

DEPARTMENT OF INSURANCE

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**NOTICE**

TO: Insurance Companies, Business Entity licensees, Pre-licensing Providers and Other Interested Parties

DATE: October 17, 2012

SUBJECT: **Improved License Application Process**

To improve customer service and increase the efficiencies of its license application process, effective Tuesday November 13, 2012, the California Department of Insurance (CDI) will be changing the process to apply for an insurance agent or broker license. The change will affect California residents applying for any license in which an examination is required (i.e., life, accident and health, property, casualty, personal lines, limited lines automobile, and life limited to funeral and burial expenses).

Beginning on that date, California residents applying for these license types must first pass the qualifying examination before submitting their license application. When applying through CDI's online license application service, these individuals will be required to enter an identification number that will be provided to them at the time that they pass their examination. The service will only allow the application to be submitted if the individual enters the correct identification number and has passed the examination, not just scheduled for the examination.

Customer service will be improved as the insurance industry will not incur the \$128 application fee until the individual passes the examination and CDI will increase its efficiencies in the license application process as those applications only pending for the examination to be passed will be eliminated. There will be more details provided on CDI's website as we get closer to November 13th. Please check the following weblink for the latest information regarding this process change: <http://cdi-dynamic.insurance.ca.gov/0200-industry/0010-producer-online-services/0100-flash/Application-Process.cfm>

For information on other matters, please visit CDI's website at www.insurance.ca.gov, on the Main Page, select "Agents and Brokers" to review the available links to locate the information you are seeking. For any other inquiries, please e-mail the Producer Licensing Bureau at <https://interactive.web.insurance.ca.gov/pli/servlet/InformationRequest> or call the CDI's Producer Licensing Toll Free Number at (800) 967-9331. Please be sure to include your name, telephone number, license number and e-mail address in all correspondence with the CDI.