INSURANCE PRODUCER LICENSING INSTRUCTIONS

Rhode Island Resident Individual Checklist

- There is no statutory pre-licensing requirement.
- 3-5 days after you pass your licensing exam, complete application at NIPR: [www.nipr.com](http://www.nipr.com) [$120.00 license fee payable with a credit card at NIPR]
- Obtain your BCI background report from the RI Attorney General’s office: [https://riag.ri.gov/i-want/get-background-check](https://riag.ri.gov/i-want/get-background-check) (the report is valid for 30 days).
- Send your BCI to [dbr.inslic@dbr.ri.gov](mailto:dbr.inslic@dbr.ri.gov) along with your NIPR transaction number.

Non-Resident Individual Checklist

- Complete online application at [www.nipr.com](http://www.nipr.com) [$130.00 license fee payable with a credit card at NIPR]

Pursuant to RI Gen Laws §27-2.4-12 all individuals who are conducting Rhode Island business on behalf of a business entity must include that business entity name as an “assumed name” on their individual Rhode Island license.

Pursuant to RI Gen Laws §27-2.4-23 errors and omissions insurance is required for all resident producers.

OTHER IMPORTANT INFORMATION

Amend License

- Add a line of authority ($50 fee) or change your contact information at NIPR: [www.nipr.com](http://www.nipr.com)

Continuing Education Requirement

- Rhode Island residents must complete twenty-four (24) accumulated credit hours including a minimum of three (3) hours in ethics for each biennial license period. Non-residents must company with continuing education requirements in their resident state.