

# **FREQUENTLY ASKED QUESTIONS**

## **For Producer/Agency and Continuing Education Matters**

### **LICENSING**

#### **How do I obtain a resident producer license?**

First you must complete an approved prelicensing course from the [Prelicensing Requirements and Prelicensing Approved Provider List](#). Choose a provider for prelicensing study material. When prelicensing is completed, visit [www.prometric.com/](http://www.prometric.com/) for information on taking the state exam. After you have passed the state exam, download a [Resident Producer License application](#) from our website for instructions on applying for a state producer license. The fee is \$60.00.

#### **How do I obtain a non-resident producer license?**

Non-resident licenses may be requested online through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com) or by downloading a Non-Resident Producer License application from our website. The fee is \$60.00.

#### **I just moved to NE from another state, what is the process to change my resident state to Nebraska?**

First, please change the status of your previous resident license. After you have notification that the change has been completed, download a [Resident Producer License application](#) from our website. The fee is \$60.00. While we do not require a letter of certification, it is a good idea to obtain this from your previous resident state, if available.

#### **How do I update my home or business address?**

Address changes may be requested online through the National Insurance Producer Registry at [www.nipr.com](http://www.nipr.com) or by downloading a [Change Request form](#) from our website.

#### **How may I request a change on the following?**

- Name
- Date of Birth
- Social Security Number
- Letter of Clearance
- Certification
- Duplicate License
- Add or Delete a Line of Authority

Download a [Change Request form](#) from our website. **Please note that there is no longer a fee required with this change request form.**

**How may I renew my resident Nebraska producer license?**

Mail in the renewal notice along with the fee. The renewal fee is \$60.00. Make sure to list your current home and business addresses so we have the correct information on our system. Please note: only one renewal notice is mailed.

**How may I renew my non-resident Nebraska producer license?**

Non-resident licenses may be renewed online through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com). Or mail in the renewal notice along with a fee of \$60.00. Make sure to list your current home and business addresses so we have the correct information on our system. Please note: only one renewal notice is mailed.

**How may I reinstate my resident Nebraska producer license?**

Any license being renewed after the expiration date and before the last day of the following month, that individual may reinstate such license by sending in the renewal form with a fee in the amount of \$100.00. Any license being reinstated after 30 days and up to 12 months from the expiration of the license, that individual may reinstate such license by completing the application and submitting it to this Department with a \$100.00 reinstatement fee.

**How may I reinstate my non-resident Nebraska producer license?**

Non-resident licenses may be reinstated online through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com). Or, follow the directions for resident reinstatements.

**How may I view the status of my producer license in Nebraska?**

You can view the status of your license by using our [Company and Producer \(Agent\) Search](#) on our website and following the directions for your producer information.

## **AGENCIES**

**How may I obtain a resident Nebraska insurance agency license?**

Download an [Insurance Agency License application](#) from our website. The fee is \$50.00.

**How may I obtain a non-resident Nebraska insurance agency license?**

Non-resident insurance agency licenses may be requested online through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com) or by downloading an agency application from our website. The fee is \$50.00.

**How may I renew my resident insurance agency license?**

Mail in the renewal notice along with a fee of \$50.00. Make sure to list the business addresses so we have the correct information on our system. Please note: only one renewal notice is mailed.

**How may I renew my non-resident insurance agency license?**

Non-resident insurance agency licenses may be renewed online through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com). Or mail in the renewal notice along with a fee of \$50.00. Make sure to list the business addresses so we have the correct information on our system. Please note: only one renewal notice is mailed.

**How may I reinstate my resident insurance agency license?**

Any license being reinstated within 30 days from the expiration date may submit to the Department the renewal form with a fee in the amount of \$100.00. Any license being reinstated after 30 days from the expiration date and up to 12 months from the expiration of the license, that entity may reinstate such license by completing the application and submitting it to this Department with a \$100.00 reinstatement fee.

**How may I reinstate my non-resident insurance agency license?**

Non-resident insurance agency licenses may be reinstated online through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com). Or, follow the directions for resident reinstatements.

**How may I update my agency or business address?**

Address changes may be requested online through the National Insurance Producer Registry at [www.nipr.com](http://www.nipr.com). Also, a request to update may be submitted in writing or faxed to (402) 471-6559.

**How may I change the designated producer on our agency license?**

Download [Agency License Amendment Form 9002A](#) from our website

**How may I view the status of my insurance agency license in Nebraska?**

You can view the status of your license by using our [Company and Producer \(Agent\) Search](#) on our website and following the directions for your agency information.

## **CONTINUING EDUCATION AND PRELICENSING**

**How may I obtain information for Prelicensing?**

This information can be found in the [Prelicensing Requirements and Prelicensing Approved Provider List](#) on our website.

**How may I obtain information on Continuing Education?**

This information can be found in the Continuing Education Approved Self Study List (in [Word format](#) and [pdf format](#)). Choose a provider for continuing education course information. Submit all continuing education together with your renewal payment.

**How may I obtain information on Flood Insurance?**

Visit our [Continuing Education Course Information web page](#) and scroll down to Flood Insurance Information.

**How may I obtain information on Long-Term Care Partnership?**

Visit our [Long Term Care Partnership web page](#).

