

Resident Individual Producer

This page contains important reference material for your new license.

LICENSE COPIES

You can download a free copy of your license via the [License Manager](#).

Idaho no longer sends a paper license.

CONTINUING EDUCATION (CE)

Residents must complete 24 hours of CE, with a minimum of 3 hours in ethics each renewal cycle.

[Click here to check your CE status](#). Select “Continuing Education Transcript Inquiry” and follow the prompts.

The following lines require specific CE:

- Long-term care
- Flood insurance
- Suitability in Annuity

To view a list of approved CE courses [click here](#), select “Approved Courses Inquiry” and follow the prompts.

All of Idaho’s approved CE courses can be found in the [Continuing Education Catalogue](#). The CE course catalogue be accessed via the [SBS license manager](#) or by [clicking here](#).

ADDING A LINE OF AUTHORITY

To add a line of authority you need to:

- Pass the exam for the line of authority.
- Submit an add line request via [NIPR](#)
- Upload your exam pass slips to the NIPR Document Warehouse

LICENSE RENEWAL

You are responsible for the timely renewal of your license.

- To renew online please [click here](#).
- You can renew up to 90 days prior to expiration.
- All CE must be completed before renewing.
- [Click here to view approved CE courses](#).
- Licenses are issued for 2 years.
- They expire on the last day of your birth month.
- Residents must complete all CE before renewing.
- The renewal fee must be received or postmarked prior to the expiration to avoid paying late fees

LATE RENEWALS

Late renewals are available up to one year past the expiration of the license.

The reactivation fee varies depending on the time frame in which the CE was completed
If CE is completed:

- Prior to expiration/no CE required= **\$160⁰⁰**
- Within 30 days of expiration = **\$260⁰⁰**
- Within 60 days of expiration = **\$360⁰⁰**
- Within 90 days of expiration= **\$460⁰⁰**
- 91-365 days after the expiration you will need re-test = **\$80⁰⁰** fee.
- After 1 year = You will need to start the licensing process over from the start.

UPDATING YOUR INFORMATION

Please use the following link to update your address, phone number or e-mail address:

- [Update Contact Information via NIPR](#)

Changes may also be submitted directly to the DOI via the following forms:

- [Name Change, Individual](#)
- [Update Address Form, State to State](#)

LETTERS OF CLEARANCE

Producers who are moving from Idaho to another state may request a Letter of Clearance. To request a Letter of Clearance [click here](#).

When you request a Letter of Clearance you are also surrendering your Idaho license. You will no longer be licensed to sell insurance in the State of Idaho.

Letters of Clearance are valid for 90 days.

REPORTING OF ACTIONS

Licensees have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

We encourage the use of the NIPR Reporting of Actions Warehouse at [www.nipr.com](#) as a convenient means of making your documents and explanations available.

DEPARTMENT OF INSURANCE

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