

**PLEASE READ THIS IMPORTANT INFORMATION REGARDING  
IOWA CONTINUING EDUCATION RULES AND  
LICENSE RENEWAL RULES FOR INSURANCE PRODUCERS  
EFFECTIVE January 1, 2007**

1. A producer must complete 36 continuing education (CE) credits to be eligible to renew their license. Three (3) of these credits must be in the subject of ethics.
2. CE and license renewal must be completed prior to the expiration date on the license.
3. Self-study credits that do not count towards a national designation are limited. Only half of the producer's credits may be obtained through self-study if they are non-designation courses. The exams must be closed book and monitored. A passing grade of 70% is required.
4. Only courses approved by the Iowa Insurance division will satisfy the Iowa CE requirement. It is the producer's responsibility to contact the provider (course sponsor) prior to attendance to make sure that the course has received Iowa approval and verify the number of credits that the producer will receive.
5. Producers must request a standard Iowa Certificate of Completion from the provider for each course for which the producer wants to claim Iowa CE credit. The producer should review each certificate to be sure the provider has completed everything on the certificate and that the producer's license number is correct. If there are any blank spaces or errors, the producer must contact the provider and obtain a corrected Certificate of Completion.
6. Producers may not receive credit for the same course more than once during a CE term. Producers should contact the provider to verify whether a particular course is the same as a previous course.
7. Course providers will report attendance to the Iowa Insurance Division or its outside vendor. Producers must retain their Certificates of Completion for four years after the end of the year of the course. Sixty days prior to the producer's expiration date a renewal notice will be sent. Notices will be sent via e-mail if available. The notice will state whether the CE requirement has been met and state the renewal fee. If the notice indicates the CE requirement has not been met and the producer's records differ, the producer will then submit photocopies of Certificates of Completion. If the producer does not meet the CE requirement, they will be required to retake their insurance exam(s) prior to the expiration of the license. Re-examinations may not be completed more than 60 days prior to the expiration date.
8. A producer is required to renew their license in a timely manner, regardless of whether a notice is received from the Division.

**\*\*\*\*Producers Who Are Exempt from the CE Requirement\*\*\*\***

- A. A producer who is licensed for credit (18), crop (4), or surety (5). This producer need not report CE credits but must pay the appropriate fee to renew the license.
- B. A producer who is an attorney licensed to sell insurance. The producer/attorney must file a report showing proof of compliance with the continuing legal education requirement for the attorney's home state and pay the CE fee and the renewal fee. If the attorney does not have a CE requirement in their home state, they must comply with the Iowa Insurance CE requirements.
- C. A nonresident producer who lives in a state where CE is required. These producers must file the renewal Notice through the NIPR gateway. For details visit [www.licenseregistry.com](http://www.licenseregistry.com)
- D. A producer who successfully completes an examination for a line of authority which requires continuing education. This exemption is only for the CE term in which the examination was completed prior to the first license renewal.

**\*\*\*Effective May 1, 2007 New Iowa License Numbers Are REQUIRED\*\*\***

**Producers must provide their National Producer Number for submission of CE credits.**  
To look up an NPN go to: <https://www.licenseregistry.com/html/PacNpnSearch.html>