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## State of Wisconsin / OFFICE OF THE COMMISSIONER OF INSURANCE

Scott Walker, Governor  
Theodore K. Nickel, Commissioner

[Wisconsin.gov](http://Wisconsin.gov)

AGENT LICENSING SECTION  
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### **Helpful Tips for Wisconsin Intermediaries (Agents)**

#### **Wisconsin National Producer Number**

With OCI's successful transition to State Based Systems (SBS), OCI has transitioned from using the Wisconsin-specific license to the National producer Number (NPN). Agents will no longer have multiple license numbers for different license types. Agents must now use their NPN's. To look up your National Producer Number go to [www.nipr.com](http://www.nipr.com).

#### **Address & E-mail Updates**

Agents must maintain a current mailing address and e-mail address with OCI. To add or update your information, please visit [www.nipr.com](http://www.nipr.com). You may also send in your updates to [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov).

#### **License Renewals**

OCI is now sending out renewals both via e-mail and first class mail. Agents must make sure their licensing information is up-to-date prior to submitting renewal applications.

Agents must renew online via [www.nipr.com](http://www.nipr.com) or through a NIPR authorized business partner. Contact NIPR directly if you have any issues with renewing. NIPR Customer Service is staffed from 7 a.m. to 6 p.m. Central Time, Monday through Friday (except holidays). E-mail: [customerservice@nipr.com](mailto:customerservice@nipr.com). Phone: (855) 674-NIPR (6477).

#### **Reporting Requirements**

Agents are reminded that under s. Ins 6.61 (16), Wis. Adm. Code they are required to report the following within 30 days to OCI:

- Any formal administrative action against the intermediary taken by any state's insurance regulatory agency, commission or board or other regulatory agency which licenses the person for any occupational activity.
- Any initial pretrial hearing date related to any criminal prosecution of the intermediary taken in any jurisdiction, other than a misdemeanor charge related to the use of a motor vehicle or the violation of a fish and game regulation.
- Any felony conviction or misdemeanor conviction in any jurisdiction, other than a misdemeanor conviction related to the use of a motor vehicle or the violation of a fish and game regulation.
- Any lawsuit filed against the licensee or the licensee's business in which there are allegations of misrepresentation, fraud, theft or embezzlement involving the licensee or the licensee's business.

Agents can send in their disclosure directly to OCI either by mail or e-mail or submit their disclosure via the NIPR Attachment Warehouse at [www.nipr.com](http://www.nipr.com). Contact NIPR with any questions regarding the NIPR Attachment Warehouse. E-mail: [customerservice@nipr.com](mailto:customerservice@nipr.com). Phone: (855)674-NIPR (6477).

#### **Continuing Education**

Agents can verify if they are CE compliant by looking up their education transcript through [www.statebasedsystems.com](http://www.statebasedsystems.com). There are three key fields contained on the Education Transcript that are most helpful to understand this report. All three fields are located in the header information bar.

### Sample Transcript:

License Type	Authority Description	Status	License Expiration Date	Compliance Period	CE Compliant?	Date Compliance Met	Credits Required	Credits Earned	Credits Needed For Renewal
Producer	Life Variable Life; Variable Annuity	Active	01/31/2014	09/01/2010 - 01/31/2014	1 NO	Not Compliant	33.0 GEN 3.0 ETH	12.0 GEN 0.0 ETH	3 21.0 GEN 3.0 ETH

Those fields are:

- **CE Compliant** - This field will either contain the word "Yes" or "No." If "Yes," you are CE compliant and can submit your license renewal application. If "No," you are not CE compliant.
- **Date Compliance Met** - This is the date that the system received the required number and type of credits such as General or Ethics required for you to become CE compliant. If this field does not contain a date, you are not yet CE compliant.
- **Credits Needed for Renewal**- Assuming you are not CE Compliant, this field will tell you explicitly how many and what type of credits General or Ethics, for example you are required to take before you become CE compliant. If this field contains any values greater than zero then you are not CE compliant.

### OCI Inquiries

Agents can check the status of their applications (renewals, reinstatements, adding a line of authority) by going to [www.nipr.com](http://www.nipr.com) . Agents will be required to either enter a transaction number or payment/order number. If you wish to contact OCI regarding your application, the best way to receive a quick response is to send an e-mail to [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov).

OCI is allowed up to 90 days to make a decision regarding a complete application however, OCI never usually takes this long. Please make sure all required documentation is submitted in a timely manner. This will allow your application to be processed in a timely manner.

General Inquiries may also be submitted to [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov) in order to receive response. However, you may also call our office at 608-266-8699 or 800-236-8517.