

Renew an insurance professional licence





Renewal process

1. Log in to the [online licensing portal](#)
2. Review profile information
3. Edit profile/submit change request
(if required)
4. Upload required documents (if required)
5. Complete declarations and sign
6. Pay fees and submit application



Fees and payment

Licence	Class	Non-resident (office outside the Yukon)	Resident (office in the Yukon)
Insurance Agent	Life, A&S	\$200	\$100
	A&S	\$100	\$50
	General	\$100	\$50
	Travel (restricted)	\$50	\$50
Salesperson		\$50	\$25
Adjuster		\$150	\$75

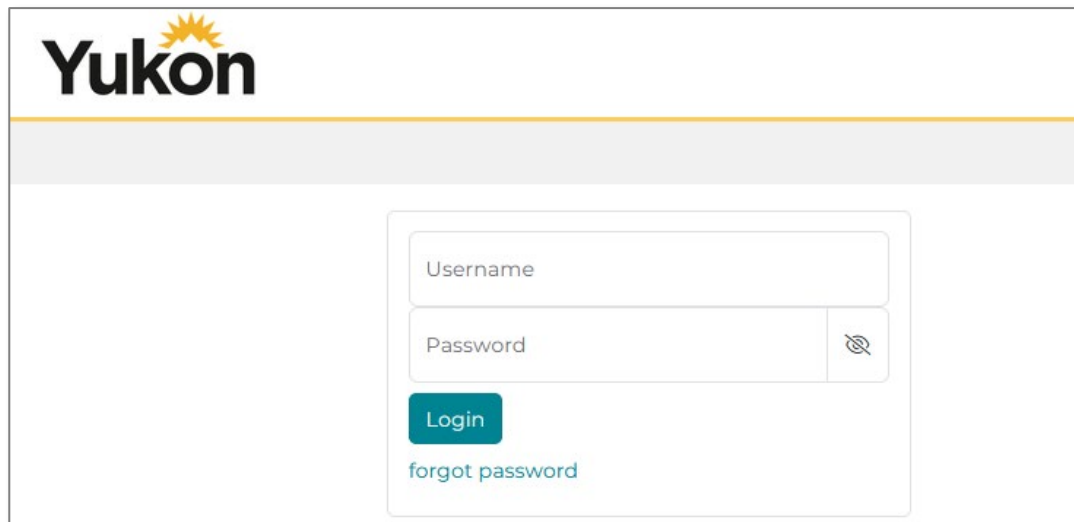


All fees must be paid **at application**

Payment can be made by Visa, Mastercard or American Express

Log in to the online portal

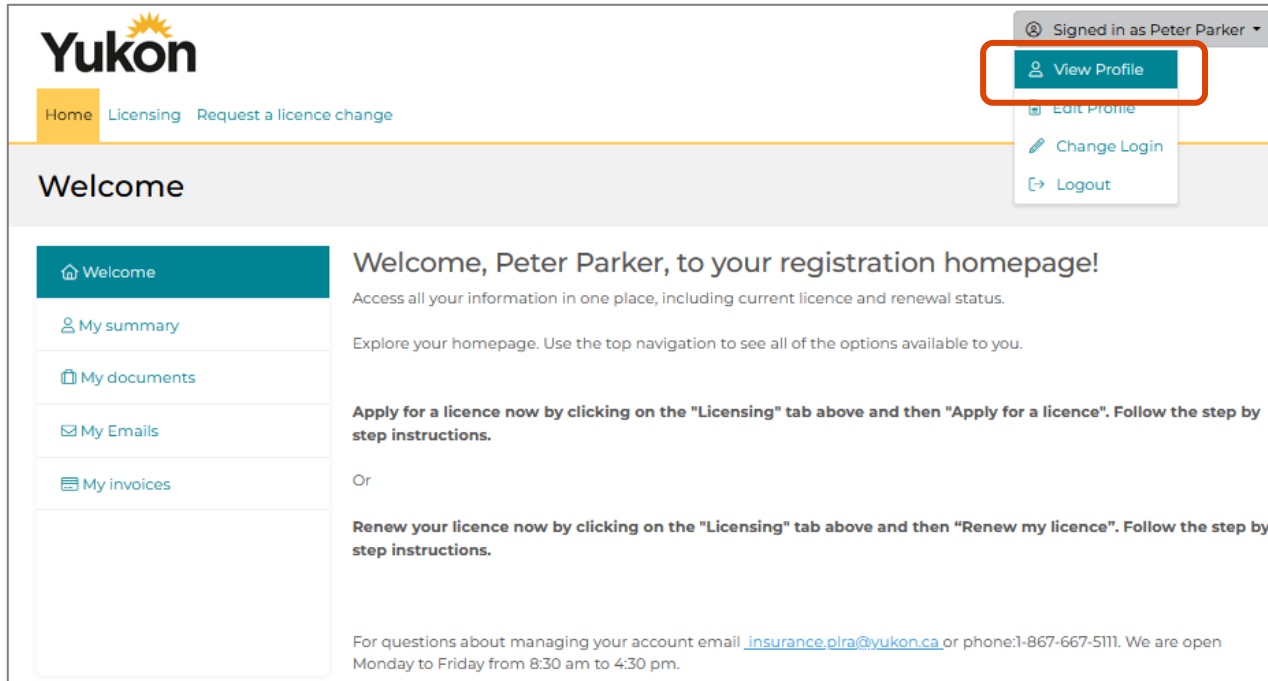
<https://ykplra.in1touch.org/>

