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INSTRUCTIONS FOR SCHEDULING YOUR INDIANA INSURANCE LICENSE EXAMINATION

Registering and Scheduling an Examination:

The following are the steps needed to register and schedule your Indiana Department of Insurance licensing exam.

Step 1: IDO Testing Website

Click on the following for the IDOI testing website:

<https://secure.vitapowered.com/idoi/login.screen>

Step 2: Register for Account

Create an account by clicking on the “Applicant Registration” link. Complete the registration form and click the continue button

**You must know your login ID and password when you arrive at the test center to take the exam.*

Step 3: Login

Login to <https://secure.vitapowered.com/idoi/login.screen> using the login ID and password created during the registration process.

Step 4: Select Assessment

Select the licensing exam that matches your course certificate or waiver.

**Note: You must have your course certificate or waiver with you when you arrive at the test center to take the exam.*

Step 5: Pay for Assessment

Enter your credit/debit card information. You may use visa, MasterCard, or American Express to pay for your assessment.

Step 6: Schedule for Assessment

Select a date/time for the testing center of your choice. The testing centers closest to the address you entered during registration will be displayed. You may opt to see testing centers near a different zip code by entering that zip code at the bottom of the screen or you can see additional dates/times by clicking on the “More Times” link. If there are no available seats at the center of your choice, you may submit a Seat Request email.

Once your appointment has been schedule, you will receive an email notification with the details of your appointment and instructions of what to bring.

Step 7: Take Assessment

Please arrive at the test center 10 minutes prior to your appointment. You will need the following information:

- Login ID and Password
- Course Certificate or Waiver
- Federal or State ID

Should you need any assistance, please email IDOI_Support@panpowered.com or call Technical Support at 877-449-8378

Fees, Refunds and Policies

Fees and Refund Policy

Producers Examination Fee \$75.50

All exam registration fees may be included in one payment by using a MasterCard or Visa charge.

PERSONAL CHECKS AND/OR CASH ARE NOT ACCEPTED OR TRANSFERABLE TO ANOTHER INDIVIDUAL.

There are no refunds. You will need to be sure to select the correct assessment, bring the proper identification, login information (login ID and password), and forms with you to the test center.

If you arrive more than 30 minutes late or do not come with proper information, you will have to pay again and reschedule.

Rescheduling Your Appointment

To change your appointment time within 24 hours of your initial scheduled time, you may do so by calling 877-449-8378 however you will required to pay again for the exam.

To change your appointment 24 hours prior to your initial scheduled time, you will need to return to <https://secure.vitapowered.com/idoi/login.screen> and click on the date/time link.

For more information on the Examination process:

<http://www.in.gov/idoi>

To apply for a license:

Go to www.insurancecareertraining.com and click on the Sircon link on the main page. From the Sircon website you will click on “Apply a License” and follow the directions they have listed on their webpage.