



*Licensing & Education Division*

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## Resident Insurance Producer Renewal Requirements

**Please read this entire page before starting your renewal application.** 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,
- Pay the \$50 fee,
- If continuing education is required, have the required number of continuing education hours on file with the Department.

[Look up license](#)

[Find information regarding continuing education requirements](#)

[View your CE](#)

### **Please note:**

1. **There is no grace period after the due date.** If not renewed before the expiration date, your license will be expired/suspended and appointments will be cancelled. You will have one year to late renew the license paying penalties. If CE is due, the license will be suspended and the requirements must be met within one year of expiration of the license.
2. **Your record must show compliance with continuing education requirements.** Continuing education providers have 30 days from course completion to file the credits with the Insurance Department.
3. Make sure you answer all questions completely and disclose all information requested. You must report anything not previously reported to the Department. In addition to the information requested on the application form, licensed insurance producers are required to report to the Commissioner within 30 days any administrative action or any criminal conviction in any jurisdiction. This requirement to report does not allow you to exclude any criminal convictions. If you have any questions about what needs to be reported or disclosed, contact the Department before submitting your application.

Submit the renewal application electronically: <http://www.nipr.com/licensing/index.html>

The license renewal fee is \$50 and is paid by credit card or electronic check. Filing electronically will also require a \$6.18 transaction fee which must be paid along with the West Virginia renewal license fee.

## Hints for completing the electronic renewal

1. Your West Virginia license number is your National Producer Number (NPN). You must enter it twice: once when asked for your NPN and again when asked for your West Virginia license number.
2. Your addresses cannot be updated by making changes on the renewal application. If the addresses are wrong or incomplete, file a separate address change request. [File an electronic address change](#) (no charge), or print out the paper address change form and mail or fax to the Department.
3. You do not have to complete the section asking about your agency or business entity affiliations. This is not required for West Virginia.
4. If you are completing the application for yourself, you check the "producer" box. If you are completing the application for someone else, you must identify yourself as an authorized submitter and complete the information requested.

After your application has been approved, you can confirm your new license expiration date on the website's [agent/agency search](#). You can also print your license one time free of charge. [Print your license here](#). West Virginia no longer mails paper license.

The Department strongly encourages filing electronic applications, however, if you need to submit a paper application, [print a paper form](#).

Complete the form, print and mail to the Department along with the \$50 fee. Paper applications must be received the Insurance Department by the last day of the insurance producer's birth month in the due date year.