ODI
Ohio Department of Insurance

Instructions For Resident Agents Submitting An Electronic License Renewal Application

Click Here

Resident Producer
Initial License Renewals

Scroll to the bottom of the page

Scroll to the bottom of the page

Begin

Click Here

Accept
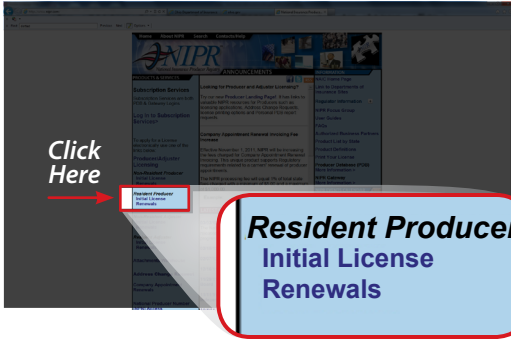
Click Here

Step 1)

Complete all required continuing education courses before you submit your renewal application. Please note that education providers have 15 days from the completion of a course to report credits to the Department.

- **Click here to view Ohio CE Transcript**
- **Click here to review Ohio's CE Requirements**

Step 2)

Access the National Insurance Producer Registry (NIPR) system (**www.nipr.com**) and submit a renewal application.

a) On the left hand side of NIPR's home page, under the Electronic Licensing Heading, select the "Renewals" link under Resident Producer.

b) Scroll down to bottom of NIPR Electronic Resident Licensing and Renewal page and read the NOTICE information.

c) Click the Begin button.

d) Read the Use Agreement and click on the Accept button.

e) Select "Ohio" as your Resident State.

f) Select "Individual" as your License Type.

g) Select "Apply to renew an existing Resident License or resume an existing renewal application."

h) In the appropriate box, enter your:
   1) "NPN"
   2) "License Number"

i) Click the Next button.

j) Select the License Class you wish to renew.

k) Click the Next button.

l) Follow the remaining instructions provided by NIPR, including the payment of fees.

Step 3)

Pay all applicable fees.

Fees:
- $5.00 NIPR application processing fee
  (Assessed to all agents who apply using the NIPR website)
- $25.00 renewal fee*
  (*Assessed only to resident agents who hold a limited lines license. There is no renewal fee for resident agents who have a continuing education requirement.)
- $50.00 late renewal fee*
  (*Assessed to all agents who fail to renew by their license expiration date, but submit a renewal application during the one month grace period).
- $100.00 late renewal fee*
  (*Assessed to all agents who submit a renewal application within 11 months of their license being suspended).
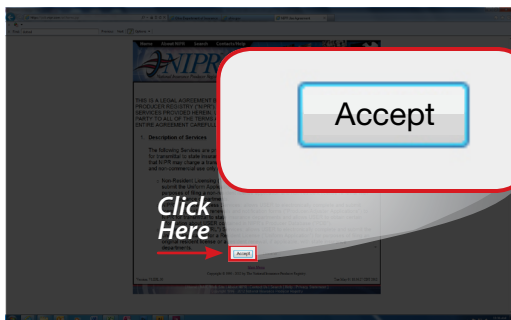
Step 4)

Provide the Department with any additional documentation, if required, by using the NIPR Attachment Warehouse (**https://pdb.nipr.com/docMgmt/main.html**) or by e-mailing the information to the ODI Licensing Division (**licensing@insurance.ohio.gov**).