

South Carolina Department of Insurance transitioned to SBS Continuing Education Services

Effective July 1, 2019, Prometric is no longer the continuing education (CE) administrator for the South Carolina Department of Insurance. Those resident licensees with a birth month through June of 2019 are still required to pay the \$15 CE record-keeping fee to Prometric. If you are a resident producer with a birth month of July 2019 and after, you are not required to pay the \$15 CE record-keeping fee. That fee will not be charged under SBS. However, education providers will pay a small fee under the SBS model so you should expect a slight increase in course fees in exchange for removing the \$15 CE record-keeping fee.

All resident licensees still need to meet the 24 hours of continuing education and license renewal application requirements to maintain an active license. South Carolina resident licensee CE requirements can be found on the [Department's website](#).

As a reminder to resident licensees, fingerprinting is not required at every renewal. If a resident licensee was fingerprinted at initial licensure or for his or her last compliance period, fingerprinting is not required as long as the license remains active.

Effective July 8, 2019, licensees will use the free, online SBS tools to lookup CE information and print education transcripts and education providers will use SBS for Organizations for their CE licensing processes. See a description of the CE-related tools with active links below and a guide for using the SBS website on page 2 of this flier.

Tools for Licensees

Lookup: A free public lookup tool to view a variety of individual, business entity, company, course and provider information. Use the Course/Provider Lookup to:

- Search for courses and easily narrow your search by location and date of offering
- Access provider contact information
- Access registration links for various courses

License Manager: By providing a licensee's NPN or License Number and last four SSN, users can easily view and print the education transcript.

- Education transcript displays basic license information, including the license status, expiration date and lines of authority
- Simple on-screen explanation of required credits, credits earned and credits needed for renewal
- View a list of courses completed in the current CE period or courses taken in prior periods

Tools for Education Providers

SBS for Organizations is a service offering convenience to education providers using a single ID and password across all SBS jurisdictions. Education providers can easily submit course rosters, course applications and provider applications for multiple jurisdictions at a time and receive important system and email notifications.

INSTRUCTIONS TO SIGN UP

Step 1: Go to www.statebasedsystems.com.

Step 2: Select your jurisdiction and click "Sign up for SBS for Organizations."

Step 3: Create your user account allowing you to access all jurisdictions.

Step 4: Login to SBS.

Step 5: Add education provider licenses to your account using your jurisdiction Provider ID and PIN* as each applicable jurisdiction transitions to the new version of SBS.

Step 6: Simplify your business processes using SBS!

**All active education providers will be sent their Provider ID and PIN via their current mailing address.*

Welcome to www.statebasedsystems.com!

1 Home **2** Software Services ▾ **3** About Us **4** News **5** Contact Us **6** Help

7 Step 1:
Select your jurisdiction:
Select One ▾
Step 2:

8 Important Announcements
Check back here for important announcements regarding state transitions to the new version of State Based Systems.

Now available in the new version of SBS:

9 License Manager **10** Lookup

One Service:

- Print License
- Print Education Transcript
- Update Email Address

One Search:

- Companies
- Courses and Providers
- Licensees

11 State Services
Select a jurisdiction to see a full list of its available services.

- 1** [SBS Home Button](#): Return to the SBS website home page.
- 2** [Software Services Dropdown](#): Select the dropdown to find a list of services SBS offers for regulators, companies, licensees and consumers.
- 3** [About Us](#): Learn about State Based Systems and the states served by SBS.
- 4** [News](#): View headlines of SBS events.
- 5** [Contact Us](#): Submit a question, find assistance in the support center or contact the help desk.
- 6** [Help](#): See helpful text and PDF training guides related to SBS services and industry tools.
- 7** [Jurisdiction Dropdown](#): Select South Carolina to view the SBS services available in your state.
- 8** [Important Announcements](#): See announcements regarding state transitions to the new version of SBS.
- 9** [License Manager](#): Use License Manager to view license information (NPN, license status, license expiration date and more), enjoy free, unlimited license and education transcript printing across all SBS jurisdictions and keep your email address updated in real-time.
- 10** [Lookup](#): A free public lookup tool to view a variety of individual, business entity, company, course and provider information such as National Producer Number (NPN), license status, license expiration date, courses offerings, provider information and much more!
- 11** [State Services](#): Select South Carolina to view a full list of your jurisdiction's SBS services.

SBS Support Center: Visit the SBS Support Center for more information and PDF training guides on all SBS tools.
SBS Help Desk: For errors or help with SBS online tools, contact the SBS Help Desk at sbshelp@naic.org or (816) 783-8990.