

CHECKLIST FOR OBTAINING A LICENSE IN NORTH CAROLINA

1. GO TO WWW.NIPR.COM and complete your LICENSE APPLICATION, PAY your state license fee (i.e. \$50 for a Life line of authority), PAY NIPR transaction fee, PAY the criminal background check fee if required (\$38 one-time fee) and, if required submit any additional documentation.

There is a **\$44 application processing fee per NIPR application (not per line of authority)** in addition to all fees cited above. NOTE if multiple lines of authority are submitted in a single application, only one \$44 application fee must be paid. However, **NO** license will be issued until **ALL** the examinations for the lines of authority requested in application are passed.

For instance, if a candidate applies for both property and casualty lines of authority but passes only the property examination, no license would be issued for the property line of authority. Once the candidate passes the casualty examination at a future date and all other license qualifications are met, then the license application would be approved and both lines of authority would be issued at that time.

All license requirements must be completed within six months of the application date. Failure to complete the requirements within 6 months would result in forfeiture of all submitted fees and the applicant must reapply and pay all fees. NO REFUNDS.

NOTE: One may upload any required documents for “yes” answers to application screening questions directly into the NIPR DOCUMENT WAREHOUSE using the Additional Licensing Documents (ALD) section by following:

<https://nipr.com/licensing-center/apply-for-a-license/upload-insurance-documentation>

2. WAIT to receive an EMAIL AUTHORIZATION from PEARSON VUE that will contain information on scheduling your exam. The e-mail will be sent within 24 to 48 hours of submission of your NIPR application.

3. CALL Pearson VUE to schedule an exam. Provide information from the EMAIL AUTHORIZATION to verify your approval to test. The examination fee will be paid to Pearson Vue for each examination attempt.

4. If FINGERPRINTS are required, you will be sent an EMAIL within 24 to 48 hours after completing the NIPR application with a link to print the fingerprint form and instructions. After you submit your fingerprints, follow instructions to upload the completed packet (1-3) at NIPR.COM using the Additional Licensing Documents (ALD) section by following:

<https://nipr.com/licensing-center/apply-for-a-license/upload-insurance-documentation>.

5. PASS THE EXAM. Pearson VUE will update your pending license application with your exam results within 48-72 hours.

6. NC Licensing Office of Pearson VUE will review your license application. If the application is complete and meets license qualifications, the license application will be approved. Applications that require regulatory review will be referred to Agent Services Division for a licensing decision.

7. When the license application is approved, you will receive a “CONGRATULATORY EMAIL” with a link with instructions on how to print your new license through SBS Connect. Licenses may be printed 48-72 hours after receipt of this email.

8. GO TO SBS Connect AND PRINT YOUR LICENSE.