



Illinois Department of Insurance: Organizational, CAC & Navigator Licensing Process

Illinois: CAC/Nav Individual Renewal:

All existing Certified Application Counselors (CAC) and Navigators (Nav) must complete the recertification requirements and submit to the state 2-3 weeks before CAC's /Nav's expiration date with the state.

You can look up individual expiration dates [HERE](#).

Once completion of Federal Certification on MLMS you must complete **Next Steps with the Illinois Department of Insurance.**

- 2-3 weeks before your expiration date with the state apply on [NIPR](#) (\$5.00 electronic transaction fee)
- Submit Certificate of Completion to DOI.Licensing@Illinois.gov or fax to (217) 557-8455.



Illinois: CAC/Nav Organization Renewal:

Organizational licenses must be **renewed each year 2-3 weeks prior to the expiration date.**

You can look up organization expiration dates [HERE](#).

To renew: Organization applies on [NIPR](#) as a CAC or Nav organization (or Business Entity) in the State of Illinois.

The Organization **MUST** send a list of all active assisters to IDOI annually by e-mailing the list to DOI.Licensing@Illinois.gov

IMPORTANT:

If your Organizational or Individual Certification has expired you must apply on NIPR as a NEW organization or individual. Once your organization is expired you only process at NIPR as a NEW organization. You do not need to go to CMS and reapply. **This is a state mandate only.** The Federal mandate is every other year registration re-certification process for organizations.