



Stay ahead of your licensing process:

- **Stay ahead of schedule**

Begin your renewal process at the beginning of the renewal cycle. Remember that licensing transactions go through a number of channels before completion.

- **Complete education requirements**

Remember that CE providers may take as long as 15 to 30 days to supply their information to the states.

- **Gather key information**

Know your National Producer Number (NPN), resident license number, and lines of authority needed (if any).

- **Update your contact information**

Use NIPR's Contact Change Request (CCR) to update your address, phone and email address 3 to 5 business days **before** applying for licensure.

- **Avoid the end of the month**

High call volume slows the process.

Download the app for free by searching "**NIPR Mobile**" in the Apple App Store or Google Play.