A screenshot of the Yukon online portal login page. The page features the Yukon logo at the top left, which consists of the word "Yukon" in a bold, black, sans-serif font with a stylized yellow sun icon above the 'Y'. Below the logo is a horizontal yellow bar. The main content area is white and contains a login form. The form has two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right, indicating a toggle for password visibility. Below the input fields is a teal "Login" button. Underneath the button is a link that says "forgot password" in a smaller, teal font.

Google Chrome or **Firefox** are recommended.
The licensing portal has been known to experience errors when using **Microsoft Edge** or **Safari**.

Review profile

update if needed



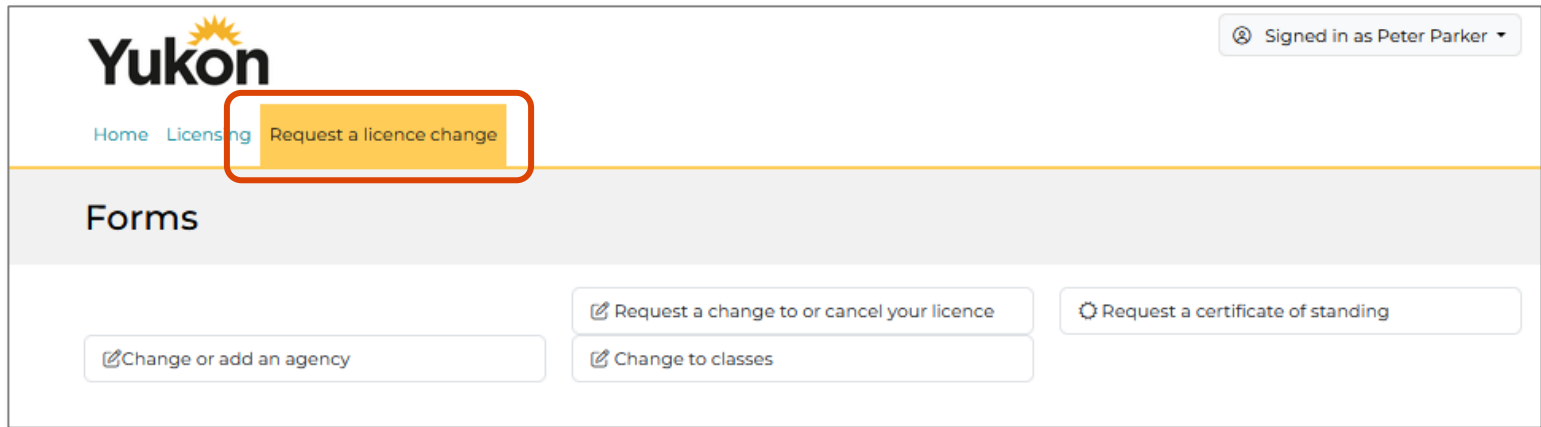
Confirm your contact information and application information is current.



