

Resident Independent Adjuster

This page contains important reference material for your new license.

CONTINUING EDUCATION (CE)

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

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](#).

LICENSE RENEWAL

You are responsible for the timely renewal of your license.

- To renew online please [click here](#).
- Licenses are issued for 2 years
- Licenses expire on the last day of your birth month.
- Renewal is available up to 90 days prior to expiration.
- All CE must be completed before renewing.
 - [Click here to view approved CE courses](#).
- Late CE will result in additional fees.
- **Your license does not automatically renew on completion of CE.**
- The renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.

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.

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 = **\$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 to re-test = **\$80⁰⁰**.
- If you do not reinstate your license within one year you will need to follow the license application process as if you never had an Idaho license.

All fees are non-refundable

LICENSE COPIES

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

Idaho no longer sends a paper license.

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](#)

REPORTING OF ACTIONS

Licenses 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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