

# Instructions for the New York Public Adjuster Course Completion Affidavit

**You must read and follow these instructions completely. If you do not read and follow these instructions, we may not be permitted to issue your course completion certificate! An exam monitor is no longer required for the New York Public Adjuster course final exam.**

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## TO RECEIVE THE COURSE COMPLETION CERTIFICATE REQUIRED TO SUBMIT WITH YOUR NEW YORK PUBLIC ADJUSTER LICENSE APPLICATION:

- You are **required to complete all chapters and modules of the Virtual Classroom** portion of the course. Completing all chapters, modules and quizzes **meets the 40-hour course requirement** set forth by the New York Department of Financial Services.
- You are **required to complete two timed and two untimed comprehensive practice exams with a score of 70% or higher before you will be permitted to take the course final exam.** When you have achieved these practice exam scores, your course final exam will load to your course dashboard page.
- You **must take the course final exam and receive a score of 70% or higher.** You will be provided with a **total of 3 attempts to pass the course final exam**, but only one final exam may be taken within any 24-hour period. If you fail your first or second attempt at the course final exam, **you must submit a ticket to inform us that you did not pass and need your course final exam reset** for another attempt. If you do not pass the course final exam after 3 attempts, you will have failed the course.
- When you pass the course final exam with a 70% or higher, you will **submit the affidavit (on page 3 of this document) to: [support@insurance-schools.com](mailto:support@insurance-schools.com)** When we receive your affidavit, we will process your course completion certificate and email it back to you.
- **PLEASE NOTE:** You can take your state licensing exam with PSlexams.com at any time. **YOU DO NOT NEED TO PRESENT A COURSE COMPLETION CERTIFICATE TO BE PERMITTED TO TAKE THE NEW YORK PUBLIC ADJUSTER STATE EXAM. HOWEVER, YOU WILL NEED THE COURSE COMPLETION CERTIFICATE TO SUBMIT WITH YOUR LICENSE APPLICATION.**

- To process your course completion certificate, you must ***provide your full legal name*** and the ***full address of your legal residence*** in the fields provided on the course completion affidavit form. Many students send the affidavit with incomplete information, preventing us from processing their course completion certificate. **Please be sure you have provided ALL requested information and that you have proof read the affidavit after you have completed it and corrected all errors. If handwriting the information, please write legibly!** We do not process certificates outside of regular business hours. If you submit your affidavit during business hours, you may receive your certificate within a few hours. If you submit your affidavit on a weekend or holiday, you will not receive your certificate until the next business day.
- To ***schedule your state licensing examination, please go to: <https://www.PSIexams.com>*** Carefully ***read the candidate's bulletin*** provided by PSI (on their website) to answer any questions you might have regarding the state exam. We cannot schedule or reschedule your state exam for you as we are not affiliated with PSIexams.com and we are not a licensing coordination company.
- When you receive your course completion certificate from us, ***please sign on the line titled "Signature of Student" and then make a copy or two for your own records.*** Then, submit the course completion certificate along with the other items required on the license application. All licensing requirements are outlined by the New York Department of Financial Services. ***If you have any questions regarding the licensing process, please direct them to the NYDFS.***

## **Course Completion Affidavit for the New York Public Adjuster Course**

Please complete the form below as clearly and as accurately as possible. The “student” refers to you, the student who is applying for the New York Public Adjuster license.

**Student’s Full Legal Name:** \_\_\_\_\_

**Student’s Full Legal Address (House #; Street Address; City; State; & Zip Code:**

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**Daytime Telephone Number (If we need to reach you to confirm the information provided here):**

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**Email Address (The same one used as the Username/Student ID while taking the course:**

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Please complete the above information and either scan or take a picture and send to: [support@insurance-schools.com](mailto:support@insurance-schools.com) You will immediately receive a reply stating that we only accept final exam affidavits at this address. This is your confirmation that your affidavit has been received. If our staff has any questions, they will call you at the phone number you listed above. If you do not hear from us by phone for additional information, please continue checking your email inbox (and you junk or spam mail boxes) for your course completion certificate. If you do not hear from us within 72-business hours after submitting your affidavit, please submit a ticket through our website to be sure we received your affidavit.