



South Carolina Department of Insurance

NIKKI R. HALEY
Governor

Division of Individual Licensing and Consumer Services
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FROM: Licensing Division

SUBJECT: Producer License Renewal and Continuing Education Compliance Requirements for producers

DATE:

*****FOR LICENSEES WHO HAVE RENEWALS DUE FOR JANUARY OF ODD YEARS***
***PLEASE NOTE NEW REQUIREMENT FOR FINGERPRINT REPORT CAN BE FOUND ONLINE AT
DOI.SC.GOV/FINGERPRINTING*****

Resident License renewal and CE requirements for 2017:

To be in compliance all requirements listed below must be completed.

1. Licensees are now required to supply Fingerprints as part of the compliance requirement. To schedule an appointment with IdentoGo by MorphoTrust, go to www.IdentoGo.com, and select Department of Insurance from the drop down list. Select SC920124Z-DOI Producer Licensing/Renewal. After you have been fingerprinted, write your SC license number or NPN on the IdentoGo receipt and email to our office at agntmail@doi.sc.gov.
2. Complete an online producer renewal application. (Instructions are on page two of this notice.)
3. Pay a \$25.00 producer license renewal fee to the SC Department of Insurance.
4. For those producers with a CE requirement: Complete 24 hours of continuing education hours. Three of these hours must be in Ethics; eight hours must be in each line of authority held. The remaining eight hours may be taken in any line of authority. (Extensions will **not** be granted) (Contact Prometric at 800-490-6551 for status)
5. Pay a \$15.00 record keeping fee to the Continuing Education Administrator, Prometric. (800-490-6551)
(This fee is not a producer license renewal fee; it is a separate fee.)

Nonresident License renewal requirements for 2017:

1. Fingerprints are **not** required for non-residents.
2. Complete an online producer license renewal application. (Instructions are on page two of this notice.)
3. Pay a \$25.00 producer license renewal fee to the SC Department of Insurance.

On June 2, 2009, the Governor signed into law Act No. 69. This new law requires **all licensed producers** (except those producers with travel/baggage authority only) **to renew their license** and to **complete continuing education (CE) requirements** (those with a CE requirement) biennially by the end of their birth month. Please note that nonresidents, limited lines producers and other producers exempt from CE are not required to pay a CE fee or complete CE Courses. **Producers should contact Prometric at (800) 490-6551 to find out if you have a CE requirement.** Producers born in an odd numbered year must comply biennially by the end of their birth month every odd numbered year. For example, producers born in January of an odd numbered year must comply by January 31 of every odd numbered year. Producers born in an even numbered year must comply biennially by the end of their birth month every even numbered year. For example, producers born in January of an even numbered year must comply by January 31 of every even numbered year.

The Department's licensing records reflect that you were born in **February** of an **odd** numbered year. Therefore, **you must be fingerprinted, renew your license and complete your continuing education requirements (if required) by February 28, 2017.**

Failure to comply with **Fingerprints**, CE requirements and/or renew your license by the **February 28, 2017** deadline will cause your producer license to lapse. If your license lapses, you cannot conduct any business of insurance. If you have an agency or broker license, they will likewise lapse and remain lapsed until your producer license is reinstated.

Prometric can only provide you information about your CE status, not the status of your producer license. Even if you complete all CE requirements, you must check with the Department about the status of your license. Prometric is not authorized to provide any information about the status of a producer's license.

If you have any questions, please send an email to the Licensing Division at agntmail@doi.sc.gov

If you would like to be notified via e-mail about matters affecting your license (renewal, CE requirements, bulletins) please subscribe by going to our website at <http://www.doi.sc.gov> then click on 'Notification Subscriptions' on the menu on the right.

PRODUCER RENEWAL INSTRUCTIONS ARE AS FOLLOWS:

Producer Renewal: Two Options for renewal will be available:

Renewal notices will be mailed to producers 90 days before their birth month renewal deadline to the address on record with the South Carolina Department of Insurance. Renewal begins on **December 29, 2016** and ends on **February 28, 2017**. Each producer will have their own CE & renewal deadline based on their birth month and birth year.

Resident Producers with a CE requirement: Contact Prometric at 800-490-6551 for status on CE hours and payment of CE recordkeeping fee.

RENEWAL OPTION 1:

1. Go ONLINE to renew at: www.nipr.com. (NIPR will be available from **December 29, 2016 to February 28, 2017**.)
2. Follow NIPR's online instructions.
3. Individuals renewing through NIPR must pay a \$5 renewal transaction fee in addition to the \$25 renewal fee.
4. Once the online renewal is completed, NIPR will send an email confirming that the renewal has been accepted. Please keep NIPR's email as your receipt. Do not send verification to the Department.

RENEWAL OPTION 2:

Go ONLINE to renew on the Department's website which will be available from **December 29, 2016 at 12:01am to February 28, 2017 at 9:59pm**.

1. Go to the Department's home page (www.doi.sc.gov).
2. Select "Online Services."
3. Under the General Public heading scroll down to "Renew/Reinstate Individual License(s) – excludes Bondsmen Licenses."
4. On the "Individual License Renewal Application Terms and Instructions" page, scroll to the bottom of the page and click on the "I Agree" button.
5. Enter your license number, last four digits of your social security number and birth date information.
6. Choose the license you are renewing.
7. Follow the instructions on the screen.
8. If your address has changed, update it on the renewal.
9. Select payment option.
10. Once the renewal is completed, a confirmation page will be displayed. Please print and keep this page as your receipt.

Fees may be paid by electronic check, or by credit card. If paid by credit card, a \$1.43 processing fee will be added to the \$25.00 license renewal fee.