



# Instructions For Resident Agents 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](http://www.nipr.com)) and submit a renewal application.

- On the left hand side of NIPR's home page, under the Electronic Licensing Heading, select the "Renewals" link under Resident Producer.
- Scroll down to bottom of NIPR Electronic Resident Licensing and Renewal page and read the NOTICE information.
- Click the Begin button.
- Read the Use Agreement and click on the Accept button.
- Select "Ohio" as your Resident State.
- Select "Individual" as your License Type.
- Select "Apply to renew an existing Resident License or resume an existing renewal application."
- In the appropriate box, enter your:
  - "NPN"
  - "License Number"
- Click the Next button.
- Select the License Class you wish to renew.
- Click the Next button.
- 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.)
- \$50.00 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).
- \$100.00 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)).

