

Instructions for Submitting an Electronic License Renewal Application

- Step 1) Complete all required continuing education courses before you submit your renewal application. Please note that education providers have 15 days from the completion of a course to report credits to the Department.
- [Click here to view Ohio CE Transcript](#)
 - [Click here to review Ohio's CE Requirements](#)
- Step 2) Access the National Insurance Producer Registry (NIPR) system (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).