

FREQUENTLY ASKED QUESTIONS

For Individual Producer Licensing

1. How do I obtain a resident producer license?

An exam is required for all major lines of authority and some limited lines. Please visit test-takers.psiexams.com/neins for information on which exams are offered, exam content, and taking the state exam. After you have passed the state exam, you may apply for the resident insurance producer license online at www.nipr.com. Exam results are usually uploaded within two business days of completion. If you have issues applying electronically, please contact the Department for assistance.

2. How do I obtain a non-resident producer license?

You can apply online at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

3. I just moved to Nebraska from another state, what is the process to change my resident state to Nebraska?

You should first change the status of your previous resident license. After you have notification that the change has been completed, contact the Nebraska Department of Insurance Licensing Division. State change requests must be submitted within ninety (90) days of their occurrence.

4. I moved from Nebraska to a new home state, what is the process to change my Nebraska license to a non-resident?

You will need to first contact your new home state to see what their process is for obtaining a resident insurance license. The process can vary; some states may require you to terminate your Nebraska license before proceeding, while others may allow you to keep it active until they issue their own resident license. Once you know how your new home state wants you to process the license you can either cancel your Nebraska License (See Question number 25) or you can change your Nebraska resident license to a non-resident (See Question 8). It's crucial to contact them directly to determine their specific requirements.

5. When will my individual producer's license renew?

All producer licenses shall expire on the last day of the producer's birth month in the first year after issuance in which his or her age is divisible by two. Producer licenses may be renewed within ninety days before their expiration date. [See Example.](#)

6. How do I print my license?

Licenses may be printed online at www.nipr.com. The department does not mail license copies.

7. I am a veteran; can I be reimbursed for any licensing fees?

Veterans can be reimbursed for licensing exam fees. The reimbursement form can be downloaded from the [Veterans Affairs website](#).

8. How do I update my address and contact information?

Changes to home, business, and mailing addresses or phone numbers, may be updated online at www.nipr.com or by downloading a [Change Request Form](#) from our website.

9. How do I update my email address information?

Changes to home or business email addresses may be updated online through State Based Systems at www.nipr.com or by downloading a [Change Request Form](#) from our website.

10. How do I add a new line of authority to my existing license?

If you hold a Nebraska resident license, then an exam is required for all major lines of authority and some limited lines. Please visit test-takers.psiexams.com/neins for information on which exams are offered, exam content, and taking the state exam. After you have passed the state exam, you may add the new line of authority online at www.nipr.com or download a [Change Request Form](#) from our website. For non-resident producers you can either add the line of authority online at www.nipr.com or download a [Change Request Form](#) from our website.

11. How do I request a change or correct the following information? Name, Date of Birth, Social Security Number or Line of Authority

Download and complete the [Change Request Form](#) from our website. Requests may be mailed, emailed to doi.licensing@Nebraska.gov, or faxed to (402) 471-4610.

12. How do I renew my resident Nebraska producer license?

To renew your license please visit www.nipr.com and submit the license renewal electronically. Producer licenses may be renewed within ninety days before their expiration date. Renewal notices are emailed to you approximately 60 days prior to your expiration date. Please note that continuing education (CE) providers are allowed up to ten days to upload completed CE so it's important to allow ample time for your license renewal. Late renewals will incur a \$40.00 late fee, so ensure you don't delay until the final week to complete your renewal to avoid additional charges.

13. How do I renew my non-resident Nebraska producer license?

To renew your license please visit www.nipr.com and submit the license renewal electronically. Producer licenses may be renewed within ninety days before their expiration date. Renewal notices are emailed to you approximately 60 days prior to your expiration date.

14. Can I late renew my individual license?

An expired license (30 days or less) may be late renewed online at www.nipr.com. For resident licenses a \$40.00 late fee will be assessed on your renewal if not received by the expiration date. For non-resident licenses the late fee is \$125.00. If your license has been expired for longer than 30 days but less than a year, then you can get it reinstated by submitting a **new application** on www.nipr.com and paying the renewal fee plus a late fee. Resident licensees will also need to have their CE up to date.

15. How do I reinstate my resident Nebraska producer license?

You may reinstate the license by applying online at www.nipr.com. Resident applicants whose license has been expired longer than one year will need to complete the exam requirements. Please submit a **new application** on www.nipr.com and pay the license fee. If you have issues applying electronically, please contact the Department for assistance.

16. How do I reinstate my non-resident Nebraska producer license?

You may reinstate the license by applying online at www.nipr.com. Please submit a **new application** on www.nipr.com and pay the appropriate license fee. If you have issues applying electronically, please contact the Department for assistance.

17. How do I view the status of my producer license in Nebraska?

You may view the status of your license at <https://external-lookup-web.prod.naic.org/lookup?jurisdiction=NE&searchType=Licensee&entityType=IND>.

18. How do I view my continuing education transcript?

Your completed continuing education can be viewed at the following link:
<https://external-lookup-web.prod.naic.org/lookup?jurisdiction=NE&searchType=Licensee&entityType=IND>.

19. How often may I repeat a continuing education course?

A producer may not repeat the same continuing education course for credit within the same two-year renewal period. A course can be retaken if the previous credit was applied towards a prior renewal period.

20. I have more than the required credits to renew my license. Can I carry them over to the next licensing cycle?

No, continuing education credits may not be carried over to the next renewal period.

21. Does the State of Nebraska license insurance adjusters?

Yes, Nebraska only licenses Public Adjusters. We do not have a license for company or independent adjusters. To apply, go to www.nipr.com and select the Public Adjuster license type. If you have issues applying electronically, please contact the Department for assistance.

22. Does your state require clearance letters to issue a resident producer license?

Nebraska does not require a clearance letter to issue a license.

23. Can a person whom is not a U.S. citizen obtain a producer license?

Yes, they must provide proof of work authorization at the time of the initial application. Documentation can be uploaded to NIPR.com or emailed to doi.licensing@Nebraska.gov. For Canadian applicants, an active resident insurance license in a U.S. state is required before you can apply for a non-resident Nebraska license.

24. How do I process an appointment or termination of appointment?

Appointments and appointment terminations must be processed online by the carrier at www.nipr.com.

25. How do I cancel my Nebraska insurance license?

To cancel or surrender your license you can complete the [License Cancellation Request Form](#), which can be found on our website.