



Illinois Department of Insurance: Business Entity & Individual CAC & Navigator Licensing

Illinois: CAC/Nav Individual

New CAC/Navigator

All new Certified Application Counselors (CAC) and Navigators must complete MLMS training. After training is complete, apply for a new individual license on [NIPR](#).

Returning CAC/Navigator

All existing Certified Application Counselors (CAC) and Navigators must complete recertification on MLMS. After training is complete, renew your existing license on [NIPR](#).

Special Note: You will find a screen in the NIPR form that requests an In Person Counselor (IPC) number. **Please put all zeros for this section.**

After completing all of the steps, review and submit your application. Then, you must upload your certificate in the [NIPR Attachments Warehouse](#).

- You will submit through the Additional Licensing Documents (ALD) portal.
- You will sign in **without** NPN or Resident License Number.

For more detailed instructions on submitting your certificate, you can refer to these [slides](#).

Illinois: CAC/Nav Business Entity

Business Entity licenses must be **renewed each year 2-3 weeks prior to the expiration date**. You will complete the Business Entity licensing form on NIPR. You can look up your organization's expiration date on the [NAIC Lookup Search](#).

Organizations who are applying to be a Business Entity for the first time must have your lead CAC/Navigator, otherwise known as DRLP (Designated Responsible License Producer), complete MLMS certification before applying for the Business Entity license on NIPR. For more information on the licensing process, please see detailed instructional slides [here](#).

The Organization **MUST** send a list of all active CAC/Navigators to IDOI annually by emailing the list to DOI.Licensing@Illinois.gov. If you add or remove CACs or Navigators throughout the year, you must email IDOI and update your list.

IMPORTANT:

If your Organizational or Individual Certification has expired, you must apply on NIPR as a **NEW** organization or individual.

Before requesting a CAC Organizational License, you must receive a Certified Application Counselor Designated Organization (CDO) Agreement with Get Covered Illinois. For more information, visit [GCI CDO Page](#).