



**State of Rhode Island
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-2
Cranston, Rhode Island 02920**

INSTRUCTIONS FOR THE REINSTATEMENT OF A PRODUCER LICENSE

The reinstatement period for a producer license is thirty days (30) after the expiration date of the license up to three hundred sixty-five days (365) after the expiration date.

RESIDENT:

- The online renewal application must be completed at www.nipr.com
- You must have your resident license number and your national producer number (NPN) available
- \$120.00 renewal fee and \$50.00 late fee for a total of \$170.00 payable online by credit card at the time of application on www.nipr.com
- All continuing education credits must be completed prior to reinstatement and your licensing record must be compliant. To verify that your continuing education credits have been reported to your licensing record please access the following link for your continuing education transcript. <http://www.statebasedsystems.com/EdTranscript.htm>
- You must provide a written explanation (including documentation) to all background questions answered "yes" if you have not previously reported this information. All explanations should be e-mailed to dbr.inslic@dbr.ri.gov or faxed to 401-462-9602.

NON-RESIDENT:

- The online renewal application must be completed at www.nipr.com
 - You must have your resident license number and your national producer number (NPN) available
 - \$130.00 renewal fee and \$50.00 late fee for a total of \$180.00 payable online by credit card at the time of application on www.nipr.com
- You must provide a written explanation (including documentation) to all background questions answered "yes" if you have not previously reported this information. All explanations should be e-mailed to dbr.inslic@dbr.ri.gov or faxed to 401-462-9602.