Apply for a Resident Producer License

Step 1	Study for the Licensing Exam. Click on the LOA for a study guide. • **Health**: https://doi.idaho.gov/ahs-co/ • **Life**: https://doi.idaho.gov/life-co/ • **Property**: https://doi.idaho.gov/property-co/ • **Casualty**: https://doi.idaho.gov/casualty-co/ • **Personal Lines**: https://doi.idaho.gov/personal-lines-co/ • **Surety**: https://doi.idaho.gov/surety-co/ • **Variable Lines** does not require an exam, instead you must have a FINRA CRD#. • **Limited Lines** do not require an exam. Instead, you must read the Limited Lines Producer Pre-Licensing Manual and submit the attestation page. https://doi.idaho.gov/limited-lines-producer-pre-licensing-manual/
Step 2	Go to the Idaho Department of Insurance's Pearson page and 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 the exam you wish to take. Idaho offers exams in English or Spanish.
Step 7	Select if you want to take the exam(s) in person or online.
Step 8	Review the information, then click "Next."
Step 9	Click "Next." If you are taking more than one exam, click "Add another exam to take on the same day" and repeat steps 6-9.
Step 10	Review the information, then click "**Agree**."
Step 11	Select your testing center, then click "**Next**." If you selected online testing, you will not see this screen.
Step 12	Click on the day 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 cannot 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 Only:** Select the Driftwood, TX address (it's the only option).
Step 18	**Electronic:** Click on the day and time you want to have your prints taken, then click "Book this appointment." **Hard Card:** Pick the day you're MAILING the prints 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.** Please 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 "**Start Application**."
Step 24	Select "**Producer 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 the LOAs you're applying for, 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(s). - Limited Lines Only: The attestation page from the Pre-Licensing Handbook instead of a passed exam.

This process may change without notice.
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