## **Illinois Insurance License Procedures**

Effective November 5, 2015, the Illinois Department of Insurance will no longer mail paper renewal notices or licenses that have historically been mailed by the Illinois Department of Insurance's Licensing Division. License renewals will be emailed to the licensee's email address of record. Once a new or renewed license is issued, licensees will be able to print their license by going to <u>www.statebasedsystems.com</u>.

To ensure that you receive your license renewal notices in a timely manner, we suggest that you do the following at this time:

- Make sure your current email address is on file at the IDOI. Go to NIPR's website (<u>http://www.nipr.com/</u>) and:
  - 1. Click on the CHANGE button.



## 2. Click on the green **START HERE** button.

National Insurance Producer Regis	n n n n n n n n n n n n n n n n n n n	Search NIPR Need Assistance? Start Here		
Contact Change Request	Contact Change Request Announcements			
Announcements	START HER			
State Requirements	NIPR is pleased to announce that individuals can use Contact Change Request for updates of physical address(es), email address(es), phone number(s), and fax number(s). Business Entity changes will need to be made directly with the state.			
Fees				
Helpful Links		Bail license and Adiuster license address changes will need to be made directly with the California		
CCR User Guide (pdf)	California	Department of Insurance.		
Print Your License				

3. Complete one of the identification options that will identify you on the Producer Database (IDOI license number, National Producer Number or Social Security number). Check the box in the lower right corner acknowledging you have read and accept the NIPR User Agreement and click the **NEXT** button.

National Insurance Producer Registry	Contact Change Requ	est Need Assistance?
Sign-In		
		?
Complete one of the identification options that	t will identify the licensee on the Producer Database (PDB).	
Individual		
License Number	National Producer Number(NPN)	Social Security Number (SSN)
License Number:	Last Name:	Last Name:
License State:	▼ NPN:	SSN: XXX-XX-XXXX
		Clear Input
		Please read and accept the NIPR Use Agreement

- 4. Your name should appear in the upper right corner of the next browser window. If correct, enter your Social Security number and date of birth. Click on the **NEXT** button.
- Edit/Update Select the contact information you wish to view and/or edit. When all edits are complete, click the NEXT button.

National Insurance Producer Registry	Contact Change Request	Need Assistance? ᢏ(855) 674-6477 ⊠customerservice@nipr.com				
Contact Change Menu	PATE	RICA D KRETSCHMAR • NPN: 12501441				
Sign-In Edit/Update Review	Submitter Attestation	Contact Submit				
Select the contact information you wish to view or edit. You will return to this page to select more contact information options.						
<ul> <li>Physical Addresses Update residence, business and mailing addresses.</li> <li>Email Addresses Update personal and business email addresses.</li> <li>Phone Numbers Update personal, business phone and fax numbers.</li> </ul>						
State participation and rules may affect how changes are handled at the state and on the Producer Database (PDB). Please refer to State Requirements before contacting customer service.						
	Next not availa	ble until required changes have been made. Next »				

- 6. **Review** Review your edits. When review is completed, click the **NEXT** button.
- 7. Submitter Select who is submitting the contact changes and click the **NEXT** button.
- 8. Attestation Read carefully, check the "I accept" box and click the **NEXT** button.
- Contact Insert your current email address(es). Your receipt and any additional information will be sent to the email address(es) inserted in any of the four email address fields. Click the NEXT button.
- 10. Submit Any applicable fees are summarized on this page. Click the SUBMIT button.
- IDOI continuing education (CE) statutes require that you complete 21 General and 3 [classroom] Ethics CE hours every two years. To check on the current status of your CE studies, go to <u>http://www.statebasedsystems.com/EdTranscript.htm</u> and complete the four fields presented in the browser window. Click on the SEARCH button and a View education transcript button will appear immediately below the SEARCH button. Click the View education transcript button and your

Education Transcript will appear in a new browser window. Your current producer license expires on the date shown in the "License Expiration Date" column. The "Credits Needed for Renewal" column reflects the CE hours that you need to satisfy before you can apply for the renewal of your producer license. You must be CE compliant **at least** 10 business days prior to your renewal date.

• Add a reminder to your Outlook and/or smartphone calendar to renew your producer license 90 days prior to the expiration of your current producer license. Verify you have met all of your CE requirements (see point 2 above). This should allow you sufficient time to get your CE requirements completed if you haven't already done so!

## Are you ready to renew your Illinois producer license? You can do so at

<u>http://insurance2.illinois.gov/Producer/RenewResidentLicDirections.asp</u>. The current resident producer license renewal fee is \$180 every two years. If your license should expire, you may request reinstatement within 12 months of its expiration with the payment of \$360 (\$180 renewal fee *plus* \$180 penalty/reinstatement fee). Should your license be expired for longer than one year, you will need to enroll in pre-licensing classes to apply for a new producer license.