



Circular Letter No.	2021-40
Date	9 June 2021
Amends	Item III of Circular Letter No. 2021-15 dated 08 March 2021

CIRCULAR LETTER

TO : ALL LICENSED INSURANCE COMPANIES

SUBJECT : INCREASING THE CAPACITY OF THE ONLINE AGENT'S COMPUTERIZED EXAMINATIONS (ONLINE ACE)

In order to accommodate more examinees in the Insurance Agent's Qualifying Examinations through the Online Agent's Computerized Examinations (Online ACE) System, Item III "Online ACE Examination Schedules" is hereby amended to read as follows:

"III. ONLINE ACE EXAMINATION SCHEDULES

The Online ACE can accommodate **50** examinees per batch with a total of three (3) batches per day. **Each batch is divided into two (2) examination rooms, namely Room A and B. Each examination room can accommodate 25 examinees. Rooms A and B will be conducted simultaneously in separate online examination rooms. Once the slots in a scheduled batch have already been taken, it shall no longer be available on the system.**

Unless otherwise directed, availability of ACE conducted examinations shall be governed as follows:

Days	Batches	Time
Mondays through Fridays	<u>Batch 1 (Room A and B)</u>	9:15 am to 10:45 am
	<u>Batch 2 (Room A and B)</u>	12:30 pm to 2:00 pm
	<u>Batch 3 (Room A and B)</u>	2:15 pm to 3:45 pm

The online ACE schedules in the ACE system are in the following format: “Online ACE Batch Number A/B – Date of Examination”. Example: Online ACE Batch 1A – 14 June 2021.

Accommodation of examinees in a particular schedule is on a first come, first served basis.”

All other provisions of Circular Letter No. 2021-15 shall remain effective. The unamended provisions of Circular Letter No. 2021-15 and the amendment introduced by this Circular Letter shall be read and construed as a single Circular Letter.

This Circular Letter shall take effect on **21 June 2021**.


DENNIS B. FUNA
Insurance Commissioner

