

Nebraska Insurance Licensee Checklist (First-Time Applicants)

Step 1: Prepare for the Exam

- **Study Materials:**
 - The Nebraska Department of Insurance does not require pre-licensing education nor do we provide study materials. You may register and take the exam as soon as you feel you are ready. There is no limit to the number of times you may take the exam nor is there a waiting period between attempts.
 - You may choose your own study materials. We suggest a Google search for: “Nebraska Insurance pre-licensing education”, to find different options.
 - **Tip:** Review the **Nebraska Exam Content Outlines** on the PSI website to know the key topics which will be on your exam. [Nebraska Exam Outlines](#)
 - **Practice Exams:**
 - You may want to utilize PSI’s practice exams, they are available for P/C and L/H - [Practice Exams](#)
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Step 2: Register for the Exam

- **Register with PSI:**
 - Visit PSI’s website to register for the exam. [View Available Exams and Schedule an Exam](#)
 - Choose the appropriate insurance exam (e.g., life, health, property).
 - **Select Your Testing Location:**
 - PSI offers test centers across Nebraska (Omaha, Lincoln, Grand Island, etc.).
 - *You may take the Nebraska State Exam in any state in which PSI is offering it.
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Step 3: Take the Exam

- **On Exam Day:**
 - Bring a **valid ID** to the test center to be admitted.
 - Be on time and prepared.
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Step 4: Pass the Exam

- **Exam Results:**
 - PSI will upload your exam results to the Nebraska Department of Insurance within **2-3 business days**.
 - After successfully passing the state exam, you have up to one year to obtain the license.
 - **Tip:** You will not receive notice from our department. Best practice it to wait 24-48 hours and then apply for your license online via NIPR.com . If you do not see the lines of authority available for your license selection on your application, then it is too soon. We do not yet have your exam results.
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Step 5: Apply for Your Nebraska Insurance License

- **Submit Your Application:**
 - After passing, visit NIPR.com to apply for your license.
 - Fill out the **online application** and submit all required details.
 - **Pay the Application Fee** via NIPR.com
 - **Tip:** If we need any additional information or have questions regarding your application, we will reach out to the business email address you provided.
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Step 6: Wait for License Processing

- **Processing Time:**
 - It may take **3-5 business days** for the Department of Insurance to process your application.
 - **Tip:** This is a standard processing time. If you've answered yes to any background questions this process will take longer, make sure you have attached all the necessary court documents to speed up our review.
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Step 7: Download Your License

- **Access Your License:**
 - After approval, visit NIPR.com to **download or print** your Nebraska insurance license.
 - You will receive a **Welcome Letter** via email to your business email address on file from our department the following Friday.
 - **Tip:** Your Nebraska License number is the same as your National Producer number. [National Producer Number \(NPN\) Lookup](#)

Additional Resources:

- **PSI Exam Information & Scheduling:**
 - Find exam dates, locations, and register at PSI's website. [View Available Exams and Schedule an Exam](#)
- **Candidate Information Bulletin:**
 - Provides more details about the exam process and other requirements. [Candidate Information Bulletin](#)

Important Notes:

- **Active License Requirement:**
 - You must hold an active license to sell, solicit, or negotiate insurance in Nebraska.
- **After Passing the State Exam you must Apply for the License / Processing Time:**
 - Allow **2-3 days** for PSI to upload your exam results and **3-5 days** for application processing.

License Duration:

- Your first renewal may just be for a few months. Please view your license immediately, as your expiration date is based off your birth month and year.
 - Initial individual licenses are issued to expire the last day of the month in the licensee's birth month in the first year after issuance in which licensee's age is divisible by two.
 - Therefore, individuals born in even numbered years renew their license on the last day of their birth month in the even numbered years and individuals born in odd numbered years renew their license on the last day of their birth month in the odd numbered years.