved Providers of Insurance Producer Pre-licensing Online Courses

Providers should notify the Agent Services Division of changes to the following:

Program Director	Student Contact Name
Email Address	Telephone number(s)
Website Address	Mailing Address
Physical Location Address	PLE courses offered
Method of Instruction	Withdrawal from Offering NC PLE

The Agent Services Division will update the PLE School listing and forward to Pearson Vue for posting on the website.

To remain current on any changes to the Statutes, Administrative Code and/or general procedures, please check the "Hot Topics" section of the website www.ncdoi.gov.

11 NCAC 6A. 0700 is the section of the North Carolina Administrative Code that governs insurance Pre-licensing Providers in NC.

PLE Schools should submit an application for approval at least 60 days before the first presentation. PLE Schools are not subject to an initial application fee or a renewal fee.

PLE School applications are reviewed and approved or denied by the NCDOI Agent Services Division. Incomplete submissions may delay the review process and may result in denial. A PLE School Approval application is considered complete when all the necessary materials are received.

Please allow at least 60 days for application review. If additional information is requested, please submit within 60 days of date of the request or the application will be denied. Once the additional information is received, please allow at least 30 days for review.

GENERAL PROGRAM REQUIREMENTS

1. PLE Schools must teach PLE pursuant to the examination content outlines which are updated in the Insurance Licensing Examination Candidate Guide each year. Contact Pearson Vue at 1-800-274-0668 to request a hard copy of the candidate guide or download an electronic version from www.pearsonvue.com/nc/insurance.
2. Per 11 NCAC 06A .0704 (d)(3), pre-licensing courses shall be for instructional purposes only and not for promoting the interests of or recruiting employees for any particular insurance agency or company.
3. PLE courses are offered as either a classroom course or a correspondence course via the workbook method or the internet (online).
4. PLE school applications must be submitted at least 60 days before the first course date. An incomplete submission will delay the approval/disapproval of the application. Providers applying for online approval must submit a user ID and password for access to the online course content.
5. The school shall designate one person as the Program Director. The Program Director shall be responsible for administrative matters such as recruiting, evaluating and certifying the qualifications of instructors, developing programs, scheduling of classes, advertising, maintaining facilities and equipment, recordkeeping and supervising the pre-licensing program.
6. Per 11 NCAC 06A .0703(d), Program Directors shall be approved by the Commissioner upon finding that the applicant is recommended by the president/chief operating officer of the sponsoring educational institution, company, agency or association; has submitted all information required by the Commissioner; possesses good character and reputation; and one of the following qualifications:
 - (1) Holds a baccalaureate or higher degree and has at least two years of experience as an instructor of insurance or as an educational administrator;
 - (2) Holds a baccalaureate or higher degree and has at least six years of experience in the insurance industry with a minimum of two years of experience in insurance management;
 - (3) Is a full-time college or faculty member who regularly teaches risk management or insurance courses; or
 - (4) Has education and experience that are found by the Commissioner to be equivalent to the qualifications described in Subparagraphs (d)(1) and (d)(2) of this Rule.

A person desiring approval as Program Director shall make written application.

An approved program director shall inform the Commissioner of any change in program affiliation by filing an application for Program Director approval prior to directing a new program.

The program director is responsible for the actions of the approved school's instructors.

