



Navigator Licensing Checklist

Use this checklist to ensure all requirements have been met to successfully apply/renew the license/registration. All the information can be found on our website. <https://oci.wi.gov/Pages/Agents/NavigatorLicense.aspx>

Note: Applications can be submitted either via paper or electronic submission. OCI encourages electronic submissions to avoid delays in processing.

Navigator Individual - Initial

- 16 Hours of Accident & Health/Navigator Prelicensing Education (WI approved A&H courses or through Annual Enrollment Conference)
- Complete and Pass Navigator State Examination with PSI
- Complete the Federally Mandated Training – Provide OCI with Certificate of Completion (see initial license guide for an example)
- Complete the Individual Navigator Licensing Application – Paper (OCI-090) or Electronically via www.nipr.com
- Provide supporting documentation to “yes” answers to application legal questions, if applicable.
 - Criminal background (misdemeanors, felonies, military offenses)
 - Administrative actions
 - Bankruptcy
 - Tax Delinquency
 - Terminated for Misconduct
 - Lawsuits
 - Child Support
- Send documentation to ociagentlicensing@wisconsin.gov or upload via NIPR Attachment Warehouse

Navigator Entity – Initial

Note: If submitting electronically, the Designated Responsible Licensed Navigator initial application must first be submitted and approved prior to the submission of the business entity application.

- Complete the Navigator Business Entity Registration Application – Paper (OCI 11-091) or Electronically via www.nipr.com
 - If Paper, \$100 application fee.
- Identify Designated Responsible Licensed Navigator on Application
- Provide list of affiliated navigators that it employs, supervises, or is affiliated with
- Provide supporting documentation to “yes” answers to application legal questions, if applicable.
 - Criminal background (misdemeanors, felonies, military offenses)
 - Administrative actions
 - Bankruptcy
 - Tax Delinquency
 - Terminated for Misconduct

- Lawsuits

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Navigator Individual - Renewal

- 8 Hours of Accident & Health/Navigator Continuing Education (WI approved A&H courses or through Annual Enrollment Conference)
- Complete the Federally Mandated Training – Provide OCI with Certificate of Completion (see initial license guide for an example)
- Complete the Individual Navigator Licensing Application – Paper (OCI-090) or Electronically via www.nipr.com
- Provide supporting documentation to “yes” answers to application legal questions, if applicable.
 - Criminal background (misdemeanors, felonies, military offenses)
 - Administrative actions
 - Bankruptcy
 - Tax Delinquency
 - Terminated for Misconduct
 - Lawsuits
 - Child Support

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Navigator Entity – Renewal

Note: If submitting electronically, the Designated Responsible Licensed Navigator license must be active prior to the submission of the business entity renewal application.

- Complete the Navigator Business Entity Registration Application – Paper (OCI 11-091) or Electronically via www.nipr.com

- If Paper, \$100 application fee.

- Identify Designated Responsible Licensed Navigator on Application
- Provide list of affiliated navigators that it employs, supervises, or is affiliated with
- Provide supporting documentation to “yes” answers to application legal questions, if applicable.
 - Criminal background (misdemeanors, felonies, military offenses)
 - Administrative actions
 - Bankruptcy
 - Tax Delinquency
 - Terminated for Misconduct
 - Lawsuits

- Send documentation to ociagentlicensing@wisconsin.gov or upload via NIPR Attachment Warehouse

OCI Agent Licensing

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