Connect your account to your **personal** email address.

Request a licence change

if needed



The screenshot shows the Yukon Licensing portal interface. At the top left is the Yukon logo. To its right is a navigation bar with links for 'Home', 'Licensing', and 'Request a licence change'. The 'Request a licence change' link is highlighted with a red rectangular box. In the top right corner, there is a user status indicator that says 'Signed in as Peter Parker'. Below the navigation bar is a section titled 'Forms'. Under this section, there are four buttons: 'Change or add an agency', 'Request a change to or cancel your licence', 'Change to classes', and 'Request a certificate of standing'.



Request changes **before** renewing.

Update documents

if required

The screenshot shows the Yukon government portal interface. At the top, the Yukon logo is on the left, and a user is signed in as Peter Parker. Below the logo, there are links for Home, Licensing, and Request a licence change. The main section is titled 'My documents'. On the left, there is a sidebar with links: Welcome, My summary, My documents (highlighted with a red box), My Emails, and My invoices. In the center, there is a modal window titled 'Supporting documentation - Peter Parker 3630'. This modal has a sub-header with links for View Profile, Edit Profile, Invoices, and Documents. Below this, it says '5 Supporting documentation found, displaying all Supporting documentation.' and shows a list of documents with checkboxes and download links. A red box highlights the '+ Add New' button in the modal. On the right side of the main page, there is a 'Manage Documents' button (highlighted with a red box) and three 'Download' buttons. An orange arrow points from the 'Manage Documents' button to the '+ Add New' button in the modal.

Yukon

Signed in as Peter Parker

Home Licensing Request a licence change

My documents

Welcome

My summary

My documents

My Emails

My invoices

Supporting documentation - Peter Parker 3630

View Profile Edit Profile Invoices Documents

↑ SUPPORTING DOCUMENTATION - PETER PARKER 3630-12175

5 Supporting documentation found, displaying all Supporting documentation.

+ Add New

Select the supporting documentation you want to upload

Certificate of status from home jurisdiction

Criminal Record check

Download

Download

Download



If self-employed, current errors & omissions insurance required

Download current licence for records

The screenshot shows the Yukon Licensing portal interface. At the top left is the Yukon logo. To its right is a navigation bar with links for 'Home', 'Licensing' (highlighted with a red box), and 'Request a licence change'. In the top right corner, a user is signed in as 'Peter Parker'. Below the navigation bar is a section titled 'My licence'. On the left side of this section is a sidebar with three options: 'My licence' (selected), 'Apply for a licence', and 'Renew or re-apply for a licence'. The main content area displays the text 'Your active licence will appear below. Use the blue button to download your licence as a PDF.' Below this text is a large blue button labeled 'Download a copy of your insurance individuals licence', which is highlighted with a red box.

