

## License Renewal Instructions

**Resident agents who wish to renew their Major Line, Title, or Limited lines license should complete the following steps:**

- Step 1) Complete all continuing education courses and verify your continuing education credits are on file with ODI before you submit your renewal application. ([www.sircon.com](http://www.sircon.com)) (Note: CE is not required for agents who hold a Limited Lines license.)
- Step 2) Access the National Insurance Producer Registry (NIPR) system ([www.nipr.com](http://www.nipr.com)) and submit a renewal application.
- a) On the left hand side of NIPR's home page, under the Electronic Licensing Heading, select the "[Renewals](#)" link under Resident Producer.
  - b) Scroll down to bottom of NIPR Electronic Resident Licensing and Renewal page and read the *NOTICE* information.
  - c) Click the **Begin** button.
  - d) Read the Use Agreement and click on the **Accept** button.
  - e) Select "**Ohio**" as your *Resident State*.
  - f) Select "**Individual**" as your *License Type*.
  - g) Select "**Apply to renew an existing Resident License or resume an existing renewal application.**"
  - h) In the appropriate box, enter your:
    - 1) "[NPN](#)"
    - 2) "[License Number](#)"
  - i) Click the **Next** button.
  - j) Select the License Class you wish to renew.
  - k) Click the **Next** button.
  - l) Follow the remaining instructions provided by NIPR, including the payment of fees.
- Step 3) Pay all applicable fees.
- Fees:**
- **\$5.00** NIPR application processing fee  
(Assessed to all agents who apply using the NIPR website)
  - **\$25.00** renewal fee\*  
(\*Assessed only to resident agents who hold a limited lines license. There is no renewal fee for resident agents who have a continuing education requirement.)
  - **\$100.00** late renewal fee\*  
(\*Assessed to all agents who fail to renew by their license expiration date, but submit a renewal application during the one month grace period).
  - **\$300.00** late renewal fee\*  
(\*Assessed to all agents who submit a renewal application within 11 months of their license being suspended).
- Step 4) Provide the Department with any additional documentation, if required, by using the NIPR Attachment Warehouse (<https://pdb.nipr.com/docMgmt/main.html>) or by e-mailing the information to the ODI Licensing Division ([licensing@insurance.ohio.gov](mailto:licensing@insurance.ohio.gov)).

**If a resident agent previously had a December 31, 2010 CE compliance Period Deadline date and was NOT compliant with their CE credits on or before December 31, 2010, they will need to complete the following steps to renew their license.**

- Step 1) Complete all continuing education courses and verify your continuing education provider(s) have submitted all course credit to ODI before you submit your renewal application.
- Step 2) Obtain a paper renewal application from the ODI website ([www.insurance.ohio.gov](http://www.insurance.ohio.gov)) and submit the application, all course completion certificates, documentation and an extension request to the Ohio Department of Insurance Licensing Division, 50 W. Town Street, Suite 300, Columbus, OH 43215.
- Step 3) Submit a check or money order with your application to cover all applicable fees. The check or money order should be made payable to the Treasurer of State.

**Fees:**

- **\$25.00** renewal fee\*  
(\*Assessed only to resident agents who hold a limited lines license. There is no renewal fee for resident agents who have a continuing education requirement.)
- **\$100.00** continuing education extension fee\*  
(\*Assessed to all agents who failed to complete their required CE by December 31, 2010).
- **\$100.00** late renewal fee\*  
(\*Assessed to all agents who fail to renew by their license expiration date, but submit a renewal application during the one month grace period).
- **\$300.00** late renewal fee\*  
(\*Assessed to all agents who submit a renewal application within 11 months of their license being suspended for non-renewal).

- Step 4) Submit any additional documentation, if required.