

# COMMONWEALTH OF VIRGINIA

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## STATE CORPORATION COMMISSION BUREAU OF INSURANCE

May 7, 2007

### ADMINISTRATIVE LETTER 2007-4

**TO: All Entities with Authority to License and Appoint Agents in the Commonwealth of Virginia and Other Interested Parties**

**RE: Change in Vendor Providing Insurance License Examinations**

Please distribute to the appropriate personnel within your company, and notify your appointed agents of the following changes:

Effective June 1, 2007, insurance license examinations for the Virginia State Corporation Commission's Bureau of Insurance will be administered by Promissor, Inc. (Promissor's website is [www.promissor.com](http://www.promissor.com)). The last examinations to be handled by Thomson Prometric on behalf of the Bureau will be administered on May 31, 2007.

Promissor will operate testing centers in the following Virginia cities: Bristol, Chesapeake, Leesburg, Lynchburg, Newport News, Richmond, Roanoke, and Vienna. Promissor will also make available testing centers in Johnson City, TN; Salisbury, MD; and Washington, DC.

The Virginia Insurance Licensing Candidate Handbook (Virginia Handbook) will be available for download from the Promissor website beginning May 11, 2007. The new Examination Content Outlines will be included in the on-line version of the Virginia Handbook. Printed copies of the handbook will not be available until early summer.

**Candidates may register for examinations administered by Promissor beginning May 15, 2007 online at [www.promissor.com](http://www.promissor.com) or via telephone at (888) 204-6272.** Please note that candidates will not be able to access scheduling services for examinations administered by Promissor by internet or telephone prior to May 15. Attempts to use the Promissor scheduling services before the effective date will result in an automated response advising that such services will not be activated until May 15.

**The examination fee will be \$58 for each insurance examination.** Additional information will be posted on both the Promissor website and the Bureau of Insurance website (<http://www.scc.virginia.gov/division/boi>) as it becomes available.

Any questions regarding the change in testing vendors may be directed to the Bureau of Insurance via email at [bureauofinsurance@scc.virginia.gov](mailto:bureauofinsurance@scc.virginia.gov) or you may direct them to:

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Cordially,



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