

Oregon Insurance Division



Going Live with NAIC's State Based Systems!

What does this mean for you?

The Oregon Insurance Division will go live with a new back-office software solution, State Based Systems (SBS), on **May 7th**. As the regulatory system of choice by the Oregon insurance regulators, we encourage the industry to take advantage of our online tools listed below. [Click here to learn more about SBS](#)

Changes for Licensees

- **Individual License Numbers** - All individuals will be getting new license numbers. Starting on May 7th the Oregon license numbers for individuals will be the same as the National Producer Numbers (NPNs) for those individuals. To look up the new license number, use the Licensee Lookup tool on May 7th.
- **Business Entity License Numbers** - All business entities will be receiving new license numbers as of May 7th. The new license number may be looked up using the Licensee Lookup tool.
- **Company License Numbers** - All companies will be assigned new company numbers (or Certificate of Authority Numbers) based on the SBS system. On May 7th, companies may view these new numbers using the Company Lookup tool.
- **License Printing** - Licensees will be able to obtain a PDF license via the SBS License Print or Online Licensee Services (OLS). Every time a major change happens to the licensee's record, a free license print will be available.
- **Education Transcripts** - New to licensees in Oregon will be the ability to view your CE transcripts in real time. The responsibility of reporting course completions will be handled by the education providers, therefore licensees will no longer submit their CE data themselves.

For detailed information regarding these upcoming licensing changes, please visit the Oregon Web site:

www.insurance.oregon.gov

Online Tools

[Oregon Launch Page](#) - Find contact information and links to all of the SBS tools for Oregon.

[Company Lookup](#) - A free public lookup for basic company information.

[Licensee Lookup](#) - A free public lookup for basic licensee information on individuals and business entities.

[Online Licensee Services \(OLS\)](#) - A fee-based service that allows unlimited license printing, address changes and a view of licensing information. Multiple entities may be added under one login.

[Online Continuing Education \(OCE\)](#) - The online tool for Oregon education providers to electronically submit information and data to the jurisdiction. See the "Changes for Providers" section below for more information

[Course Lookup](#) - A free public lookup for continuing education courses, providers and course offerings.

[License Print](#) - SBS offers free limited license printing for Oregon. Every major change that occurs to a record will queue up one free license print for individuals or business entities.

[Education Transcript](#) - A free tool that allows licensees to pull their real time education transcripts. Transcripts will display what credits are required, what credits have been taken and what credits still need to be taken.

Note about CE Credits

For the next two year renewal cycle, licensees will continue to report any continuing Education courses they took prior to May 7, 2012 to the Oregon Insurance Division by submitting paper documentation. Any courses taken after May 7, 2012 will be reported to the division by the CE providers.

Online Demo for Licensees

We will host two demo sessions via free webinars. If you are interested in attending, please complete this online registration:

[Webinar Registration - Licensees](#)

A confirmation e-mail and link will be sent to those who submit the completed form.

Update Email Address

Click on the appropriate link below and submit the online form to update your email address.

[Individual Licensees](#)

[Business Entity Licensees](#)

SBS Help Desk

For errors or help with SBS Online Tools contact:

SBS Help Desk

sbshelp@naic.org

816-783-8990

Hours: 8 a.m. - 5 p.m. CST Monday - Friday

[Report Generator](#) - Users may create a licensee (individual and/or business entity) mailing list for a nominal fee. Lists contain licensee name, license number, national producer number, business and mailing address, CE compliance and much more.

Changes for Providers

New to education providers in Oregon will be the requirement that providers report the course completions for their classes to the Oregon Insurance Division. Starting on May 7th, this new requirement must be completed through the use of the SBS tool Online Continuing Education (OCE). See below for a list of the functionality available through OCE:

- Submit course applications
- Submit course offerings (or schedules)
- Upload course rosters
- View detailed provider information
- Submit instructor applications
- Upload attachments to pending courses

Providers should also be aware that their course numbers will be changing on May 7th.

Please also note that course roster submittals submitted through SBS will incur a \$1.00 fee per credit hour, per student.

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