



Don't Wait!

The Department encourages producers to renew your license **NOW!**



Waiting until the last minute may result in processing delays that could affect your license status.

Don't Let Your License Lapse!

Failure to renew the producer license and pay the \$25 license renewal fee by May 1, 2010 will result in the lapse of the producer's license, appointment(s), and any other license tied to the producer license (i.e., broker's license, agency license). A producer whose license(s) and appointment(s) lapse for noncompliance is prohibited from transacting any insurance business until the license(s) and appointment(s) are reinstated.



**Attention
All Producers:**

**New
Producer License
Requirements!**

May 1, 2010: License Renewal and CE Compliance Deadline

South Carolina law now requires producers to renew their license and pay a \$25 license renewal fee every two years. The first deadline is May 1, 2010, which coincides with the deadline for compliance with the state's continuing insurance education (CE) requirements.

All producers licensed in South Carolina as of June 2, 2009 are required to renew their producer license and pay a \$25 license renewal fee by May 1, 2010.

The \$25 license renewal fee is payable as a part of the online producer license renewal process. Producers receiving a CE exemption are still required to renew their license and pay the \$25 license renewal fee by May 1, 2010.

These license renewal requirements do not take the place of CE requirements or the CE recordkeeping fee. More information on compliance requirements may be found on pages 2-3 of this publication.

Penalties for Failure to Notify the Department of Address Change

In accordance with South Carolina law, the Department is in the process of imposing administrative penalties against producers who failed to notify the Department of the change in their business, mailing or residence street address. Section 38-43-107 requires producers to notify the Department of changes in their business, mailing or residence street address within 30 days of the change. This section also provides that producers who fail to notify the Department of a change in legal name or any of these addresses are subject to the penalties set forth in section 38-2-10. Since July 2009, the Department has been notifying producers through bulletins, agency notices and other communications to update their address and other contact information.

Electronic Notice Subscription

Department licensees will soon receive an email about the ability to electronically subscribe to bulletins, notices, license renewal and other regulatory information from the Department provided a current email address has been furnished. By clicking the subscription link, you will automatically be included on the Department's electronic notifications list. By subscribing to electronic notifications, you consent, agree and understand that no paper copy(ies) will be provided. If you subscribe, notices, correspondence and other important regulatory communications including license renewal, lapse notices and cancellation notices will only be provided to you electronically. You have the ability to delete your name from the subscription list. To delete your name, you must follow the email instructions provided about how to "unsubscribe" from this service.

Licensing Requirements

License renewal requirements vary depending upon an individual producer's licensure status. For 2008-2010 compliance period, license renewal requirements include:

- Renew license by May 1, 2010;
- Pay \$25 biennial license renewal fee to DOI by May 1, 2010;
- Comply with continuing insurance education (CE) requirements by May 1, 2010; and
- Pay the CE recordkeeping fee to Prometric by May 1, 2010.

Note: May 1, 2010 is the final date certain compliance deadline. Future compliance deadlines will be individualized based on each licensee's birth month and birth year.

Resident Producers with a CE Requirement

Resident producers licensed as of June 2, 2009 must renew their license and pay the \$25 biennial license renewal fee. They must also complete 24 hours of CE, including 3 hours of ethics, and pay a \$15 recordkeeping fee if licensed as of April 30, 2009. If a resident producer was licensed between May 1 and October 31, 2009, the licensee must instead complete 3 hours of ethics and pay a \$7.50 recordkeeping fee.

Resident Producers with a CE Requirement				
Producer Licensure Date	License Renewal Requirement	Biennial License Renewal Fee	CE Requirement	CE Recordkeeping Fee
Through April 30, 2009	Yes	\$25	24 hrs	\$15
May 1 - June 2, 2009	Yes	\$25	3 hrs ethics	\$7.50
June 3 - October 31, 2009	n/a	n/a	3 hrs ethics	\$7.50
November 1, 2009 - April 30, 2010	n/a	n/a	n/a	n/a

As a part of their 24 hours of CE, multi-line producers licensed as of April 30, 2009 must complete a minimum of 8 credit hours in each line of authority. This is in addition to the 3 hours in ethics requirement.

Resident Producers without a CE Requirement

Resident producers that have received an exemption from CE requirements are not required to complete CE hours or pay the CE recordkeeping fee. These producers must still comply with the license renewal requirements. As such, if the exempt resident producer was licensed as of June 2, 2009, he or she must renew their license and pay the \$25 biennial license renewal fee.

Resident Producers w/out a CE Requirement				
Producer Licensure Date	License Renewal Requirement	Biennial License Renewal Fee	CE Requirement	CE Recordkeeping Fee
Through June 2, 2009	Yes	\$25	n/a	n/a
June 3, 2009 - April 30, 2010	n/a	n/a	n/a	n/a

License Renewal Requirements: 2008– 2010 Compliance Period

(continued)

Non-Resident Producers

Non-resident producers are not required to complete CE hours. These producers must still comply with the license renewal and CE recordkeeping fee requirements. As such, if the non-resident producer was licensed as of June 2, 2009, he or she must renew their license and pay the \$25 biennial license renewal fee. Non-residents must also pay a \$15 recordkeeping fee if licensed as of April 30, 2009. If a non-resident producer was licensed between May 1 and October 31, 2009, the licensee must instead pay a \$7.50 recordkeeping fee.

Non-Resident Producers				
Producer Licensure Date	License Renewal Requirement	Biennial License Renewal Fee	CE Requirement	CE Recordkeeping Fee
Through April 30, 2009	Yes	\$25	n/a	\$15
May 1 - June 2, 2009	Yes	\$25	n/a	\$7.50
June 3 - October 31, 2009	n/a	n/a	n/a	\$7.50
November 1, 2009 - April 30, 2010	n/a	n/a	n/a	n/a

Limited Lines Producers

Limited lines producers are not required to complete CE hours or pay the CE recordkeeping fee. These producers must still comply with the license renewal requirements. As such, if the limited lines resident producer was licensed as of June 2, 2009, he or she must renew their license and pay the \$25 biennial license renewal fee.

Limited Lines Producers				
Producer Licensure Date	License Renewal Requirement	Biennial License Renewal Fee	CE Requirement	CE Recordkeeping Fee
Through June 2, 2009	Yes	\$25	n/a	n/a
June 3, 2009 - April 30, 2010	n/a	n/a	n/a	n/a

Online Renewal Options

Producers may renew their license and pay the \$25 license renewal fee any time before May 1, 2010 by using one of the two options below:

Option #1: Complete the Department's online renewal process available at www.doi.sc.gov/licensing/producer.

Option #2: Complete NIPR's online renewal process available at www.nipr.com.

**Please do not mail or submit paper renewal applications.
Paper renewal applications will not be processed by the Department.**

Additional Information?

[License Renewal Requirements](#)

[Continuing Education Requirements](#)

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