



Connecticut Insurance Producer Online Renewal Notification Individual License

*****IMPORTANT CHANGES FOR YOUR RENEWAL*****

***Beginning August 1st All Renewals Must Be Submitted Online**

Carefully Read Instructions Below

Connecticut Insurance Commissioner Thomas B. Leonardi has announced that beginning August 1, 2011 all **Producer renewals** must be completed **online** through the National Insurance Producer Register (NIPR). The Department is making strides for greater efficiency and cost-savings for the state by switching to a paperless system. No checks will be accepted – payment by credit card **only**.

Before you process your renewal, make sure you:

- **Update Name, Address and/or Designated Responsible Person** at our [Licensing Online System](#);
- **Update Continuing Education (CE) Resident Individuals Only:**
 - **View your transcript at:** [CE Transcript Inquiry](#)
All licenses except Credit Only and Travel Only are required to complete **24 continuing education credits**. You **must** complete your credits by the license expiration date or the late renewal fee will apply.
 - **For all questions regarding CE, please contact Prometric at (888) 797-9776 (toll free).**

Processing your renewal:

- **Go to NIPR** at www.nipr.com and select *Resident or Nonresident Renewals*. The renewal fee is **\$160.00**.
- **Types of credit cards accepted:** Visa, MasterCard and American Express accepted.

Questions:

If you answer "Yes" to any of the renewal questions, you will need to submit proper documentation. You can submit the documents by attaching to the **NIPR Warehouse, Email, Fax, or Mail**. (*Note: If you are emailing, faxing or mailing documents, you **must** include a copy of your Renewal Confirmation Page.*) Processing of your application **will not** begin until the documents have been received.

Checking the status and/or Printing your license:

- **Verify and Print** Your License online at: [Verify/Print License](#). **Hard copies are no longer mailed out.**

Failure to renew on time:

Your license and appointments will cancel if ALL requirements are not met by license expiration date. If you fail to renew your license by the license expiration date, you will be required to pay an additional late fee of **\$160.00** for a total of **\$320.00**.

Department Contacts:

Email:	cid.licensing@ct.gov
Phone:	(860) 297-3845
Regular Mail:	State of CT, Ins. Dept., Attn: Licensing, P.O. Box 816, Hartford, CT 06142-0816
Overnight Mail:	State of CT, Ins. Dept., Attn: Licensing, 153 Market St., 7th Fl., Hartford, CT 06103