7. Per 11 NCAC 06A .0702(I), a classroom school's facilities and equipment shall have been found by appropriate local code inspectors to be in compliance with all applicable local, state and federal laws and regulations regarding safety, sanitation, and access by persons with disabilities.
8. A school shall notify the Commissioner of any change of course location or schedule information no fewer than five (5) business days before the change. Notification of the changes shall be in writing.
9. With the exception of correspondence or Internet (online) courses, a school shall file with the Commissioner information giving exact dates, times, locations, and instructor name for each scheduled pre-licensing course. This information may be submitted either at the beginning of each quarter or semester or no later than one week before the first class meeting of each pre-licensing course.
10. Classroom schools shall retain the following material on file at one location for at least five (5) years:
 - (1) class schedules;
 - (2) advertisements;
 - (3) bulletins, catalogues, and other official publications;
 - (4) grade reports, showing a numeric grade for each student;
 - (5) attendance records;
 - (6) master copy of each final course examination, indicating the answer key, the school name, course location, course dates and name of instructor;
 - (7) list of student names and their license identifying numbers for each course, and the name of the instructor; and
 - (8) student registration informationAll files shall be made available to the Commissioner upon request.
11. Correspondence and Internet schools shall retain the following material on file at one location for at least five (5) years:
 - (1) advertisements;
 - (2) bulletins, catalogues and other official publications;
 - (3) grade reports;
 - (4) list of student names and their license identifying numbers for each course, and the name of the instructor;
 - (5) student registration information that shall be obtained prior to the distribution of course material; and
 - (6) student records to validate the integrity of the security measures utilized by the provider
 - (7) disinterested third party examination affidavits
 - (8) attendance reports (student sign-in via internet, electronic time date stamps on time student spends on course, etc.)All files shall be made available to the Commissioner upon request.
12. Choice of classroom course text is at the discretion of each school. The Department does not endorse textbooks or programs for vendors promoting them for sale.

13. Text books used in correspondence or internet (online) courses shall be approved by the Commissioner before use. No text book used in a correspondence course shall be approved unless it contains instruction on the general principles of insurance, federal and North Carolina law, and any other topics relevant to the license. The Examination Content Outlines cover the topics that may or may not appear as questions on the state license examinations. Correspondence course text books should cover these topics.
14. A school shall notify the Commissioner in writing of a change in textbook.

Pre-Licensing Not Required

- 1) An applicant may apply for an Insurance Producer license consisting of one or more lines of authority. **Effective October 1, 2025, these lines of authority no longer require pre-licensing** before sitting for a state license examination:

Life

Accident and Health and/or sickness

Property

Casualty

Personal Lines

Medicare Supplement/Long Term Care

- 2) Applicants for a Title, Auto Physical Damage Appraiser, Adjuster, Public Adjuster, Crop Hail Adjuster or Surplus Lines license are not required to complete pre-licensing education before sitting for an examination.

Instructor Qualifications

Per 11 NCAC 6A .0705(a), instructors shall have the following qualifications, which shall be verified by the instructor's pre-licensing school:

- (1) Accident and health or sickness; Medicare supplement insurance and long-term care insurance:
 - (A) Registered Health Underwriter (RHU);
 - (B) Certified Employee Benefits Specialist (CEBS);
 - (C) Registered Employee Benefits Consultant (REBC);
 - (D) Health Insurance Associate (HIA);
 - (E) Five years of full-time experience as an employee, agent, or broker interpreting or explaining policies covering accident and health or sickness insurance, Medicare supplement insurance or long-term care insurance;
 - (F) Holds an associate degree or bachelor's degree in insurance; **or**
 - (G) Has education and experience that are found by the Commissioner to be equivalent to the qualifications described in Rule .0703(d)(1) and (d)(2) of this Section.

(2) Life insurance and annuities:

- (A) Chartered Life Underwriter (CLU);
- (B) Chartered Financial Consultant (ChFC);
- (C) Fellow Life Management Institute (FLMI);
- (D) Life Underwriter Training Council Fellow (LUTCF);
- (E) Certified Employee Benefits Specialist (CEBS);
- (F) Certified Financial Planner (CFP);
- (G) Five years of full-time experience as an employee, agent, or broker interpreting or explaining life insurance policies, or annuities;
- (H) Holds an associate degree or bachelor's degree in insurance; **or**
- (I) Has education and experience that are found by the Commissioner to be equivalent to the qualifications described in Rule .0703(d)(1) and (d)(2) of this Section.

(3) Property insurance, casualty insurance and personal lines:

- (A) Chartered Property and Casualty Underwriter (CPCU);
- (B) Accredited Advisor in Insurance (AAI);
- (C) Associate in Risk Management (ARM);
- (D) Certified Insurance Counselor (CIC);
- (E) Five years of full-time experience as an employee, agent, or broker interpreting or explaining property insurance, casualty insurance, or personal lines policies;
- (F) Holds an associate degree or bachelor's degree in insurance; **or**
- (G) Has education and experience that are found by the Commissioner to be equivalent to the qualifications described in Rule .0703(d)(1) and (d)(2) of this Section.

