COMMONWEALTH OF PENNSYLVANIA
INSURANCE DEPARTMENT
BUREAU OF LICENSING AND ENFORCEMENT
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INITIAL INSURANCE PRODUCER LICENSING PROCESS

Please follow the attached instructions before applying for a new insurance producer license (NOTE: These instructions do not apply to individuals adding a line of authority to an existing producer license):

Pre-Licensing Education

- You must first complete 24 hours of pre-licensing education credits. A listing of approved courses can be obtained at http://www.sircon.com/pennsylvania.
- Click on Look up education courses/credits.
- Select Approved Courses Inquiry.
- Choose Pennsylvania as your state and then click Submit.
- Change the Education Type to Pre-Licensing Education.
- Select your preferred instruction method or leave blank and then click Submit.
- By clicking on the provider name you will then be given contact information and a link to available course offerings for that particular provider.
- Once you have completed your pre-licensing education credits, you will be issued a certificate of completion.

Examination and Fingerprinting

- Register for the examination and schedule a fingerprinting appointment by contacting Prometric at www.prometric.com/pennsylvania or 1-800-715-2418.
- When registering for an initial insurance examination, you must also select the option to pay the fingerprinting service fee ($19). You must pay this fee to Prometric before you can be fingerprinted. Please note that there will be a separate $36.25 fingerprinting processing fee to be paid upon passing the exam and applying for initial licensure. **Fingerprinting is required of all initial applicants for a producer license and must be done in any of the Pennsylvania Prometric testing centers.**
- Registration for the exam can be done prior to completing the 24 hours of pre-licensing education credits; however, the credits MUST be completed before you can sit for the exam.

- Once your examination has been scheduled, **you must bring a copy of your pre-licensing education certificate of completion and a valid form of identification with you to the testing center**. Examples of acceptable identification would be a government-issued document such as a driver's license, state-issued identification card or military identification. The document must have a current photo and your signature and the name on the identification must be the same as the name used to register for the examination. **It is also strongly recommended that you bring a credit card with you (Visa, MasterCard or American Express) since you will be able to apply for your license at the testing center through Sircon once you pass your exam.**

Applying for Your License

- Once you have passed your exam, you are now eligible to apply for your producer license. You should apply electronically through Sircon at http://www.sircon.com/pennsylvania to expedite the licensing process. You will be given the opportunity to submit an electronic application at the testing center. During the electronic application process, you will also pay the fingerprinting fee which will enable you to submit your fingerprints before leaving the exam testing center. **Fingerprinting must be done in any of the Pennsylvania Prometric testing centers.**

- The option to apply using a paper application is available only if you are unable to apply online. Be advised that the paper licensing process will take considerably longer than the electronic method. If you must apply via paper, an application can be obtained from our web site at www.insurance.pa.gov. You must include a cover letter explaining why you are unable to apply online; otherwise, the application will be returned along with a letter telling you to apply online. You will need to include the application fee and fingerprinting fee with your application ($55 application fee and $36.25 fingerprinting fee for a total of $91.25). Once we receive your application and the correct fee(s), we will mail you a receipt for the $36.25 fingerprinting fee. You will then have to set up an appointment with Prometric to submit your fingerprints. You must take the receipt showing you paid the $36.25 fingerprinting fee with you to the Prometric center in order to be fingerprinted.

- For situations where an examination is not required (limited lines producer license, change of home state provision or the holding of a professional designation such as CIC, CPCU or CLU), we request that you apply electronically through Sircon at http://www.sircon.com/pennsylvania to expedite the licensing process. You must then contact Prometric to schedule a fingerprinting appointment. You must take the online confirmation page from Sircon with you to the Prometric center in order to be fingerprinted.

- **You may view the status of your license application on our web site at www.insurance.pa.gov. Once your license has been issued, you may print your license from our web site. Please be advised that the Department no longer mails licenses.**

Overview of Fees

- Resident insurance producer application fee = $55
- Fingerprinting processing fee = $36.25 ($21.25 for the FBI and $15 for the PA State Police)
- Live Scan fingerprinting service fee (charged by Prometric) = $19
- Sircon application service fees (if applying electronically) = approximately $12.50