

Tennessee Department of Commerce and Insurance

Agent Licensing Online Quick Links and Services

[WWW.NIPR.COM](http://www.nipr.com) (National Insurance Producer Registry)

You can apply for your license, renew your license or change your address online at www.nipr.com. If you need assistance navigating their applications, please contact their **help desk at 1-816-783-8500**.

Apply for a license online: www.nipr.com

- Scroll down the left side of the page to Electronic Licensing.
- Select Initial License under Resident or Non Resident (whichever may apply).
- Scroll down on left, click on Begin ERL Application>
- Use Agreement Appears—read, scroll down and click accept if you wish to continue.
- Complete the information in each section/page and click NEXT to continue throughout the entire document to submit electronically.

Renew your license online: www.nipr.com

- Scroll down the left side of the page to Electronic Licensing.
- Select Renewals under Resident or Non Resident (whichever may apply).
- Scroll down on left, click on Begin ERL Application>
- Use Agreement Appears—read, scroll down and click accept if you wish to continue.
- Complete the information in each section/page and click NEXT to continue throughout the entire document to submit electronically
- NOTE: An address verification screen will appear--changes to your address cannot be made on this page within the renewal transaction—click NEXT
- NOTE: List your business entities or affiliations screen will appear--changes to this information cannot be made on this page within the renewal transaction. Leave blank and skip—click NEXT
- Continue to complete your renewal

NOTE: For licensees requiring continuing education--You cannot access the online NIPR renewal if you have not met your continuing education requirement. Once your provider has electronically submitted your courses to SBS, NIPR will have to update their data to allow access to the renewal transaction. This may cause a delay in the renewal of your license. The Department strongly encourages producers to complete their CE no later than 15 days prior to license expiration date.

Change your address online: www.nipr.com

- Scroll down on left side of page and click on link “Address Change Request”

[WWW.STATEBASEDSYSTEMS.COM](http://www.statebasedsystems.com) (State Based Systems - SBS)

You can view your license information, CE transcript, company appointments and print a copy of your license. If you need assistance navigating the SBS website or using these tools, please contact their **help desk at 1-816-783-8990**.

- Available Online Tools will redirect you to the area listed—online applications, renewals, licensee lookup (for company appointment information) etc. Go to www.statebasedsystems.com Under State Services, click on “Tennessee” for links.
- **To print a copy of your license:** Go to www.statebasedsystems.com –click on the link “Print Your License” and continue. It is suggested that you SAVE a copy to your computer for future use as *you are only allowed one free license print* after approval of a new license application or renewal. If you are unable to access your license, please contact the SBS help desk at 1-816-783-8990.
- **To print a copy of your CE transcript:** Go to www.statebasedsystems.com –click on the link “Print Your Education Transcript” and continue.

[WWW.TN.GOV/COMMERCE](http://www.tn.gov/commerce) (Tennessee Department of Commerce and Insurance)

License quick links may be found on the Department's website at www.tn.gov/commerce.

- On the right side of the page, scroll to Online Data and Tools under Agency Services—click on link.
- Scroll down the page to Insurance Division Online Services. You can link to the online renewal (NIPR), licensee look up and CE transcript from this page.
- **Additional licensing packets, information and fingerprinting instructions** can be found at the following link: <http://www.tn.gov/commerce/insurance/agentsRes.shtml>

[WWW.PEARSONVUE.COM](http://www.pearsonvue.com)

You can locate exam information, approved providers and courses for pre-licensing and continuing education.

- For the Tennessee **candidate handbook, exam content outline, request an exam reservation or locate a test center**, go to www.pearsonvue.com –click on “Test Taker Services”. Under “Select Your Program”, scroll down and click on “Tennessee Insurance”, scroll down to “Testing Services”. Click on link and continue.
- **To locate an education provider**, go to www.pearsonvue.com – click on “Test Taker Services”. Under “Select Your Program”, scroll down and click on “Tennessee Insurance”, scroll down to “CE-Licensee Services” and click on *Provider and Course Listings*. Leave the Provider ID blank and click “Submit” to access a listing of all approved providers. Approved courses are also accessed on this page.