An applicant for instructor shall be determined qualified by the pre-licensing education school for each course taught in the pre-licensing curriculum.

Per NCAC 06A.0703(j), the Program Director is responsible for the actions of the approved school's instructors.

CLASSROOM COURSES (IN-PERSON AND LIVE WEBINAR) – ATTENDANCE AND EXAM REQUIREMENTS

1. Class meetings shall be limited to a maximum of eight hours of instruction on any given day.
2. Classroom courses shall have fixed beginning and ending dates and may not be conducted on an open-entry/open-exit basis.
3. All pre-licensing classroom school courses shall be taught by instructors who meet the qualifications described in 11 NCAC 6A. 0705.
4. The first thirty (30) minutes of the course should be spent introducing the Insurance Licensing Examination Candidate Guide. The instructor should cover the following topics: Exam Reservations, Exam Fees, Exam Day, Pearson VUE Test Center Policies and Screening Questions. The appropriate content outline should also be covered.

5. Schools shall establish and enforce academic standards for course completion that ensure students receiving a passing grade possess knowledge and understanding of the subject areas prescribed for the course. In any course for which college credit is awarded, the passing grade for such course shall be the same as the grade that is considered passing under the school's uniform grading system.
6. Schools shall conduct a final comprehensive course examination that covers all subject areas prescribed by the Commissioner for each course. Schools may allow a student to make up a missed examination or to retake a failed examination in accordance with policies adopted by the school. No final examination shall be given until the student has completed the course.
7. The final comprehensive course examination must incorporate the following:
 - An exam answer key.
 - Multiple choice items **must** have a minimum of four options.
 - Multiple-choice items **must** have only one correct response.
 - "True/False" questions and questions with answer choices such as "I, II and III", "IV only", "II and III only", "A and B", "B only", "A, B and D are correct", "All of the Above" and/or "None of the Above", etc. are **not** allowable exam answers.

CORRESPONDENCE COURSES (WORKBOOK METHOD AND INTERNET) – ATTENDANCE AND EXAM REQUIREMENTS

1. Correspondence courses shall not have fixed beginning and ending dates and shall be conducted on an open-entry basis.
2. All pre-licensing correspondence courses shall be monitored by instructors who meet the qualifications.
3. An instructor shall be designated for each correspondence course student. Students must communicate with the assigned instructor a minimum of two (2) times. The form of communication may be via person-to-person conferences, via telephone conversations, or via email or other forms of validated internet communication. Instructors must:
 - 1) Review the course content and explain use of materials and books
 - 2) Inform students to obtain and review the Insurance Licensing Examination Candidate Guide
 - 3) Establish a schedule of studies appropriate for the student
 - 4) Explain course final examination and grading procedures
 - 5) Review workbooks, computer records, etc. to verify the student has completed all assignments
4. One (1) "instructional hour" = 50 minutes.
5. Schools must be able to verify students have completed the required number of instructional hours.
6. Schools shall conduct a final comprehensive course examination that covers all subject areas prescribed by the Commissioner for each course. Schools may allow a student to make up a

missed examination or to retake a failed examination in accordance with policies adopted by the school. No final examination shall be given until the student has completed the course.

