

Apply for a Resident Independent Adjuster License	
Step 1	Study for the Licensing Exam. Study Guide: https://doi.idaho.gov/independent-adjuster-co/
Step 2	Go to the Pearson/ Idaho Department of Insurance webpage to register for the exam: https://www.pearsonvue.com/us/en/id/insurance.html
Step 3	Click “Log in.” If you do not have a Pearson account, you will need to select “Create an account” and set one up.
Step 4	Enter your log in information, then click “Sign In.”
Step 5	In the Schedule an exam box, click “View exams.”
Step 6	Click on “Idaho Independent Adjuster.” Idaho offers exams in English or Spanish.
Step 7	Select if you want to take the exam in person or on-line.
Step 8	Review the information, then click “Next.”
Step 9	Click “Next.”
Step 10	Review the information, then click “Agree.”
Step 11	Select your testing center, then click “Next.” If you select on-line testing, you will not see this screen.
Step 12	Click on the date and time you want to take your exam, then click “Book this appointment.”
Step 13	Review the information, then click “Add Another Exam” to schedule your fingerprints for your background check.
Step 14	The Department strongly encourages the use of the electronic fingerprint process. Electronic: Click “InsID-FPELCID Electronic Fingerprint” to have your fingerprints taken at a Pearson location in Boise, Pocatello, or Spokane. Hard Card: If you can’t travel to one of the cities above, click “InsID-FPHC ID Fingerprint Hard Card” to submit hard card fingerprints.
Step 15	Click “ Next. ”
Step 16	Review the information, then click “ Agree. ”
Step 17	Electronic: Select a test center, then click “Next.” Hard Card: Select the Driftwood, TX address (it’s the only option).
Step 18	Electronic: Click on the day and time you want to have your fingerprints taken, then click “Book this appointment.” Hard Card: Pick the day you are MAILING your fingerprints to Texas.
Step 19	Review your information. If correct, click “Proceed to Checkout” and pay.
Step 20	Go to NIPR: https://nipr.com . Apply immediately after submitting your fingerprints. Do NOT wait for the report. Your fingerprints cannot be processed until an application has been submitted.
Step 21	Click the orange “ Start now ” button.
Step 22	Click “Individual” and enter your identifying information.
Step 23	On the left side of the screen, click on “ Start Application. ”
Step 24	Select “Adjuster Licensing,” then click “ Next. ”
Step 25	Select “Initial,” then click “ Next. ”
Step 26	Select “Resident,” then click “ Next. ”
Step 27	Select “Idaho,” then click “ Next. ”
Step 28	Select “Independent Adjuster,” then click “ Next. ”
Step 29	Review the information, then click “ Next. ”
Step 30	Enter the requested information. Click “ Next ” when finished with each section.
Step 31	Review the information you entered and click “Next.” If anything needs corrected use the “Back” button at the bottom of the screen beside the “ Next ” button. Do NOT use the browser’s back button.
Step 32	Enter the requested information, then click “ Next. ”
Step 33	Read the attestation carefully. If you agree to the attestation, click “I accept,” then click “ Next. ”
Step 34	Enter where you want the receipt sent, then click “ Next. ”
Step 35	Review the information, if correct, click “ Submit. ” ALL FEES ARE NON-REFUNDABLE
Step 36	Complete the payment screens. There may be multiple steps to this depending on your payment type.
Step 37	Email the following documents to agent@doi.idaho.gov with the subject line “Application documents for [YOUR NAME]”: - A copy of the fingerprint receipt from Pearson. - The completed CHRI-Request and Release. https://doi.idaho.gov/chri-fbi-request-release/ -Pass confirmation for the exam.
This process may change without notice. ALL FEES ARE NON-REFUNDABLE	