

CHECKLIST FOR  
OBTAINING A LICENSE IN NORTH CAROLINA

Effective July 28, 2015

1. Complete your PRE-LICENSING EDUCATION (PLE) REQUIREMENT if required.\* (see footnote at the end of this document)

2. GO TO [WWW.NIPR.COM](http://WWW.NIPR.COM) and complete your LICENSE APPLICATION, PAY your state license fee (i.e. \$50 for a Life license), PAY \$5 NIPR transaction fee, PAY the criminal background check fee if required (\$38 one-time fee) and, if required, submit any additional documentation.

**There is a new \$50 application processing fee per NIPR application (not per line of authority)** in addition to all fees cited above. NOTE if multiple lines of authority are submitted in a single application, only one \$50 application fee must be paid. However, **NO** license will be issued until **ALL** of the examinations for the lines of authority requested in application are passed.

For instance, if a candidate submits an application for both property and casualty authority, but passes only the property examination, no license would be issued for the property authority. Once the candidate passes the casualty examination at a future date, then the license application would be approved, if all other license qualifications are met, and both licenses would be issued at that time.

**All license requirements must be completed within six months of the application date. Failure to complete the requirements within 6 months would result in forfeiture of all submitted fees and the applicant must reapply and pay all fees.**

NOTE: One may upload any required documents for “yes” answers to application screening questions directly into the NIPR DOCUMENT WAREHOUSE, or FAX, EMAIL or MAIL these documents to the NC Licensing Office of Pearson VUE at:

- FAX: 888-959-3010
- [EMAIL: NorthCarolinaLicensingOffice@Pearson.com](mailto:NorthCarolinaLicensingOffice@Pearson.com)
- MAIL: North Carolina Licensing Office at Pearson VUE  
P. O. Box 14209  
Raleigh, NC 27620

3. **WAIT to receive an EMAIL AUTHORIZATION from PEARSON VUE that will contain information on scheduling your exam.** The e-mail will be sent within an hour of submission of your NIPR application. The examination fee remains \$46.00 per examination.

4. CALL Pearson VUE to schedule an exam. Provide information from the EMAIL AUTHORIZATION to verify your approval to test. If PLE is required, PLE completion date and school code must be provided at the time of exam reservation.
5. If FINGERPRINTS are required, you will be sent an EMAIL after completing the NIPR application with a link to print the fingerprint form and instructions. After you submit your fingerprints, follow instructions to submit the fingerprint form signed by a law enforcement officer by fax, e-mail, or mail to the NC Licensing Office of Pearson VUE.
6. PASS THE EXAM. Pearson VUE will send your exam results to NIPR within 48-72 hours and NIPR will match them up to your pending license application.
7. NIPR will send an email notification to the NC Licensing Office of Pearson VUE that your exam has been successfully completed.
8. NC Licensing Office of Pearson VUE will review license application. If the application is complete and meets license qualifications, the license application will be approved. Applications that require regulatory review will be referred to Agent Services Division for a licensing decision.
9. When license application is approved, NIPR will send a "CONGRATULATORY EMAIL" with a link to instructions on how to print your new license through SBS Connect. Licenses may be printed 48-72 hours after receipt of this email.
10. GO TO SBS Connect AND PRINT YOUR LICENSE.

\*PLE may be completed before/after NIPR application submission. The NIPR application is valid for six months from the date of submission. The applicant **does not** need a school code number or course completion date in order to submit an application at the NIPR web site however the applicant **must** have the PLE completion date and the school code to make an exam reservation.