Sanctions for Noncompliance

- 1) In accordance with 11 NCAC 06A.0702(d), the Commissioner shall deny, revoke, suspend, or terminate approval of any school upon finding that:
 - (1) the school has refused or failed to comply with any of the provisions of this Section;
 - (2) any school official or instructor has obtained or used, or attempted to obtain or use, in any manner or form, licensing examination questions; or
 - (3) the school has refused or failed to submit information or properly completed forms prescribed by the Commissioner.
- 2) When a school's approval is discontinued, the procedure for reinstatement is to apply as a new school, with a statement of the reasons that the school is now eligible for reconsideration.
- 3) In accordance with 11 NCAC 06A.0703(f), the Commissioner shall deny, revoke, suspend, or terminate approval of any program director upon finding that:
 - (1) The program director fails to meet the criteria for approval provided by this Rule;
 - (2) The program director has failed to comply with any provisions of this Section;
 - (3) The program director's employment has been terminated by any sponsoring educational institution/company;
 - (4) The program director provided false information to the Commissioner when making application for approval;
 - (5) The program director has at any time had an insurance license denied, suspended or revoked by the North Carolina Department of Insurance or any other insurance department, or has ever been required to return a license while under investigation; or
 - (6) The program director has obtained or used, or attempted to obtain or use, in any manner or form, examination questions.
- 4) When a program director's approval is discontinued, the procedure for reinstatement is to apply as a new program director, with a statement of the reasons that he is now eligible for reconsideration. The Commissioner may require an investigation before new approval is granted.

Pre-licensing Correspondence Course Procedures

PLE Provider Duties:

Providers shall comply with the following for individuals taking a correspondence course (workbook or internet):

1. Assign a qualified instructor to each student.
2. **Inform the student that he/she must obtain an Insurance Licensing Examination Candidate Guide, which explains in detail the requirements for licensure and provides the steps to obtain a license.**
3. Ensure each student communicates with the assigned instructor a minimum of two (2) times. (The form of communication may be via person to person conferences, via telephone conversations, via email or other forms of validated internet communication.) The PLE provider shall be able to provide documentation of the communication sessions.

Instructor Initial Duties:

1. Inform the student that he/she must obtain an Insurance Licensing Examination Candidate Guide. Review the Candidate Guide and fingerprint requirements.
2. **Explain in detail the requirements for licensure and review the steps to obtain the license. The instructor shall ensure that the applicant understands to follow the licensure steps in order. Otherwise, there will be a delay in the license decision.**
3. Check student course materials to ensure that they are complete and current.
4. Review course content.
5. Explain use of materials, books, online courses and security compliance requirements to ensure that the applicant is the person taking the online course.
6. Complete any required forms or applications.
7. Establish a schedule of study appropriate for the student.
8. Ensure that the student has the necessary information to contact the instructor to have questions answered during course study.
9. Explain the course final examination, grading procedures, and ensure that student understands that the instructor will submit the final examination to the provider for grading.
10. Answer student questions on an ongoing basis.
11. Review workbooks, computer records, etc. (these may vary according to the method of correspondence chosen by the student) with the student to ensure that the student has completed all assignments.
12. Conduct a review of the course to identify any course content which may require additional study.
13. Explain processing of final examination and notification by the provider of results if applicable.
14. Monitor the student while he or she takes the final course examination in an approved testing environment. A disinterested third party shall administer the final course examination.
15. Complete the student's certification form and ensure that both the instructor's and the student's signatures are executed. The instructor should attach the certification to the final examination answer sheet and send to the provider for grading.

Instructor Follow-Up Duties:

1. After receiving written notice of examination results from the correspondence course provider, notify the student of the results of the final course examination.
2. Submit to the program director, within ten (10) business days of receipt of examination results, the student's name and student identifier number assigned by the school, and a copy of the student's passing or failing notice provided by the correspondence course provider.

APPLICATION INSTRUCTIONS

PLE Schools are **not** subject to an initial application fee or a renewal fee.

Classroom (In-Person and Live Webinar) Course Submissions (first-time applicants):

- 1) Submit Application for School Approval (2 pages; no application fee)
- 2) Submit Application for Program Director Approval (2 pages)
- 3) Submit a copy of the final comprehensive examination with answer key for each course requesting approval.
- 4). Instructors must meet the qualifications listed in 11 NCAC 06A .0705. Submit documentation demonstrating instructor qualifications (resume, certifications/professional designations, degree in Insurance, etc.)
- 5) Applicants for live webinar courses must provide the following:
 - Verify the course is offered as an interactive webinar/virtual classroom course and is not pre-recorded.
 - Advise how ongoing monitoring (class attendance, polling questions, etc.) would occur throughout the live streaming of the course to ensure that students are actively listening and participating in the course.
 - Agree to submit attendance records if requested by the Department.
 - Advise how the students will take the final course examination and what security measures are in place.
 - Advise how the final course examination will be administered and the security measures.

