

## HOW TO OBTAIN A WISCONSIN INSURANCE PRODUCER LICENSE

### 1. Complete the prelicensing course.

- Life Only – 20 hours
- Accident & Health Only – 20 hours
- Casualty Insurance – 20 hours
- Property Insurance – 20 hours
- Personal lines - 20 hours

Course requirements:

- This is a forced progression (locked) state that requires the student to review each lesson and pass each of the chapter quiz before moving onto the next section/chapter.
- Assessments on key topics throughout the course and must be successfully passed with a minimum score of 70% before moving onto the next chapter.
- Completion of this course satisfies the prelicensing education requirement.

Final Examination:

- The final examination must be monitored by a proctor. The proctor must be a disinterested third party OR currently licensed agent with no family or financial relationship to the student who verifies the student's identity and processes an affidavit testifying that the student has received no outside assistance with the course or examination.
- The final examination will be unlocked when the proctor confirms your identity via electronic means.
- You will not be able to review the course content once the final examination has begun.
- The final examination must be completed with a score of at least 70% before the certificate is issued.
- When the final examination is completed, you and the proctor will be required to complete the affidavit.

Certificate Information:

To eligible for a Certificate of completion, you must follow several steps:

- Completion of the course and final exam with a minimum score of 70%.
- Submit an electronic affidavit acknowledging you were actively engaged in one hundred percent of the course and your participation during the periods of perceived inactivity.
- Upon completion of your Pre-licensing Affidavit, you will receive an email notifying you that your course completion certification is available to be printed directly from your student dashboard.
- Download and Print certificate through the "Transcript" tile on the user dashboard.
- Certificates are valid for 1 year.
- Course completion rosters are reported to the state within two (2) business days.
- Education providers are required to collect and report SSN.

## 2. Submit your Fingerprints

- The state of Wisconsin requires fingerprinting.
- Schedule a fingerprint reservation online through Fieldprint <https://www.fieldprintwisconsin.com/>
- Fieldprint Code: **FPWIOCIINSURANCE**
- Fingerprint Fee: \$36
- You must present two (2) forms of current signature identification.
- Fingerprint information is valid for 180 days.

## 3. Schedule the Wisconsin State examination.

- Registration must be completed online on PSI website: <https://test-takers.psiexams.com/wiins>
- Exam fee \$75
- [Wisconsin Candidate Handbook](#)

Limitation on repeat examinations:

- There are no limitations on retaking the exam.

Online proctored exams:

- You must check the compatibility of your computer before registering for the exam. <https://syscheck.bridge.psiexams.com>
- If your computer is not compatible with the online software, you will need to schedule your examination at PSI test center.

## 4. Pass your state exam

- Take advantage of the cram courses (Prep Review and Exam Simulator) within your prelicensing course during the waiting period.
  - Prep Review Course: This part of the training features content “boiled down to the essence” of the state exam. Chapters have only a few pages of material, but the content must be mastered to pass. Instructionally designed to teach individuals how to pass, most study effort should be invested here. Chapter exams are substantially larger (50+ questions), providing exposure to the types of questions seen on the state exam.
  - Exam Simulator: These special exams are designed to gauge content retention levels. Important: Only take the Exam Simulators after the Prep Review Course has been successfully completed. It ensures these questions will be “fresh in the mind”.
  - **On the day of testing, you must present a valid government issued photo id and the certificate(s) of completion.**

## 5. Apply for license

- Apply for your license online through [www.nipr.com](http://www.nipr.com) within 180 days.
  - *You must wait up to 48-72 hours after passing the exam to apply.*
- Application fee \$10 per line of authority
- If you answer “YES” to any of the questions, you must submit copies of the required documentation directly to the OCI for consideration. The required documentation should be submitted to OCI at the time the electronic or paper application is completed. You can also submit supporting documentation through the NIPR Attachment Warehouse at [www.nipr.com](http://www.nipr.com) or fax to the Agent Licensing Section at (608) 267-9451 or via email to [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov)

## PSI Exam Outlines

DESCRIPTION	Question Count		% of Exam Questions	
	Life	Health	Life	Health
<b>Life Insurance</b>				
Insurance Regulation	35	35	35%	35%
General Insurance	10	10	10%	10%
Life Insurance Basics	10	0	10%	0%
Life Insurance Policies	12	0	12%	0%
Life Insurance Policy Provisions, Options and Riders	14	0	14%	0%
Annuities	10	0	10%	0%
Federal Tax Considerations for Life Insurance and Annuities	5	0	5%	0%
Qualified Plans	4	0	4%	0%
<b>Health Insurance</b>				
Health Insurance Basics	0	8	0%	8%
Disability Income and Related Insurance	0	8	0%	8%
Medical Plans	0	8	0%	8%
Group Accident and Health Insurance	0	8	0%	8%
Dental Insurance	0	4	0%	4%
Medicare	0	8	0%	8%
Long-Term Care Insurance	0	8	0%	8%
Federal Tax Considerations for Health Insurance	0	3	0%	3%
<b>Total for all parts</b>				
Total Scored Questions on Exam	100	100	100	100
Maximum Time allowed to complete exam in minutes	120	120	105	105
Passing Score	70	70	70	70
DESCRIPTION	Question Count		% of Exam Questions	
	Casualty	Property	Casualty	Property
<b>Casualty Insurance</b>				
Insurance Regulation	35	35	35%	35%
General Insurance	8	8	8%	8%
Casualty Insurance Basics	13	0	13%	0%
Auto Insurance	14	0	14%	0%
Commercial Package Policy	10	0	10%	0%
Businessowners Policy	10	0	10%	0%
Worker's Compensation	5	0	5%	0%
Other Coverages and Options	5	0	5%	0%
<b>Property Insurance</b>				
Property Insurance Basics	0	13	0%	13%
Dwelling Policy	0	4	0%	4%
Homeowners Policy	0	18	0%	18%
Commercial Package Policy	0	9	0%	9%
Businessowners Policy	0	9	0%	9%
Other Coverages and Options	0	4	0%	4%
<b>Total for all parts</b>				
Total Scored Questions on Exam	100	100	80	80
Maximum Time allowed to complete exam in minutes	120	120	105	105
Passing Score	70	70	70	70

**Producer Licensing Checklist:**

<b>Task:</b>	<b>Date Completed</b>
1. Complete prelicensing course	
2. Submit fingerprints	
3. Register for Exam	
4. Pass exam	
5. Apply for license	

**Governing Agency**

Name: Office of the Commissioner of Insurance

Phone: 608-266-8699

Website: <https://oci.wi.gov>

Email: [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov)

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