



Licensing & Education Division

To become an insurance producer you must complete the following requirements.

1. Complete the pre-licensing requirement of 20 hours per line of authority; i.e. Life, Accident & Sickness (Health), Property, Casualty, Personal Lines.
 - Here is a [link](#) to our Approved Pre-Licensing provider list look-up up where you can find a certified provider.
 - Once you have completed your pre-licensing requirement you may then take the insurance examination. Please take a copy of your proof of completion for your pre-licensing course to the test center, you will not be allowed to sit for the exam without it.
2. Please review the [Insurance Licensing Examination Candidate Handbook](#). The handbook describes how, when and where to apply for the producer examination.
3. When you pass the licensing examination you will be given your pass sheet. If you fail the exam, you may choose to retake the exam at any time.
4. After passing the exam, you may contact [IdentoGo](#) to schedule an appointment to submit your fingerprints, www.identogo.com or 1-855-766-7746. Fingerprints are valid for sixty (60) days. Please read the important information regarding the Fingerprint process.

Fingerprint FAQs

5. After passing the exam, you may apply online at [NIPR](#).

Additional Information

- After applying, your expiration date will be anywhere from 24-35 months ending on the last day of your birth month.
- Once you have completed the application process through NIPR and you have received an e-mail from them that is was a successful transaction your application will be submitted to West Virginia.
- Or you may [Print and mail](#) to WVOIC – Licensing & Education Division, PO Box 50540, Charleston, WV 25305-0541