Choice of classroom course textbook is at the discretion of each school. Therefore, it is not necessary to submit a copy.

Correspondence (Workbook Method) or Internet (Online) Course Submissions (first-time applicants):

- 1) Submit Application for School Approval (2 pages; no application fee)
- 2) Submit Application for Program Director Approval (2 pages)
- 3) Textbooks used for correspondence (workbook method) courses must be approved before use. Submit a copy of the textbook.
- 4) If it is an online course and a separate textbook is used, it must be approved before use. Submit a copy of the textbook.
- 5) For correspondence courses (workbook method), submit a copy of the final comprehensive examination with answer key.
- 6) For online courses, submit the username and password for the Department to have full access to review the online course material and the final examination.
- 7) A qualified instructor shall be designated for each correspondence or Internet (online) course student. Instructors must meet the qualifications listed in 11 NCAC 06A .0705. Submit documentation demonstrating instructor qualifications (resume, certifications/professional designations, degree in Insurance, etc.)

Approved Pre-licensing Schools adding on courses must complete the "Application for School Approval" and submit the required documentation.

Email completed applications to asd@ncdoi.gov or mail to:

North Carolina Department of Insurance
Agent Services Division
1204 Mail Service Center
Raleigh, NC 27699-1204



North Carolina Department of Insurance

APPLICATION FOR SCHOOL APPROVAL TO CONDUCT INSURANCE PRE-LICENSING EDUCATION

1. Name of School _____ 2. Telephone () _____

3. School Address (Complete Mailing Address) _____

4. School Web Address _____

5. Student Contact Name _____ 5. Email Address _____

6. Type of School (Indicate One)

College/University _____

Community College _____

Agency _____

Trade Association _____

Insurance Company _____

Privately Owned - Open to the Public _____

7. Type of Course(s) _____ Classroom _____ Webinar _____ Correspondence _____ Online _____

8. Course(s) Requesting Approval {Select Course(s) and Provide all Requested Information}

Life

Requesting Approval

_____ (yes)

_____ (no)

Accident and Health or Sickness

Requesting Approval

_____ (yes)

_____ (no)

Property

Requesting Approval

_____ (yes)

_____ (no)

Casualty

Requesting Approval

_____ (yes)

_____ (no)

Personal Lines

Requesting Approval

_____ (yes)

_____ (no)

Medicare Supplement/Long Term Care

Requesting Approval

_____ (yes)

_____ (no)

9. I hereby certify that we will make the Insurance Licensing Examination Candidate Guide available to insurance licensing candidates enrolled in our pre-licensing education program.

Signature of Program Director



North Carolina Department of Insurance

APPLICATION FOR SCHOOL APPROVAL (PAGE 2)

10. I hereby certify that we will comply with the Federal Americans with Disabilities Act (ADA) in general and specifically comply with sections of the ADA regarding classroom accessibility and auxiliary aides.

Signature of Program Director

11. Location(s) where classroom course(s) are to be conducted (provide name of facility and address). If additional space is necessary, attach additional sheet(s).

(1) _____

(2) _____

12. Full name of your Instructor(s) and the course(s) to be conducted. If additional space is necessary, attach additional sheet(s).

(1) _____

(2) _____

(3) _____

13. Name of School/Company President or Chief Academic/Operating Officer

Name (Print or Type)

(Title)

Business Address (P. O. Box, City, State, Zip Code)

() _____
Telephone Number

14. Certification of Program Director

I certify that I have read the Commissioner's Administrative Requirements regarding schools, courses, instructors, etc. and that the school and its instructors will comply fully with the Commissioner's requirements relating to the conduct of insurance pre-licensing courses.