Unpaid invoices

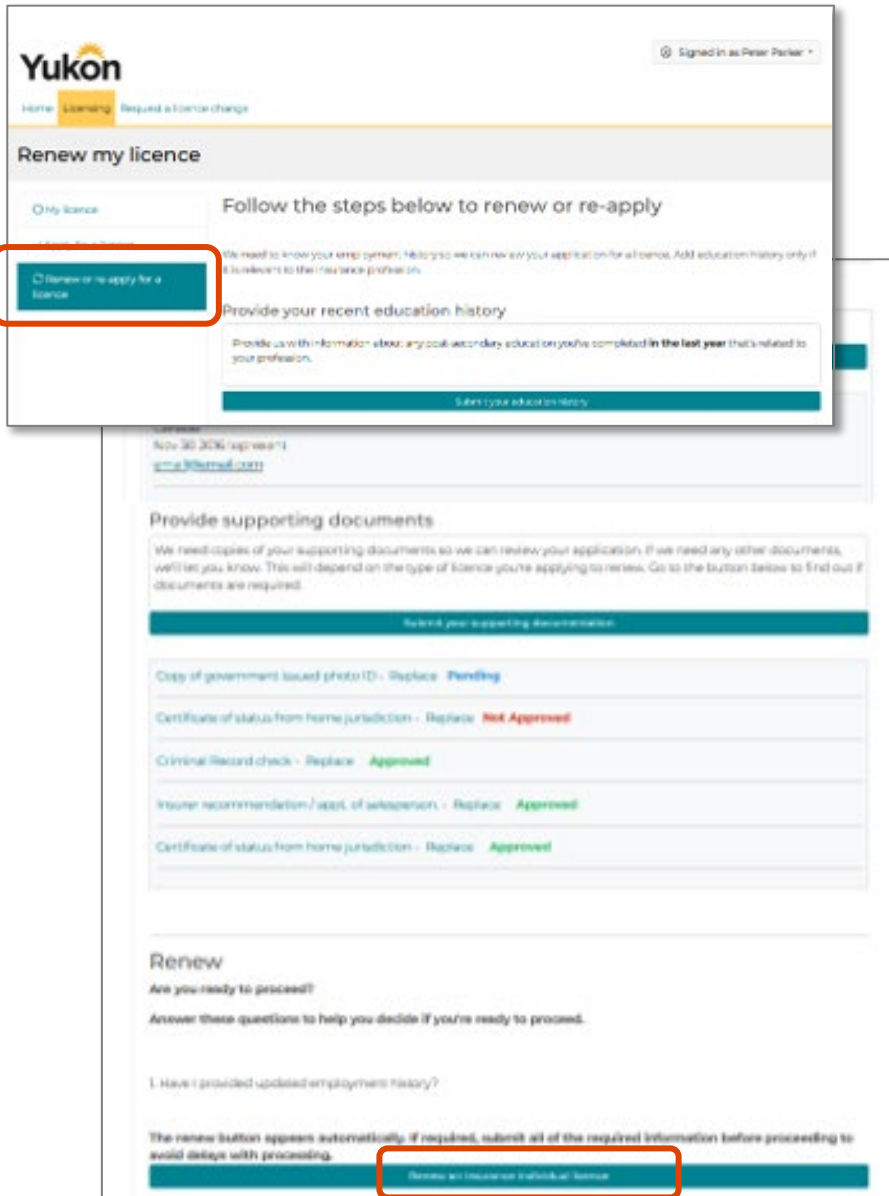


If you see the **You have unpaid invoices** alert, you cannot :

- download your licence; or
- apply.

Outstanding fees **must** be paid in full.

The image displays two screenshots of the Yukon government website. The left screenshot shows the 'My licence' page, which includes a sidebar with links like 'My licence', 'Apply for a licence', and 'Renew or re-apply for a licence'. A red box highlights the alert 'You have unpaid invoices' on the right side of the page. The right screenshot shows the 'My invoices' page, which includes a sidebar with links like 'Welcome', 'My summary', 'My documents', 'My Emails', and 'My Invoices'. A red box highlights the 'My Invoices' link in the sidebar, and another red box highlights the 'Outstanding Invoices' section, which lists an invoice: 'Invoice # YK71266-201279545 - \$100.00 (Part Paid)'.



