KENTUCKY DEPARTMENT OF INSURANCE EXAMINATION SCHEDULE AND TESTING SITES

All applicants must have a scheduled appointment to sit for the examination(s); walk-ins are not accepted. You may schedule your examination(s) through Kentucky eServices. All examination retake and rescheduling may be done through this account as well.
Please note: all applications are processed in the order received, within 5 business days.

Consultant Examinations are to be scheduled in Frankfort ONLY – this exam is 3 hours, and should be scheduled at 8:30 am, 10:30 am, or 1:00 pm, to allow sufficient time.

NEW COVID 19 Examination Guidelines –
- Any Special Accommodations must be approved in Agent Licensing PRIOR to examination scheduling. Email request to DOI.AgentLicensingMail@ky.gov.
- On day of exam, if you are sick, have a fever of 100.5 degrees or more, you will be required to reschedule exam. Call Agent Licensing at (502) 564-6004 for a reschedule at no additional cost.
- Stay in vehicle until 15 minutes prior to scheduled exam. Frankfort location - Free parking in garage, or available spots in front of building, and use main building entrance at 500 Mero Street, Frankfort, KY.
- Lock all personal belongings inside vehicle – purse, laptop, study materials, cellphones, smart watches, etc.
- Bring valid drivers' license, or other government issued photo identification with you into facility.
- Testers are asked to wear a face mask upon entry to testing facility, and throughout stay.
- Testers must pass a two-step health assessment prior to testing room entry.

NOTE: KCTCS Locations each have their own requirements. Wearing a mask is mandatory at all times, and testers must only bring photo ID and vehicle keys inside. No other visitors are allowed inside during testing.
For directions to regional locations: https://kctcs.edu/our-colleges/index.aspx

• **Frankfort** – **temporarily closed beginning 6/29/2020,** Department of Insurance, Division of Agent Licensing, Mayo-Underwood Building, 500 Mero Street, Frankfort, KY 40601, 502-564-6004.
• **Ashland – online every Monday and Wednesday – 9:30 am and 11:30 am,** Ashland Community and Technical College, 1400 College Drive, Goodpaster Building, Room G101, Ashland, KY 41101, 606-326-2252.
• **Bowling Green – online every Monday, Tuesday, Wednesday, and Thursday – 8:30 am, 10:30 am, 1:00 pm, and 3:00 pm**, Southcentral KY Community and Technical College, KATI Campus, 1127 Morgantown Road, Bowling Green, KY 42101, 270-901-1036.
• **Florence – online every Monday, Tuesday, Wednesday, and Thursday – 9:00 am, 10:30 am, 12:00 pm, 1:30 pm, and 3:00 pm**, Gateway Center for Advanced Manufacturing, Boone Campus, 500 Technology Way, Florence, KY 41042, 859-442-1161.
• **Elizabethtown – online every Wednesday – 10:00 am, and 11:30 am**, Elizabethtown Community & Technical College, 600 College Street Road, Assessment Center, Room 129, Elizabethtown, KY 42701, 270-706-8492.
• **Henderson – not yet open**, Henderson Community College, Sullivan Tech Center Room STC 218, 2660 S. Green Street, Henderson, KY 42420, 270-831-9840.
• **Lexington – online every Tuesday and Wednesday – 1:30 pm and 2:30 pm,** Bluegrass Community and Technical College, 164 Opportunity Way, Leestown Campus, Building C, rear entry by bookstore, Lexington, KY 40507, 859-246-6669.
• **London – online every Tuesday and Thursday – 9:00 am, 10:00 am, and 11:00 am,** Somerset Community College, Laurel North Campus, 100 University Drive, Building Two, Room 240, London, KY 40741, 606-878-4728.
• **Louisville – online every Monday and Thursday – 10:00 am and 11:30 am,** Jefferson Community College, 110 West Chestnut Street, Room 301, Louisville, KY 40202, 502-213-2112.
• **Madisonville – not yet open**, Assessment Center, 2000 College Drive, John H Gray Building, Room 201, Madisonville, KY 42431, 270-824-1701.
• **Maysville – not yet open**, Maysville Community and Technical College, 1755 US 68, Room T203, 2nd floor, Technical Building, Maysville, KY 41056, 606-759-7141. Parking is Available in Lot C.
• **Middlesboro – not yet open**, Southeast Community & Technical College, 100 College Road, Room 237, Troy Welch Building, Middlesboro, KY 40965, 606-248-3970.
• **Owensboro – online every Tuesday – 9:00 am and 10:30 am**, **and Thursday – 12:30 pm and 2:00 pm**, Owensboro Technical College, 1501 Frederica Street, Owensboro, KY 42301, 270-686-4456.
• **Paducah – online every Tuesday – 10:00 am and 11:00 am**, Western Kentucky Community and Technical College, The Emerging Technology Center, 4810 Alben Barkley Drive, Room 133, Paducah, KY 42002, 270-534-3415.
• **Prestonsburg – not yet open**, Big Sandy Community and Technical College, 1 Bert Combs Drive, Student Center Building, Room 201, Prestonsburg, KY 41240, 606-788-2812.
• **Somerset – online every Monday, Tuesday, Wednesday and Thursday – 9:00 am, 10:00 am, and 11:00 am,** Somerset Community College, Assessment Center, Main Campus, 808 Monticello Street, Somerset, KY 42501, 606-451-6850.

- **An applicant may test an unlimited number of times within 120-day timeline. The expiration date may be found in eServices, and is listed on the initial examination notice.**
- **There is an examination fee of $50 for each scheduled retake of an examination.**
- **Any applicant who fails to report for a scheduled appointment without prior notice to Agent Licensing, may forfeit the $50 fee for examination**.
- **Please arrive 15 minutes before your scheduled time. If you fail to arrive by your scheduled test time you may forfeit your placement at the testing site due to availability.**
- **Changes to exam appointments should be made 24 business hours prior to the scheduled time.**

About Exam Results
All examinations are computerized and graded upon completion. Exam results may be viewed at the testing site. Exam results and license certificates may be printed from eServices, but testing facilities are not equipped for printing. Applicants who do not pass the examination may pay the $50 retake fee and reschedule another examination through eServices. Examinations cannot be rescheduled for the same day.

eServices --- Be sure to access eServices for maintaining your insurance license - license renewal, view CE summary, expiration date, insurer appointments, complete record corrections and updates, upload documents to DOI, and print license certificate or pocket ID card. Make sure you know license requirements – it is your responsibility.