

FAQs For Resident Producers

What types of licenses are issued?

Producer Licensing issues resident and nonresident licenses for major and limited lines of authority. Here are the [licenses](#) offered by the WV Insurance Commission.

Can I still get a license if I have a criminal conviction?

You are not automatically disqualified from obtaining a license if you have a criminal record.

On the application for a license, there are specific instructions about the information to provide about your criminal record on the conviction.

-) A **signed** statement describing the circumstances surrounding your arrest, the charges and the conviction.
-) Provide a copy of the Indictment or Information and the Judgment and Sentencing documents that show the disposition of each criminal charge.
-) Submit complete information with your application.

How do I apply to take an examination?

You may schedule an examination online at [PearsonVue](#) or contact them directly at 1-800-274-2614.

It is suggested that you review the [candidate handbook](#) to know what to take to the testing center as well as the content outlines as a study guide in addition to the [prelicensing](#) course.

Pearson VUE will notify the WV Insurance Commission of your exam results, but you must apply for your license within one year of passing the exam. The exam scores are only valid for one year.

I have a license in another state. Do I still have to take an examination?

No. If you hold a resident producer license in another state, you are not required to take an examination for those lines in which you are licensed. This exemption applies to residents of those states that award licenses to West Virginia residents on the same basis.

If you have just moved to West Virginia you will not have to take an examination if you have provided a letter of clearance from that state (if that state issues letters of clearance). If a letter of clearance is provided or cancellation of the license is done within 90 days (only applicable if letters of clearance are not issued) testing is not required.

How do I apply for a producer/business entity producer license or add lines to my current producer license?

You may apply electronically for either license and may also apply electronically to add a line of authority to your producer license by going to [NIPR](#).

Select [here](#) to view instructions for adding a new line of authority to your license.

	Producer	Business Entity Producer (Agency)
Form	Uniform Application for Resident Individual Insurance Producer License	Uniform Application for Business Entity License/Registration
Fee	\$50	\$200

If applying by way of paper application, the fee may be paid by check or money order, made payable to WVOIC.

How does an insurance company notify the department of my appointment or termination as an agent?

West Virginia law requires notice of appointment within 15 days of either the signing of the contract or the company receiving the first application from the producer (whichever is later). The appointment should be submitted with a requested effective date that is not later than either of these two occurrences AND it must be submitted so that it is received by the Department within 15 days of that date.

Notice of termination of appointments (without or for cause) must be filed with the Department within 30 days following the effective date of the termination. Without cause terminations may be processed through one of [NIPR's Authorized business partners](#). For cause Terminations must be sent directly to the department.

Appointments and terminations are also accepted by the [WVOIC form](#). There is a \$25 fee per producer appointment. There is no fee for producer terminations.

How do I renew my license?

WVOIC will send a renewal notice to the mailing address you provided on your application 90 days before your producer or business entity producer license expires. Your renewal is due on or before the expiration of your license. Licenses will expire if completed renewal documents are not received by the expiration date. Company appointments are also terminated along with the expiration of the license.

A late renewal period from date of license expiration has been established at twelve months. A \$50 penalty fee for producers and a \$25 penalty fee for businesses entities will be assessed. After twelve months, a license may not be renewed and the previous licensee must apply for a new license.

To renew your license electronically, [click here](#).

How do I meet my continuing education requirements?

All resident producers holding a major line of authority are required to meet the continuing education requirements for West Virginia. Non-residents are exempt if their state has a mandatory continuing education law.

How do I pay my fees?

You may pay your fees with either:

- J Company check.
- J Business entity producer check.
- J Money order.
- J Cashier's check.

Fee may be paid by check or money order, made payable to WVOIC.

How do I contact the Licensing Section?

We can be reached at:

West Virginia Insurance Commission
Agent Licensing & Education
900 Pennsylvania Avenue
Charleston, WV 25302
PO Box 50541
Charleston, WV 25305-0541
304-558-0610
304-558-4966 (fax)