Name (Print or Type)

Title

Signature



North Carolina Department of Insurance

APPLICATION FOR PROGRAM DIRECTOR APPROVAL

1. Full Name

2. Residence Address

Phone ()

3. Business Address

Phone ()

4. Name and Street Address of Sponsoring Institution/Company

5. Qualifications (Check One)

a. ____ Holds a baccalaureate or higher degree and has two or more years of experience as an instructor of insurance or as an education administrator; or

b. ____ Holds a baccalaureate or higher degree and has at least six years of experience in the insurance industry with at least two years in insurance management; or

c. ____ Full-time college or faculty member who regularly teaches risk management or insurance courses; or

d. ____ Education and experience equivalent to a. and b. to qualify as Program Director.

6. If the answer to either question is "Yes", attach a statement providing complete details.

6a. Have you ever been denied an insurance license or had an insurance license or any other professional/occupational license suspended, revoked, or surrendered in North Carolina or elsewhere? _____ YES _____ NO

6b. Have you ever been convicted of any criminal offense (other than minor traffic offenses)? _____ YES _____ NO

7. Recommendation of School/Company President or Chief Academic/Operating Officer

I hereby recommend that this applicant be approved as Program Director for the pre-licensing program being conducted by the sponsoring institution/company named in item #4 of this approval application form.

Signature

Date



North Carolina Department of Insurance

APPLICATION FOR PROGRAM DIRECTOR APPROVAL (PAGE2)

8. Education

8a. College or University

Name of School	Did You Graduate?	Type of Degree	Dates Attended

8b. Professional Development Courses (e.g. courses sponsored by IIANC, CAPIA, or similar professional organizations. Do not list company/franchise/in-service training courses).

Title of Course	Name of School	Subject Area(s) Covered	Number of Classroom Hours

8c. College Insurance Courses

Title of Course	Name of School	Subject Area(s) Covered	Number of Credit Hours	
			Sem. Hrs	Qtr. hrs

9. Insurance-Related Work Experience (If necessary, attach additional sheets)

Employer _____ Length of Employment ____ yrs. ____ months

Position Title and Description of Duties _____

10. Signature of Applicant

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy, or failure to make full disclosure constitutes ground for denial of approval or for suspension/revocation of approval if granted.

Date

Signature

**PRE-LICENSING EDUCATION
Schedule Reporting Form**

In accordance with 11 NCAC 6A.0702(o), Insurance Pre-licensing Education classroom course schedule(s) may be submitted at the beginning of each quarter or semester but must be submitted no later than one week prior to the first class meeting.

NAME OF SCHOOL:

PROGRAM DIRECTOR (Signature):

Instructor:

Course(s): ☐ Life ☐ Accident & Health or Sickness ☐ Property ☐ Casualty
 ☐ Personal Lines ☐ Medicare Supplement/Long Term Care

Physical location of class site:

SCHEDULE

Beginning Date: _____ Ending Date: _____

DAY	BEGINNING	AND	ENDING HOUR	AMOUNT OF TIME SCHEDULED FOR:		
				Breaks(s)	Lunch	Exam(s)
WEEK 1						
MON		TO				
TUE	_____	TO	_____	_____	_____	_____
WED	_____	TO	_____	_____	_____	_____
THU	_____	TO	_____	_____	_____	_____
FRI	_____	TO	_____	_____	_____	_____
SAT	_____	TO	_____	_____	_____	_____
SUN	_____	TO	_____	_____	_____	_____
NON-INSTRUCTIONAL TIME:				_____ hr(s)	_____ min(s)	
INSTRUCTIONAL TIME:				_____ hr(s)	_____ min(s)	

DAY	BEGINNING	AND	ENDING HOUR	AMOUNT OF TIME SCHEDULED FOR:		
				Breaks(s)	Lunch	Exam(s)
WEEK 2						
MON		TO				
TUE	_____	TO	_____	_____	_____	_____
WED	_____	TO	_____	_____	_____	_____
THU	_____	TO	_____	_____	_____	_____
FRI	_____	TO	_____	_____	_____	_____
SAT	_____	TO	_____	_____	_____	_____
SUN	_____	TO	_____	_____	_____	_____
NON-INSTRUCTIONAL TIME:				_____ hr(s)	_____ min(s)	
INSTRUCTIONAL TIME:				_____ hr(s)	_____ min(s)	

