



State of Rhode Island  
DEPARTMENT OF BUSINESS REGULATION  
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## Insurance Division

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### **INSURANCE PRODUCER LICENSE RENEWAL INSTRUCTIONS**

#### **Rhode Island Resident Individual Checklist**

- Unless exempt, all required continuing education credits must be completed and appear on your transcript in order to be eligible to renew.
- You can access your transcript by logging in with your credentials with our SBS License Manager: <https://sbs.naic.org/solar-external-lookup/license-manager>
- Complete a renewal application at NIPR: [www.nipr.com](http://www.nipr.com)  
[\$120.00 license fee payable with a credit card at NIPR]
- If you answer “yes” to any background questions, you must upload a written explanation and all supporting documentation to the NIPR warehouse during the application process at NIPR (if you haven’t already done so).

#### **Non-Resident Individual Checklist**

- Complete online renewal application at [www.nipr.com](http://www.nipr.com)  
[\$130.00 license fee payable with a credit card at NIPR]
- If you answer “yes” to any background questions, you must upload a written explanation and all supporting documentation to the NIPR warehouse during the application process at NIPR (if you haven’t already done so).