The screenshot shows the Yukon government website's 'Renew my licence' page. At the top, the Yukon logo and navigation links are visible. The user is signed in as Peter Parker. The main heading is 'Renew my licence'. Below it, there are two tabs: 'My licence' and 'Renew or re-apply for a licence'. The 'Renew or re-apply for a licence' tab is selected and highlighted with a red box. The page instructs the user to follow steps to renew or re-apply. It mentions that the user needs to provide recent education history and supporting documents. A table lists the required documents and their status: 'Copy of government issued photo ID' (Pending), 'Certificate of status from home jurisdiction' (Not Approved), 'Criminal Record check' (Approved), 'Insurer recommendation/stmt. of wholeness' (Approved), and 'Certificate of status from home jurisdiction' (Approved). At the bottom, there is a 'Renew' section with a question 'Are you ready to proceed?' and a 'Renew my licence (individual license)' button highlighted with a red box.

Yukon

Home Learning Request a licence change

Signed in as Peter Parker

Renew my licence

My licence

Renew or re-apply for a licence

Follow the steps below to renew or re-apply

We need to know your employment history so we can renew your application for a licence. Add education history only if it is relevant to the insurance profession.

Provide your recent education history

Provide us with information about any post-secondary education you've completed in the last year that's related to your profession.

Submit your education history

Nov 30, 2024 (approved)

www.yukon.ca

Provide supporting documents

We need copies of your supporting documents so we can review your application. If we need any other documents, we'll let you know. This will depend on the type of licence you're applying to renew. Go to the button below to find out if documents are required.

Submit your supporting documentation

Copy of government issued photo ID - Replace	Pending
Certificate of status from home jurisdiction - Replace	Not Approved
Criminal Record check - Replace	Approved
Insurer recommendation/stmt. of wholeness - Replace	Approved
Certificate of status from home jurisdiction - Replace	Approved

Renew

Are you ready to proceed?

Answer these questions to help you decide if you're ready to proceed.

1. Have I provided updated employment history?

The renew button appears automatically, if required, submit all of the required information before proceeding to avoid delays with processing.

Renew my licence (individual license)

Renew licence



If your employer has changed:

- submit a change of agency request;
- upload a new insurer recommendation form; and
- update your employer information.



Documents marked **Pending** do not prevent you from submitting your application.

Complete application

INSURANCE INDIVIDUALS ADDITIONAL INFORMATION

Specific fields on this form are viewable only. If you see incorrect information contact our office by email to verify.

Confirm employment status * I'm associated with an agency

Licence type * Insurance Agent

Classes of insurance * General

Choose an insurance agency (legal entity name) ① Yukon Inc. Agency

PROOF OF STANDING

Attach proof of standing from your home jurisdiction for all classes that you are licensed in (if you are licensed in another Canadian jurisdiction or US jurisdiction)

Browse... No file selected.

Attach additional proof of standing if required

Browse... No file selected.

I have reviewed and can verify that my profile information, education and employment history are current and up to date.

☐ Yes ☐ No



Non-residents must upload their home jurisdiction licence(s).

- Salespeople must
- confirm their sponsoring agent; and
 - upload a signed [appointment of salesperson form](#).

Choose an insurance agency (legal entity name) ① Yukon Inc. Agency

SPONSORING AGENT

Name of your sponsoring agent * Joseph Test Sample

Attach the completed "Notice of appointment of insurance salesperson form".

Browse... No file selected.

PROOF OF STANDING

Attach proof of standing from your home jurisdiction for all classes that you are licensed in (if you are licensed in another Canadian jurisdiction or US jurisdiction)

Browse... No file selected.

Complete declarations

I have reviewed and can verify that my profile information, education and employment history are current and up to date.

☐ Yes ☐ No

DECLARATIONS

If you answer 'yes' to any question below, additional information may be requested.

