

KANSAS DEPARTMENT OF INSURANCE

Know Your Regulator Do's and Don'ts

Producer Licensing

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Meet your speaker

Monicka Richmeier

Director, Licensing Division

- Grew up Belleville, Kansas
- Pittsburg State University Bachelor Degree
 - Major in Criminal Justice
 - Minor in Psychology
- Kansas Law Enforcement Training Center 186th Basic
- Patrol with Fort Scott Police Department
- Director/Special Agent for Office of the Attorney General

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Who We Are: Licensing Division

The KDUI Licensing Division Administers:

- Insurance Producer License (individual and business entity)
- Public Adjustor Limited to First Party Commercial Claims
- Surplus Lines License
- Viatical Broker License
- Reinsurance Intermediary License (individual and business entity)
- Continued Education Program- Including approving providers and their courses

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Your Regulator Ecosystem

KDOI- Regulatory authority

NIPR- Applications, renewal, and update

SBS (State Based System)- License status, public lookup, reporting

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License Types & Status

Contact Category	2025 Total		
Phone calls	13,248+		
Live chats	650		
Fingerprint appointments	231		

Category	Resident	Non-Resident	Total
Individual	22,208	192,524	214,732
Business entity	2,173	12,439	14,612
Total	24,381	204,963	229,344

Real phones. Real voices. Real people. We answer calls, return voicemails the same day or next business day, and handle chats ourselves. No AI, no bots, just humans doing human things and helping you out.

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The Basics- Find Your NPN

- www.StateBasedSystems.com
- Lookup
- Jurisdiction - Kansas
- Search Type - Licensee
- Entity Type - Individual or Business Entity.

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The Do's

- ✓ Maintain accurate contact information
- ✓ Respond to KDOI inquiries timely
- ✓ Complete CE early
- ✓ Report criminal convictions and actions within 30 days
- ✓ Report changes in contact information within 30 days

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Do: Maintain accurate contact information

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Do: Report changes in contact information within 30 days

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Contact Information What Must Be Updated

Must be accurate **at all times**:

- Business email (primary KDOI communication)
- Resident address
- Business address
- Mailing address (PO Box allowed for mailing only)
- Legal name changes

Deadline: Within 30 days of change

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Use NIPR Contact Change Request (CCR)

1. Start
2. Product Type: Contact Change Request
3. Selection information type updating:
 - Physical addresses
 - Email addresses
 - Phone numbers
 - Input new information and which states to update
 - Continue through the steps, submit. Information will be updated



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Legal Name Changes

1. NIPR Product Type: Demographic / Name Change
2. Upload supporting documents to NIPR Attachment Warehouse:
 - a. Updated driver's license
 - b. Marriage certificate
 - c. SOS filing - Business entities (agency)

Nonresident Tip: Update Kansas first, then other states. Not all states support NIPR name change feature.

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Adding a Line of Authority (LOA)

1. Apply **the day after** exam or license issuance.
2. NIPR → Producer Licensing Application
3. Select Kansas + LOA
4. No state fee (transaction fee applies)

Common mistake: Applying too early, additional nonrefundable funds lost.

Insurance Producer

- Accident & Health or Sickness Active
- Casualty Active
- Life Active
- Personal Lines Active
- Property Active
- Variable Life and Variable Annuity
- Credit
- Crop Active
- Travel
- Bail Bonds
- Pre-Need
- Self-Service Storage
- Title

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NIPR: Adding a Line of Authority

User Menu

- Start**
- Resume**
Continue an existing application (4 available)
- Continuing Education**
View continuing education compliance information and status
- Order History**
Review order statuses and receipts
- Change Licensee**
Identify another licensee to work with

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NIPR: Selections

Product Type

- Producer Licensing
- Adjuster Licensing
- Other Licensing
- Contact Change Request (Change Address, Phone, or Email)
- Demographic Update
- FDB Detail Report

Application Type

- Initial
- Renewal
- Add Line Of Authority

Residency Type

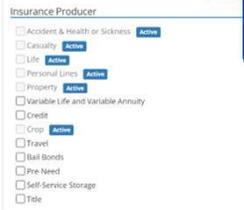
- Resident
- Non-Resident
- Non-Resident (No Home State)

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Select State: Kansas

1. Select Lines of Authority
2. Click Next and continue through process filling out the application and payment transaction fee payment.
3. The transaction will defer to the DOI and a NIPR response will be sent pending state review.



Insurance Producer

- Accident & Health or Sickness **Active**
- Casualty **Active**
- Life **Active**
- Personal Lines **Active**
- Property **Active**
- Variable Life and Variable Annuity
- Credit
- Crop **Active**
- Travel
- Bail Bonds
- Fire Need
- Self-Service Storage
- Title

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License Renewal Basics

- Renewal window: **90 days prior to expiration**
- CE must be complete & uploaded by the CE provider.
- No grace period
- Failure to complete renewal → **automatic expired**

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Do: Complete CE early

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Continuing Education (CE)

- CE must be compliant before renewal
- Providers have **10 days** to report credits
- CE transcript review is the producer's responsibility

Best practice: Finish CE 2+ weeks early

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Viewing your CE Transcript NIPR

User Menu

- Start**
- Resume**
Continue an existing application (if available)
- Continuing Education**
View continuing education compliance information and status
- Order History**
Review order statuses and receipts
- Change Licensee**
Identify another licensee to work with