WEEK 3

MON	_____	TO	_____	_____	_____	_____
TUE	_____	TO	_____	_____	_____	_____
WED	_____	TO	_____	_____	_____	_____
THU	_____	TO	_____	_____	_____	_____
FRI	_____	TO	_____	_____	_____	_____
SAT	_____	TO	_____	_____	_____	_____
SUN	_____	TO	_____	_____	_____	_____

NON-INSTRUCTIONAL TIME: _____ hr(s) _____ min(s)
 INSTRUCTIONAL TIME: _____ hr(s) _____ min(s)

WEEK 4

MON	_____	TO	_____	_____	_____	_____
TUE	_____	TO	_____	_____	_____	_____
WED	_____	TO	_____	_____	_____	_____
THU	_____	TO	_____	_____	_____	_____
FRI	_____	TO	_____	_____	_____	_____
SAT	_____	TO	_____	_____	_____	_____
SUN	_____	TO	_____	_____	_____	_____

NON-INSTRUCTIONAL TIME: _____ hr(s) _____ min(s)
 INSTRUCTIONAL TIME: _____ hr(s) _____ min(s)

WEEK 5

MON	_____	TO	_____	_____	_____	_____
TUE	_____	TO	_____	_____	_____	_____
WED	_____	TO	_____	_____	_____	_____
THU	_____	TO	_____	_____	_____	_____
FRI	_____	TO	_____	_____	_____	_____
SAT	_____	TO	_____	_____	_____	_____
SUN	_____	TO	_____	_____	_____	_____

NON-INSTRUCTIONAL TIME: _____ hr(s) _____ min(s)
 INSTRUCTIONAL TIME: _____ hr(s) _____ min(s)

WEEK 6

MON	_____	TO	_____	_____	_____	_____
TUE	_____	TO	_____	_____	_____	_____
WED	_____	TO	_____	_____	_____	_____
THU	_____	TO	_____	_____	_____	_____
FRI	_____	TO	_____	_____	_____	_____
SAT	_____	TO	_____	_____	_____	_____
SUN	_____	TO	_____	_____	_____	_____

NON-INSTRUCTIONAL TIME: _____ hr(s) _____ min(s)
 INSTRUCTIONAL TIME: _____ hr(s) _____ min(s)

FREQUENTLY ASKED QUESTIONS

Q. *What are students required to bring to the test site?*

A. Students are required to bring 2 forms of acceptable identification (e.g., government-issued driver license and signed, non-expired debit or credit card)

The name on the identification and the name on the test registration must match. Otherwise, the student will not be allowed to test. Name and address changes are not allowed at the test site unless it is strictly a typo.

Q. *I have a student who will have to answer “yes” to one of the screening questions. Could the student request to know if he/she would be issued a license prior to sitting for the state examination?*

A. No, the student will have to complete the licensure process (application, examination and fingerprints), submit the documentation for the “yes” answer and await a decision on approval or disapproval of the license application.

Q. *What license is required to apply for a Medicare Supplement/Long Term Care license?*

A. The student must hold an Accident & Health and/or Sickness license to receive a Medicare Supplement/Long Term Care license after applying and passing the state examination.

Q. *Does the score report given after the licensing examination indicate the number of questions answered wrong or correctly?*

A. No, the score report will either state “Pass” or “Fail”. For students who fail an examination, the score report has a scaled numeric score and provides the area(s) from the content outline that the student did not test well.

Q. *I have student who requires special accommodations for the licensing examination due to a disability. How would this student go about requesting those accommodations?*

A. Accommodations for a licensing examination are considered on a case-by-case basis. To request accommodations with the appropriate documentation, go to the following webpage:

<http://www.pearsonvue.com/accommodations/>

At the bottom of the page click on “How to request test accommodations?”. On the “Select Exam Program” page, click on the letter “N”, then scroll down to and click on “North Carolina Insurance”.

Q. *Are accommodations for the licensing examination available for a student where English is a second language?*

A. Yes, the student can request additional time to complete the examination. The student should complete the “English as a Second Language (ESL) Request Form” found in the North Carolina Insurance Licensing Examination Candidate Guide and submit it with supporting documentation to Pearson Vue.