



## UNITED STATES VIRGIN ISLANDS IMPLEMENTS NEW CONTINUING EDUCATION REQUIREMENTS

**Effective January 1, 2024**, the United States Virgin Islands (USVI) Division of Banking, Insurance and Financial Regulation will begin requiring resident insurance licensees to complete 12 (9 General and 3 Ethics) Continuing Education (CE) credits prior to submitting their renewal application for calendar year 2025. All USVI insurance licensees expire on December 31st of each year.

**These new continuing education requirements apply to resident licensees that hold either a valid Insurance Producer, Public Adjuster, Independent Adjuster and/or Solicitor license.**

If you would like to submit an application to become an approved Education Provider in the United States Virgin Islands, please click [here](#). You will be charged a fee of \$100.00 when submitting your Education Provider Original Application. Other fees include:

1. Education Provider Renewal Application – Yearly (\$50)
2. Course Original Application and Course Renewal Application – Every Two Years (\$25)
3. A \$1.00 per credit hour fee will be charged when course completions are uploaded.

Once approved, you will receive an email from the NAIC on behalf of the USVI. This email will include instructions on creating an **SBS for Organizations** account used to access your Continuing Education Provider information. SBS for Organizations is used to submit provider renewal applications, course original and renewal applications, course rosters and much more.

SBS will offer informative webinars highlighting the usage of these relevant SBS tools on the following dates:

**[Tuesday, December 12, 2023, at 9:00 am – 10:00 am CT](#)**

**[Monday, December 18, 2023, at 9:00 am – 10:00 am CT](#)**

Please click on the link above to access the preferred webinar at the appropriate time.

Please contact the NAIC Service Desk at [SBShelp@naic.org](mailto:SBShelp@naic.org) or **816-783-8500** with questions.

Please see page 2 of this flyer for more information on tools provided by NAIC SBS and NIPR.

# WELCOME TO WWW.STATEBASEDSYSTEMS.COM!

The screenshot shows the SBS website home page. At the top left is the NAIC logo (National Association of Insurance Commissioners). To its right is a navigation menu with items: Home (1), Software Services (2), About Us (3), News (4), Contact Us (5), and Help (6). Below the navigation is a large banner image of a man and a woman looking at a tablet. The banner text reads: "Hassle-free tools that make insurance compliance easy and reliable". On the right side of the banner is a blue sidebar with a "Select your jurisdiction:" dropdown menu (7) and a "Select One" button. Below the banner is a "LICENSING QUICK CENTER" section with icons for: SBS (8), Print License (9), Print Education Transcript (10), Report Generator (11), NIPR (12), Renew License (13), Attachment Warehouse (14), and Update Contact Information (15). To the right of this section is a "STATE SERVICES" section with a dropdown menu (16) and the text "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:** 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 SBS Service Desk.
- 6 **Help:** See helpful text and PDF training guides related to SBS services and industry tools.
- 7 **Jurisdiction Dropdown:** Select your jurisdiction to view available SBS industry services.
- 8 **Lookup:** A free public lookup tool to view a variety of individual, business entity and company information such as National Producer Number (NPN), license status, license expiration dates and more.
- 9 **Print License:** Use License manager to view license information and print your license and your education transcript.
- 10 **Print Education Transcript:** Use License manager to view license information and print your license and your education transcript.
- 11 **Report Generator:** Use Report Generator to download lists of licensees.
- 12 **Apply for a License:** Use NIPR.com to apply for an original license.
- 13 **Renew License:** Use NIPR.com to renew your license.
- 14 **Attachment Warehouse:** Use NIPR.com Attachment Warehouse to upload attachments pertaining to your license application or existing license.
- 15 **Update Contact Information:** Use NIPR.com Contact Change Request to update your contact information include physical addresses, email addresses and phone numbers.
- 16 **State Services:** Select your jurisdiction from the dropdown to view a full list of SBS services.

**SBS Support Center:** Visit the SBS Support Center for more information and PDF training guides on all SBS tools.  
**NAIC Service Desk:** For additional help, contact the NAIC Service Desk via [sbshelp@naic.org](mailto:sbshelp@naic.org) or (816) 783-8500.