**How often may I repeat a continuing education course?**

A producer may not repeat a continuing education course for credit within a 2 year renewal period.

**Prelicensing**

**What are the mandatory prelicensing education classroom hours for the various insurance producer lines of authority?**

<b>Life</b>	20 hours
<b>Health</b>	20 hours
<b>Combined Life and Health</b>	40 hours
<b>Property</b>	20 hours
<b>Casualty</b>	20 hours
<b>Combined Property and Casualty</b>	40 hours
<b>Personal Lines</b>	20 hours
<b>Title</b>	12 hours
<b>Crop</b>	6 hours

**Where can I get information on insurance education providers?**

Visit our [Continuing Education Course Information web page](#).

**Do I have to complete prelicensing courses?**

Everyone who does not qualify for a waiver of prelicensing education must complete a prelicensing education course offered by an approved education provider.

**How much is the examination fee?**

The examination fee is \$59 per line of authority.

**When and where are the examinations given?**

Examinations are given by our contracted vendor, Prometric. You may either contact Prometric at 1-800-853-4753, or visit their website at [www.prometric.com/](http://www.prometric.com/).

### **Can Prelicensing Requirements be waived?**

Yes, if you currently maintain one of the following designations:

- Chartered Property and Casualty Underwriter
- Registered Health Underwriter
- Certified Financial Planner
- Chartered Financial Consultant
- Fellow Life Management Institute
- Life Underwriter Training Council Fellow
- Certified Employee Benefit Specialist
- College degree with a concentration in insurance from an accredited educational institution
- Chartered Life Underwriter
- Associate in Risk Management
- Accredited Insurance Advisor
- Certified Insurance Counselor
- Employee Benefit Consultant
- Health Insurance Associate

### **How do I obtain study material to aid in passing the examination if I have received a waiver of the education requirements?**

The responsibility of preparing for the examination rests with the applicant and should be considered when applying for the waiver. Applicants may contact the prelicensing education providers located in our listing to obtain the names of publishers and study materials.

## **Continuing Education**

### **How many continuing education credits will I need at renewal of my license?**

<b>Life</b>	6 hours
<b>Health</b>	6 hours
<b>Combined Life and Health</b>	12 hours
<b>Property</b>	21 hours
<b>Casualty</b>	21 hours
<b>Combined Property and Casualty</b>	21 hours
<b>Personal Lines</b>	21 hours
<b>Title</b>	6 hours
<b>Crop</b>	3 hours
<b>Variable</b>	6 hours

### **Ethics Requirement**

In addition to the hours required above, licensees are required to complete 3 hours of approved continuing education activities on insurance industry ethics.

Insurance consultants and brokers shall be required to complete 21 hours of continuing education activities and 3 hours of approved continuing education activities on insurance industry ethics in each two-year period.

No licensee shall be required to complete more than 24 cumulative hours in any two-year period.

**Currently, I have more than the required credits to renew my license. Can I carry them over so I don't have to do 48 during the next licensing cycle?**

No, allowing continuing education credits to carry over from one renewal cycle to the next would defeat the purpose of requiring continuing professional education.

**How can I check my credits?**

Contact the department at 402-471-4913.

**How do I schedule a course?**

Contact any authorized insurance education provider for their scheduled courses. Contact information for these providers is found on our website.

## **MISCELLANEOUS**

**Does the State of Nebraska license insurance adjusters?**

There is no statutory provision for the licensing of company or independent insurance adjusters in the state of Nebraska. Public adjusters must obtain a license as an insurance consultant. An application and instructions are found on our website.

**Will your state issue clearance letters? Does your state require clearance letters to issue a resident producer license?**

Nebraska will issue clearance letters upon request. Nebraska does not require the receipt of a clearance letter to issue a resident producer license. However, it may be necessary if your national producer information is not updated appropriately.

**Can a person whom is not a U.S. citizen obtain a producer license?**

Yes, must provide proof of work authorization, proof of an issued green card, or a social security number can be provided.

**What are the requirements to obtain a Surplus Lines License?**

All information on Surplus Lines licensing may be found on our website. Click on Producer/Surplus Lines Information.

**How may I process an appointment or termination of appointment?**

Appointments and appointment terminations may be processed online through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com).

## What are the required producer licensing fees in Nebraska?

### Producer Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Resident Producer License	\$60.00
Non-Resident Producer License	\$60.00
Resident Renewal Fee	\$60.00
Non-resident Renewal Fee	\$60.00
Resident Reinstatement Fee (Within 30 days)	\$100.00
Non-resident Reinstatement Fee (Within 30 days)	\$100.00
Resident Reinstatement Fee (after 31days and before 1 year)	\$100.00
Non-resident Reinstatement Fee (after 31days and before 1 year)	\$100.00
Continuing Education Fee	\$0.00
Prelicensing Certificate of Completion	\$0.00
Certification/Clearance Letter	\$0.00
Appointment Fee (Retaliatory based on the state of Domicile)	Minimum of \$8.00
Appointment Termination Fee	\$3.00

### Agency Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Agency License	\$50.00
Agency Reinstatement	\$100.00

### Surplus Lines Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Individual Surplus Lines License	\$250.00
Corporate Surplus Lines License	\$250.00

### Consultant License Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Initial License	\$60.00
2-Year Renewal	\$60.00