Do you have plans to engage in business other than insurance? If yes, state the name and nature of such business, the position you occupy and the portion of your time you intend to devote to insurance. *

☐ Yes ☐ No

For renewals the following questions apply only to the past year

Have you been refused a licence or otherwise denied authorization by an insurance regulator or has such licence or authorization been suspended or terminated for cause, in Canada or elsewhere? *

☐ Yes ☐ No

Have you been convicted in any civil court in any jurisdiction, for fraud? *

☐ Yes ☐ No

Have you engaged in any business as owner, partner or director, which has been subject to proceedings in bankruptcy, or subject of personal bankruptcy or consumer proposal? *

☐ Yes ☐ No

Have you failed to satisfy a judgement of a court for the award of money made against you? *

☐ Yes ☐ No

Have you been discharged for cause by an employer? *

☐ Yes ☐ No

I agree that while employed as a salesperson my salary will not be supplemented by commission, bonus, or any other remuneration. *

☐ Yes ☐ No

Have you been charged by an employer or other person with irregularities in money transactions? *

☐ Yes ☐ No

Are you under investigation, or the subject of a disciplinary decision, consensual agreement, administrative penalty, or any other form of disciplinary action by any regulatory or licensing authority? *

☐ Yes ☐ No



Carefully review and answer yes/no to all declaration questions.



Remember to confirm all information has been reviewed, is current and up to date.

Renew licence

INSURANCE INDIVIDUALS ADDITIONAL INFORMATION

DIDN'T CHOOSE THE AUTOMATIC RENEWAL OR THE DELAYED LICENCE START DATE OPTION? THAT MEANS IF THIS APPLICATION IS APPROVED AND THE LICENCE FEE IS PAID THE LICENCE WILL ONLY BE VALID UNTIL SEPTEMBER 30. IN ORDER TO CONTINUE DOING BUSINESS IN THE YUKON YOU WILL NEED TO SUBMIT A RENEWAL BEFORE YOUR LICENCE EXPIRES.

PERSONAL CERTIFICATION

Yes, I hereby certify that I am the person making application for registration as an insurance agent in Yukon, and that all statements are true and complete in every respect. I understand that falsification of information on this application may result in cancellation of the application for registration or cancellation of an issued licence. I am familiar with the Insurance Act and Regulations of Yukon and understand my responsibility to comply with the requirements within the Act and Regulations. Further, I authorize the Superintendent of Insurance, or a person who has been designated by the Superintendent for this purpose, to make inquiries of any person, government, or body in respect of the evidence or information provided by the applicant and authorize any person, government, or body to whom inquiries are made to provide information requested.

Signature



Clear

Licence fee

X General - resident: \$50.00 X

Personal information is collected, used, and disclosed under the authority of **Section 15(a)-(c)** of the Access to Information and Protection of Privacy Act and under the Act associated to the profession related to the license or certificate being requested. It will be used for the purposes of these Acts and their regulations including but not limited to eligibility of registration and licensure, practice assessment, and complaint related matters. It will also be used to maintain a public register and for research and statistical purposes related to human resource planning. The latter is shared in a non-identifiable form only. For further information about the collection of this information, contact Professional Licensing and Regulatory Affairs (PLRA), Community Services, Government of Yukon, by mail at P.O. Box 2703 (C-5), Whitehorse, YT, Y1A 2C6, by phone at 867-667-9111, or by email at insurance.plra@yukon.ca

