



SBS FOR INDUSTRY • TRAINING GUIDE

VIEW AN EDUCATION TRANSCRIPT

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➔ NEED HELP? CONTACT THE NAIC HELP DESK • SBSHELP@NAIC.ORG • 816-783-8990



NAIC NATIONAL ASSOCIATION OF
INSURANCE COMMISSIONERS

The **License Manager** tool enables industry users to manage a licensee's information in one place, including the ability to view the licensee's continuing education information.

→ STEP 1: LINK TO ACCESS LICENSE MANAGER TOOL ON SBS WEBSITE HOME PAGE

Go to www.statebasedsystems.com. There are three ways to navigate to the License Manager tool.

The screenshot shows the SBS website home page. At the top, there is a navigation menu with links for Home, Software Services, About Us, News, Contact Us, and Help. The main header features the NAIC logo and the SBS State Based Systems logo. Below the header, there is a large banner with the text "Hassle-free tools that make insurance compliance easy and reliable" and an image of two people looking at a tablet. On the right side of the banner, there is a blue box with a green circle containing the number 1 and the text "Select your jurisdiction:" followed by a dropdown menu labeled "Select One". Below the banner, there is a "LICENSING QUICK CENTER" section with two columns of icons. The left column is labeled "SBS" and includes icons for "Lookup", "Print License", "Print Education Transcript" (with a green circle containing the number 3), and "Report Generator". The right column is labeled "NIPR" and includes icons for "Apply for License", "Renew License", "Attachment Warehouse", and "Update Contact Information". To the right of the "LICENSING QUICK CENTER" is a "STATE SERVICES" section with a dropdown menu and the text "Select a jurisdiction to see a full list of its available services." A green circle containing the number 2 is positioned above the dropdown menu.

1. Select Your Jurisdiction: In the top right, select your jurisdiction. From the options that appear select 'Print Education Transcript.'

2. State Services Launch Page: In the bottom right hand corner of the screen, select a jurisdiction from the 'State Services' drop down. Select 'Print Education Transcript.'

3. Print Education Transcript: Use this link to License Manager to view license information and print your license and education transcript.

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➔ STEP 2: LICENSE MANAGER CRITERIA

Enter required criteria which varies based on your selected Entity Type.

State Based Systems

How Do I? License Manager

Jurisdiction REQUIRED

Entity Type REQUIRED
Individual

Last Name REQUIRED

Choose One REQUIRED

Last 4 Digits of SSN REQUIRED

State Based Systems

How Do I? License Manager

Jurisdiction REQUIRED

Entity Type REQUIRED
Business Entity

Choose One REQUIRED

FEIN REQUIRED

➔ STEP 3: LICENSE MANAGER SUMMARY PAGE

The License Manager Summary Page displays information about the licensee categorized in sections and has quick access to the PDF license, email address update and education transcript information via the buttons on the toolbar. Use the 'License Type' dropdown to view the different license types if applicable. Click the 'Education Transcript' icon.

State Based Systems - Arkansas

Print License Update Email Address Education Transcript License Type: Insurance Producer

Licensee Demographics

Name: Ashley, Lauren C NPN: 17187441
 Domicile State: Arkansas Domicile Country: United States Resident?: Yes

Address

Business Address Mailing Address
 216 WARD ST 104 CAIN RD

The licensee’s education transcript will open in a new tab. To print, initiate a File - Print from within your Internet browser.

State Based Systems - Arkansas

ARKANSAS
 ARKANSAS INSURANCE DEPARTMENT
 EDUCATION TRANSCRIPT

Lauren C Ashley
 216 WARD ST
 HOT SPRINGS, AR 71913-3638

LICENSE NUMBER: 17187441
 NATIONAL PRODUCER NUMBER(NPN): 17187441

LICENSE DETAILS

Type	Authority	Status	Expiration Date	Compliance Period	CE Compliant	Compliance Date	Credits Required	Credits Earned	Carryover	Credits Needed For Renewal
Insurance Producer	Life	Active	02/28/2022	03/01/2020 - 02/28/2022	No		3 Ethics 21 General	0 Ethics 0 General	0 General	3 Ethics 21 General

CONTINUING EDUCATION COURSE COMPLETIONS

Insurance Producer - Previous CE Compliance Period: 02/14/2018 - 02/29/2020
 Insurance Producer - Previous CE Compliance Period: 02/14/2016 - 02/13/2018
 Insurance Producer - Previous CE Compliance Period: 02/07/2014 - 02/13/2016