

How to Become a Resident Producer

Please read the [FBI Privacy Act Statement](#) before applying.

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 certificate of pre-licensing course completion to the test center, you will not be allowed to sit for the exam without it. The pre-licensing course completion certificate is required. The proof of the last exam score is not an accepted document.**
2. Please review the [Insurance Licensing Examination Candidate Handbook](#). The handbook describes how, when and where to apply for the producer examination. The link to apply for examination is [Pearsonvue Examination Website](#).
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 thirty (30) days. Please read the important information regarding the Fingerprint process.

Fingerprint FAQs

You will be required to produce identification for fingerprinting and also, provide the West Virginia service code which can be found here [“Approved List of Acceptable Documents & Service Code”](#).

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 it was a successful transaction your application will be submitted to West Virginia.
-) Or you may [Print and mail](#) to WVOIC – Agent Licensing, PO Box 50541, Charleston, WV 25305-0541