Back Next Cancel

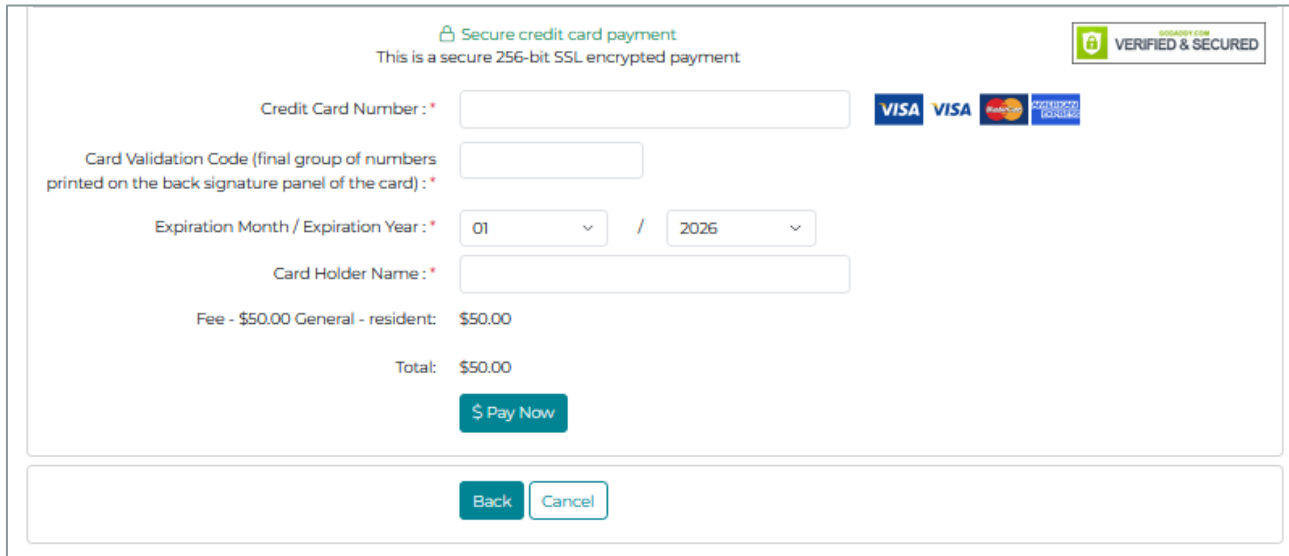


Certify all information is correct and sign the application.



If you are licensed for multiple classes, **select all** licence fees that apply.

Pay fees



Secure credit card payment
This is a secure 256-bit SSL encrypted payment



Credit Card Number : *

Card Validation Code (final group of numbers printed on the back signature panel of the card) : *

Expiration Month / Expiration Year : * 01 / 2026

Card Holder Name : *

Fee - \$50.00 General - resident: \$50.00

Total: \$50.00

[\\$ Pay Now](#)

[Back](#) [Cancel](#)



Your application is not complete until payment is received.



Payment can be made by Visa, Mastercard or American Express.



After you submit

You will:

- see a confirmation screen that your renewal was accepted;
- receive a confirmation email; and
- be able to download your receipt.

Download receipt

Yukon Signed in as Peter Parker ▾

Home Licensing Request a licence change

My invoices

Welcome

My summary

My documents

My Emails

My invoices

Outstanding Invoices

Transaction History

INVOICES

Total: \$355.00 Total Paid: \$355.00 Outstanding: \$0.00

8 Invoices found, displaying all Invoices. « < 1 > »

[Reset Order](#) **Invoice #** **Title**

  YK71266-201279917 Insurance individuals 09/30/2025 - 09/30/2025

Licence fee - \$50.00 General - resident \$50.00

Total: \$50.00



Processing time

- Processing can take **up to 30 business days**
- We will email once we've reviewed your application. It may:
 - be approved; or
 - require additional information before a decision can be made.



We do not provide status updates during the 30-business day processing time.



Avoid these common renewal issues

- Declarations incomplete
- Home jurisdiction licence not submitted (non-residents only)
- Payment not made
- Change request not submitted
- Incompatible web browser
Google Chrome or **Firefox** are recommended



Ensure your application is complete.
Complete submissions help avoid delays.



Late applications

(after submission deadline)

- Application may not be reviewed before licence expiry.
- If your licence lapses, you **cannot** conduct insurance business in the new licensing year.



If your agency's licence lapses, your licence may be suspended. If this occurs, you will be contacted.



Questions?

yukon.ca/en/doing-business/professional-licensing/renew-insurance-professional-licence

Professional and Corporate Affairs
insurance.individual@yukon.ca