

## Important Information for Licensees and Online Quick Links

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

Apply for your license, renew your license, or change your address online at [www.nipr.com](http://www.nipr.com). If you need assistance navigating online applications, please contact the NIPR [help desk at 1-855-674-NIPR \(6477\)](tel:1-855-674-NIPR).

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

You can view your license information, CE transcript and print your license. If you need assistance navigating the SBS website or using these tools, please contact the SBS [help desk at 1-816-783-8990](tel:1-816-783-8990).

Go to [www.statebasedsystems.com](http://www.statebasedsystems.com), in the upper right of the page, select Tennessee as your jurisdiction from the dropdown menu and follow the links.

### **SCHEDULING EXAMS**

You can access the Tennessee Insurance Licensing Candidate Handbook, content outlines with references and schedule your exam at <https://home.pearsonvue.com/tn/insurance>.

### **LOCATING AN EDUCATION PROVIDER/COURSE**

Approved education providers along with courses for pre-licensing and continuing education can be found online at [www.statebasedsystems.com](http://www.statebasedsystems.com).

- In the upper right corner of the page, select Tennessee as your jurisdiction.
- Click on "Look Up" (The lookup search appears.)
- Select Tennessee as your jurisdiction again. Search type: Select "Course or Provider" from the dropdown menu.
  1. Under "Provider Name" leave blank and click to return a list of all providers. Choose one and click search at the bottom of the page for links to their courses. Click on the course for provider contact information. To lookup courses for a specific provider, enter the name of the provider in the search to return their courses.
  2. On the search screen you can additionally sort courses by education type, course method and/or course group whether you enter a provider name or not.
- At the bottom of the page, check to agree to the NAIC's Terms and Conditions.
- Click "Search".

Please contact the SBS help desk at 816-783-8990 or [sbshelp@naic.org](mailto:sbshelp@naic.org) if you need assistance with the site.

### **RENEWAL NOTIFICATIONS**

Effective October 12, 2020, the Department will be providing an emailed 90-day notification for license renewals for insurance producers, public adjusters, and other licensee/entities managed by the Agent Licensing Section. Please ensure that the department has your current business e-mail as renewal notifications will be sent to the business email address on record.

### **CONTINUING EDUCATION VERIFICATION**

CE transcripts can be viewed online at [www.statebasedsystems.com](http://www.statebasedsystems.com). Choose Tennessee as your jurisdiction and follow the links. Licensees requiring continuing education will not be able to renew their license unless the CE requirement is met. Please allow time for your CE provider to load your credits so you can renew your license on time. Please do not wait until the week before your license expires to complete your CE requirement. Transcript updates daily.

## **LICENSE PRINTING**

Licenses must be printed online at [www.statebasedsystems.com](http://www.statebasedsystems.com).

## **UPDATE YOUR EMAIL ADDRESS**

You can change your email address at [www.nipr.com](http://www.nipr.com). Scroll down the page and click on the “Change Contact Information” link. You can also change your email address at [www.statebasedsystems.com](http://www.statebasedsystems.com). Choose Tennessee as your jurisdiction and click on the “Update Email Address” link.

## **ADDRESS CHANGES**

You can update your address online at [www.nipr.com](http://www.nipr.com) if there is no change in state. Scroll down the page and click on the “Change Contact Information” link.

If you have a state change, download and complete the address change form from our website at <https://www.tn.gov/content/dam/tn/commerce/documents/insurance/forms/discaddchangeproducer06.pdf> and submit directly to our office at [ce.agent.licensing@tn.gov](mailto:ce.agent.licensing@tn.gov) or fax at 615-532-2862 within 30 days of change.

## **PRODUCERS MOVING TO TENNESSEE**

For insurance producers moving to Tennessee, the following will be required to file a resident TN electronic application:

- Inactivate your previous resident license (do not switch the license to a nonresident license at this point)
- Inactivate your TN nonresident license (if licensed in TN as a nonresident now) by submitting a signed/dated request to us at [ce.agent.licensing@tn.gov](mailto:ce.agent.licensing@tn.gov) or fax to 615-532-2862.
- Once both have been inactivated and loaded to the National Producer Database, you should be able to file an application for a resident TN license online at [www.nipr.com](http://www.nipr.com) within 24-48 hours. The fee is \$50.00.
- After your TN resident license is issued, you will then need to contact your previous state regarding a nonresident license there if needed.

NOTE: Tennessee resident application must be submitted within 90 days of your previous resident state license cancellation/move to TN to be exempt from TN exams. (The variable life and variable annuity line of authority requires a 2nd application and fee after a life license has been issued.)

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

- Under the “Licensing & Regulations” tab, click on “Insurance Division”.
- Scroll down the page (on the left side) and click on Agent/Producer Resources for more licensing information and fingerprinting requirements for applicants taking examinations.