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Reading Your CE Transcript

- Compliance indicator
- Course dates vs reporting dates
- Why CE may show 'incomplete' temporarily

KANSAS
KANSAS REGULATORY DEPARTMENT
EDUCATION TRANSCRIPT

LICENSEE NUMBER: [REDACTED]
NATIONAL PRODUCER NUMBER(S): [REDACTED]

Type	Authority	Status	Expiration Date	Completion Period	CE Courses	Completion Date	Credits Required	Credits Earned	Compliance	Compliance	Credits Needed For Renewal
Licensee Producer	General, Crop, Property, Personal Lines	Active	06/30/2024	06/30/2024	06/30/2024	06/30/2024	10	10	Compliant	Compliant	0

Compliance is not allowed in Kansas.
Please Log In to view and download transcript history and apply history to licensee's license history.

CONTINUING EDUCATION COURSE COMPLETION

Date Taken	Course Method	Course Group	Course	Provider	Real Credits	Course Credits	Date Reported
06/10/2024	Online Self Study	Property/Casualty	ETHICS: PROFESSIONAL LIABILITY (6)	ETI - A.E. SUNDLER & COMPANY	6	6	06/10/2024
06/10/2024	Classroom	General	Insurance Fundamentals for Kansas Producers	ARI - KANSAS DEPARTMENT OF INSURANCE	1	1	06/10/2024
				Real Credits	6	7	06/10/2024

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Business Entity Licensing (Agency)

- 1 Maintain a valid business email address
- 2 Have an active Designated Licensed Responsible Person (DLRP)
- 3 DLRP updates via NIPR
- 4 Renew within 90 days of expiration
- 5 Upon Request provide a list of company and agent affiliations. No longer activity tracked by DOI.

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Do: Report criminal convictions and actions within 30 days

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Reporting of Action (ROA)

Producers **must notify KDOI within 30 days** of:

- Misdemeanor and Felony Convictions
- Disciplinary actions by an insurance regulatory agency or any other occupational license.
- Judgement or injunction entered against the licensee on the basis of any insurance law or conduct involving fraud, deceit, or misrepresentation.
- Terminated by an insurer for cause.

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Resident License Process

- 1 Application and submit payment through NIPR
- 2 Fingerprints - criminal background check
- 3 Submit waiver agreement & FBI Privacy Statement
- 4 Tax Clearance- Upload to NIPR Attachment Warehouse
- 5 Passing exam scores or CE if reinstating within four years

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Common Mistakes

- 1 Tax Clearance- Not properly uploaded to NIPR Warehouse
- 2 Incorrect Background Document Submitted
- 3 Wrong form - State Move Process
- 4 Inputting incorrect SSN during any part of the process
- 5 Following directions

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How to Report an ROA

NIPR → Licensing Center → Attachments Warehouse

- Select Reporting of Actions
- Upload explanation + documents

Tip: PDF format recommending, along with clear and complete copies of the documentations.

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Do: Respond to KDOI inquiries timely

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Failure to Respond = Consequences
 15 Business Day Response

- Revocation
- Administrative action with monetary penalty
- Possible delayed application processing

Reality check: Ignoring emails doesn't make issues disappear.

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Producer Database Report- PDB

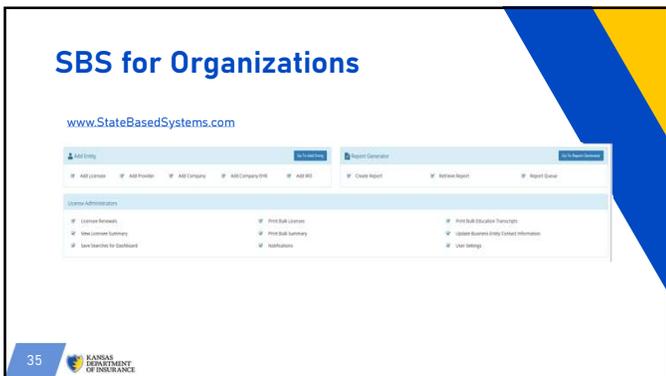


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License Count and Fees

Count	Fees
(2)	\$11.90
Total Fees \$11.90	

Filter:

Previous 1 Next

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User Settings Options

User Settings

Notifications - License

Select "Yes" to receive an email or system notification for changes to your account.

You/No to all System Notifications		You/No to all to Email Notifications		You/No to all to System Notifications		You/No to all to Email Notifications		You/No to all to System Notifications		You/No to all to Email Notifications	
System	Email	System	Email	System	Email	System	Email	System	Email	System	Email
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address Change	CE Compliance	License Renewal Notification	License Renewal Approval	License Renewal Approval	File/No Substantial	Range Approval					
Name Change	Line of Authority Addition	License Renewal	License Renewal	File/No Substantial	Range Approval						
License Status Change	Line of Authority Deletion										
Residency Status Change	Doing Business As Name Addition										
CE Credit Addition	Doing Business As Name Deletion										

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Key Takeaways

- ✓ Keep info current - NIPR makes it easy
- ✓ Respond to KDOI inquiries quickly
- ✓ CE early, not late
- ✓ Report actions timely
- ✓ When in doubt—ask before submitting

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Contact Us

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Questions?

Thank you!

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02/04/2026



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