

FREQUENTLY ASKED QUESTIONS For Producer/Agency Licensing

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

3. I just moved to NE 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 surrender your Nebraska resident license and contact your new home state to obtain a resident insurance license within 90 days. Once that is completed you can go to NIPR.com and apply for the Nebraska non-resident license.

5. When does 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. Such producer licenses may be renewed within the ninety-day period before their expiration date. [See Example.](#)

All business entity licenses issued under the Insurance Producers Licensing Act shall expire on April 30 of each year.

6. How do I print my license?

Licenses may be printed online at <https://sbs.naic.org/solar-external-lookup/license-manager>. We no longer 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 our website. For more information, please see the Department of 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 through the National Insurance Producer Registry 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 <https://sbs.naic.org/solar-external-lookup/license-manager> 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 www.prometric.com 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?

The best way to renew your license is online at www.nipr.com. A [Producer License Renewal form](#) can also be completed and mailed to the Department, along with the renewal fee. Renewal notices are emailed to you approximately 60 days prior to your expiration date.

CE providers are allowed up to ten days to upload completed CE so please allow ample time for your license renewal. Late renewals will be assessed a \$40.00 late fee.

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

The best way to renew your license is online at www.nipr.com. A [Producer License Renewal form](#) can also be completed and mailed to the Department, along with the renewal fee. 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 or by mailing in the [Producer License Renewal form](#) with your renewal fee plus a \$40.00 late fee. 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 either online or by paper and paying a \$90.00 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. 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. 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://sbs.naic.org/solar-external-lookup/license-manager>.

18. How do I view my continuing education transcript?

Your completed continuing education can be viewed at the following link: <https://sbs.naic.org/solar-external-lookup/license-manager>.

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, effective 7/19/2018 a new Public Adjuster license type is available. To apply, go to NIPR.com and select the Public Adjuster license type. If you have issues applying electronically, please contact the Department for assistance.

22. Can I convert my Insurance Consultant license to a Public Adjuster license?

No, the public adjuster license is a separate license type. You must submit a new public adjuster application and fees in order to apply for the license. Effective 7/19/2018 Insurance Consultants can no longer perform public adjusting duties and need to apply for the new public adjuster license in order to continue adjusting.

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

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

24. 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.

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

Appointments and appointment terminations must be processed online through the National Insurance Producer Registry (NIPR) at www.nipr.com.

Agency Licensing

1. How do I obtain a resident Nebraska insurance agency license?

You may apply online for the Resident Business Entity license at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

2. How do I obtain a non-resident Nebraska insurance agency license?

You may apply online for the Non-Resident Business Entity license at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

**Please Note – If you do not have an agency license in your Home State, then you will not be able to apply for your non-resident NE license online.*

3. How do I renew my resident insurance agency license?

Agency insurance licenses can be renewed online at www.nipr.com. Renewal notices are emailed to you approximately 60 days prior to your expiration date.

4. How do I renew my non-resident insurance agency license?

You may apply online for the Non-Resident Business Entity license at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

**Please Note – If you do not have an agency license in your Home State, then you will not be able to apply for your non-resident NE license online.*

5. How do I reinstate my resident insurance agency license?

You may apply online for the Resident Business Entity license at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

6. How do I reinstate my non-resident insurance agency license?

You may apply online for the Non-Resident Business Entity license at www.nipr.com. If you have issues applying electronically, please contact the Department for assistance.

**Please Note – If you do not have an agency license in your Home State, then you will not be able to apply for your non-resident NE license online.*

7. How do I update my agency or business address?

You can either submit a written request to update an agency address or you can download the [Agency Change Request Form](#) from our website. Requests may be mailed, emailed to doi.licensing@Nebraska.gov or faxed to (402) 471-4610.

8. How do I change the designated producer on our agency license?

You can download the [Agency License Amendment Form 9002A](#) from our website.

9. How do I view the status of my insurance agency license in Nebraska?

You may view the status of your license at <https://sbs.naic.org/solar-external-lookup/license-manager>.

10. How do I check the Designated Responsible Licensed Producer (DRLP) for my agency?

You can view your agency's license information including the current Designated Responsible Licensed Producer(s) by going to the State Based Systems License Manager page at <https://sbs.naic.org/solar-external-lookup/license-manager>.