West Virginia Offices of the Insurance Commissioner

Licensing and Education Division

Renewing a Resident Producer License

In order to maintain an insurance producer license, every individual insurance producer, regardless of continuing education requirements or exemptions, must biennially by the last day of their birth month complete a renewal application and pay the renewal fee through NIPR.

The WVOIC no longer mails paper licenses; licensees can verify and print their license through SBS.

All continuing education hours must be completed and on your transcript prior to applying for renewal. CE transcripts can be viewed through Sircon. Please be aware that CE providers have 30 days from course completion to file the credits with the WVOIC.

There is no grace period after the license expiration date. If not renewed prior to that day, the license will be expired/suspended and all appointments will be cancelled. The licensee has one year to Late Renew the license and pay all penalties.

Tips for completing the renewal application through NIPR:

- All WV license numbers are the licensees National Producer Number (NPN)
- The section asking about agency and business entity affiliations is not required for West Virgina
- If the licensee is completing the application, they must check the "Producer" box; if someone is completing the application for the licensee, they must identify themselves as an authorized submitter and complete the information requested
- Addresses cannot be changed during the renewal application process; if the licensee needs to make a change, please do so through an address change request prior to completing the renewal application

Candidates **MUST** answer all questions completely, and disclose all information requested. In addition to the information requested on the application, licensed insurance producers are required to report to the Commissioner any administrative action taken against them, in any jurisdiction, within thirty days of the final disposition of the action and any criminal prosecution taken against them, in any jurisdiction, within thirty days of the initial pretrial hearing date. All pending criminal proceedings and past convictions against the producer must be reported at the time of application. The Licensing and Education Division is available to answer any questions concerning what needs to be reported or disclosed.

If you have any questions, you can reach the Licensing and Education Division in the following ways:

Email: OICAgentLicensing@wv.gov

Telephone: (304) 558-0610