

**NORTH CAROLINA DEPARTMENT OF INSURANCE
CONTINUING EDUCATION PROGRAM**

Licensee Name: _____ NPN: _____ XXX-XX-_____
(National Producer Number) (last 4 digits of SSN)

Pursuant to 11 NCAC 06A.0811, if the license of any person lapses under G.S. 58-33-130(c), the license shall be reinstated when the person has completed the continuing education requirements within four months after the end of the person's previous compliance year and paid North Carolina's reinstatement fee of \$75.

REQUEST FOR REINSTATEMENT OF LICENSE

I wish to apply for reinstatement of my North Carolina insurance license which expired for non-compliance with continuing education requirements. **To be eligible for reinstatement, I acknowledge that,**

- my continuing education requirements were completed within four months after the end of my compliance period **AND** I have confirmed that the credits have been reported by the Continuing Education Provider(s) **and are displayed on my transcript****
- a \$75.00 reinstatement fee is required before my license will be reinstated.
- I understand that once my license has been reinstated, I must pursue re-appointment with the insurance companies I represent

___ I have attached a check for the \$75.00 total fee
___ I authorize Prometric to charge the \$75.00 total fee to my credit card

Credit Card Authorization for \$75.00 Reinstatement Fee

Card Number: _____ Card Type (circle) Amex Visa MasterCard
Name on Card: _____ Expiration Date: ____/____

Signature

Date

***Please provide an email address in the event there are questions concerning your reinstatement request or payment.**

Email address

****DO NOT FAX, EMAIL OR SEND COURSE COMPLETION CERTIFICATES TO PROMETRIC OR TO THE NORTH CAROLINA DEPARTMENT OF INSURANCE. YOUR LICENSE WILL NOT BE REINSTATED UNTIL THE CREDITS HAVE BEEN REPORTED BY THE CE PROVIDER(S) AND ARE DISPLAYED ON YOUR TRANSCRIPT. PLEASE CONTACT YOUR CE PROVIDER(S) IF YOUR CREDITS HAVE NOT YET BEEN POSTED.**

Please note: If all of the above conditions are met, the reinstatement will be processed by Prometric within 2 business days of receipt of the completed form and payment of the \$75.00 reinstatement fee. It may be several days, however, before that information is updated to your license record with the North Carolina Department of Insurance. You may check your license status at <https://sbs-nc.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp>

Mail to: Prometric Operations Center
NC Continuing Education
7941 Corporate Drive
Nottingham, MD 21236

Email: ceprocessing@prometric.com
Fax: 800.735.7977
Phone: 866.241.3121