KENTUCKY DEPARTMENT OF INSURANCE EXAMINATION SCHEDULE AND TESTING SITES – WITH CLOSURES

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 – PLEASE call 502-564-6004 to schedule a consultant examination. Due to the extended exam time (3 hours) the testing facility staff must be notified prior to scheduling to allow sufficient time and staffing for the exam.

NEW COVID 19 Examination Guidelines –
- **WEARING A FACIAL MASK THAT COVERS NOSE AND MOUTH IS MANDATORY AT ALL TIMES WHILE INSIDE THE TESTING FACILITY.**
- **No other visitors are allowed inside during testing.**
- 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 must pass a health assessment prior to testing room entry.
- Each KCTCS Location may have additional requirements.
- For directions to regional locations: https://kctcs.edu/our-colleges/index.aspx

• **Frankfort** – **closed at this time,** Department of Insurance, Division of Agent Licensing, Mayo-Underwood Building, 500 Mero Street, Frankfort, KY 40601, 502-564-6004.
• **Ashland Closed 12/21/2020 – 01/01/2021 – 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 Closed 12/09/2020 – 01/01/2021. Effective 11/20/2020, no additional scheduling is available – 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.
• **Elizabethtown Closed 12/21/2020 – 01/01/2021 – 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.
• **Florence Closed 12/18/2020 – 01/01/2021 – every Monday, Tuesday, Wednesday, Thursday, and Friday – 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.
• **Henderson Closed 12/07/2020 – 01/01/2021 – every Tuesday and Thursday – 2:00 pm and 3:00 pm**, Henderson Community College, Sullivan Tech Center Room STC 218, 2660 S. Green Street, Henderson, KY 42420, 270-831-9849.
• **Lexington #1 Closed 12/21/2020 – 01/01/2021 – every Tuesday and Wednesday – 1:30 pm and 2:30 pm, Lexington #2 – every Thursday – 8:30 am, 9:30 am, and 10:30; every Friday – 11:30 am, 12:30 pm, and 1:30 pm,** Bluegrass Community and Technical College, 164 Opportunity Way, Leestown Campus, Building C, rear entry by bookstore, Lexington, KY 40507, 859-246-6669.
• **London Closed 12/07/2020 – 01/08/2021 – 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 Closed 11/23/2020; and Closed 12/21/2020 – 01/01/2021 – every Monday and Thursday – 10:00 am and 11:30 am,** Jefferson Community College, 110 West Chestnut Street, Chestnut Hall - Room 301, entry through front door of Health Sciences Hall, take elevator to third floor, Louisville, KY 40202, 502-213-2112.
• **Madisonville Closed 12/21/2020 – 01/01/2021 – every Tuesday – 9:00 am, 10:00 am, 11:00 am, 1:00 pm and 2:00 pm,** Assessment Center, 2000 College Drive, John H Gray Building, Room 201, Madisonville, KY 42431, 270-824-1701.
• **Maysville Closed 11/16/2020 – 01/01/2021 – every Tuesday, 10:00 am, and 11:00 am**, 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 Closed 12/21/2020 – 01/01/2021 – every Tuesday – 10:00 am, and 11:00 am**, Southeast Community & Technical College, 100 College Road, Room 237, Troy Welch Building, Middlesboro, KY 40965, 606-248-3970.
• **Owensboro Closed 12/21/2020 – 01/01/2021 – 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 Closed 12/21/2020 – 01/01/2021 – 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 Closed 12/21/2020 – 01/01/2021 – every Tuesday – 10:00 am and 11:00 am**, Big Sandy Community and Technical College, 1 Bert Combs Drive, Student Center Building, Room 201, Prestonsburg, KY 41240, 606-788-2812.
• **Somerset Closed 12/21/2020 – 01/08/2021 – 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.