



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

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### **INSURANCE PRODUCER LICENSING INSTRUCTIONS**

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

- There is no statutory pre-licensing requirement.
- Schedule a licensing exam with PearsonVue: 1-800-274-3739 [www.pearsonvue.com](http://www.pearsonvue.com).
- 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> (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 comply with continuing education requirements in their resident state.