

PROCEDURE FOR APPOINTING/TERMINATING PRODUCERS AND GENERAL INFORMATION

Licensed producers only may be appointed; insurance agencies may not be appointed.

To appoint a producer, the NAIC Uniform Appointment/Termination form must be submitted to the Department or an appointment may be processed electronically through the National Insurance Producer Registry at www.nipr.com. A separate form must be completed for appointments and terminations, both may not be submitted on one form. You will not receive confirmation of the appointment or termination at the time of processing. However, the names will appear on the monthly billing statement. Also, you may obtain appointment or termination status on the Producer Database through the NAIC. You may also submit appointments electronically through the Producer Information Network (PIN) you must contact the NAIC to obtain the information for this process.

DO NOT remit the appointment or termination of appointment fee with the appointment/termination form. The company will be billed for the appointment and termination fees.

The producer appointments remain on an annual basis May 1st to April 30th.

RENEWAL PROCEDURE - PRODUCER'S APPOINTMENT

Unless cancelled by the company, all appointments in effect on April 30th of each year will be automatically renewed on May 1st.

If an producer fails to renew his or her license, or if an producer is ineligible for licensing, the appointment will be automatically nonrenewed.

A renewal statement will be mailed to the insurance company in mid-May. The statement reflects the names of all producers reappointed for the current year.

MONTHLY BILLING STATEMENTS

A list reflecting the names of all producers who failed to renew their license or whose license was nonrenewed for noncompliance of the education requirements will be included with the billing statements on a monthly basis.

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