

## PROVIDER SETUP: COURSE OFFERINGS

1. Click on the provider name in the 'Provider Matrix'.



Provider Matrix

Show 10 entries Filter: Export to Excel

<input type="checkbox"/>	Jurisdiction	Provider Number	Provider Name	Provider Type	Provider Status	Expiration Date	Education Type	Business Address
<input type="checkbox"/>	Alaska	1008	WebCE, INC	Other	Approved	12/31/2025	Continuing Education	Juneau, AK 99801
<input type="checkbox"/>	Arkansas	1116	Arkansas Workers Commission	Exempt CE Provider	Approved	08/31/2024	Continuing Education	Little Rock, AR 77203

2. Scroll down the page to the 'Approved CE Courses'.

3. Click on the 'Course Name' in blue.

Name: WebCE, Inc Provider #: 1008 Provider Type: Other

**Contacts**

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Name	Contact Type	Email	Primary Phone	Primary
Sue Moor	Continuing Education Contact	s.moor@webce.com	996-453-1119	No
Don Ship	Continuing Education Contact	d.ship@webce.com	844-392-9482	Yes

Showing 1 to 2 of 2 entries Previous Next

**Approved CE Courses**

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Course Name	Course Number	App. Date	Effect. Date	Exp. Date	Course Group	Course Method	Credits Earned	Priv?	Attach.	Notes
Additional Insured Issues	10571	03/01/2025	03/01/2025	12/31/2025	P&C	On-line training (self study)	2-General	No	8	Yes
20 Key Questions for Writing Home Insurance	60000323	06/09/2018	09/02/2023	09/01/2025	P&C	On-line training (self study)	4-General	No	8	Yes
Personal Auto Insurance Questions	100325	12/19/2023	09/02/2023	09/01/2025	Long Term Care	On-line training (self study)	4-General	No	5	Yes

4. You should see the course summary on the page.

5. Scroll down the page to view the 'Course Offerings'.

SBS for Organizations  
State Based Systems

State Services - Go To Dashboard - Go to Provider

**Provider Information**

Provider Name: WebCE, Inc Provider Status: Approved  
 Provider Number: 1008 Education Type: Continuing Education Provider Type: Other

**Course Information**

Course Number: 10571 Home State: Provider Home State ID:  
 Course Name: Additional Insured Issues  
 Application Date: 12/30/2013 Effective Date: 09/02/2023 Expiration Date: 09/01/2025  
 Course Status: Approved Course Status Date: 07/29/2019 Is this course private? Yes  
 Word Count: Education Type: Continuing Education Difficulty:  
 Optional Exam: No Nationally Recognized Course? No Professional Designation: No  
 The NAIC CER form along with home state approval and course outline is attached: No Measurement used for successful completions:  
 Submitter Name (if different from provider contact): Submitter Phone Number: Submitter Email Address:  
 Course Description: Please See Summary Outline

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6. Click on the blue arrow under 'Course Offerings'.

7. Fill out the start date of the course under 'Start Date'. Fill out the end date of the course under 'End Date'.

8. You can put in the time for the course under 'Start Time' and 'End Time'.

9. Click the 'Next' button when you have finished filling out the information.

10. Fill out the website link so the Licensee can register for the class.

11. Click the 'Next' button at the bottom when you are finished filling out the link.

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12. Fill out the location of the course so attendees will know where to go to attend the class, if applicable. (Some classes are offered online.)

**State Based Systems**

**Provider Details**  
 Provider Name: WebCE, Inc  
 Course Name: Additional Insured Issues  
 Provider Number: 1008  
 Course Number: 10571

1 Course Offering Details / 2 Registration Application Link / 3 Location Information / 4 Attachments

**Location Information**

Location Name:

**Address Information**

Address Line 1:

Address Line 2:

Address Line 3:

+ Additional Address Lines

City:  State/Province:  ZIP/Postal Code:  Country:

Contact Phone:

Comments:

200 characters remaining.

Previous **Next** Finish Cancel

NAIC Central Office | Address | Service Desk

13. Click on the arrow under 'Attachments' to add an attachment.

**Provider Details**  
 Provider Name: WebCE, Inc  
 Course Name: Additional Insured Issues  
 Provider Number: 1008  
 Course Number: 10571

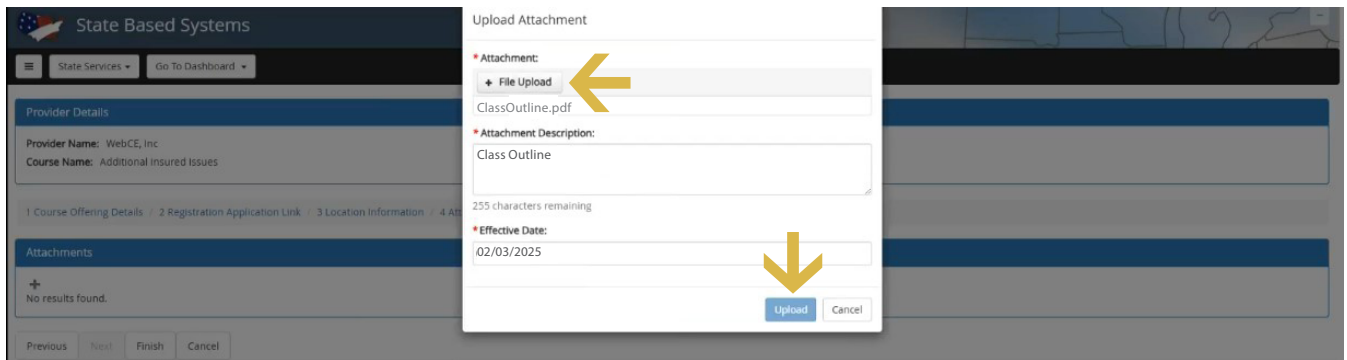
1 Course Offering Details / 2 Registration Application Link / 3 Location Information / 4 Attachments

**Attachments**

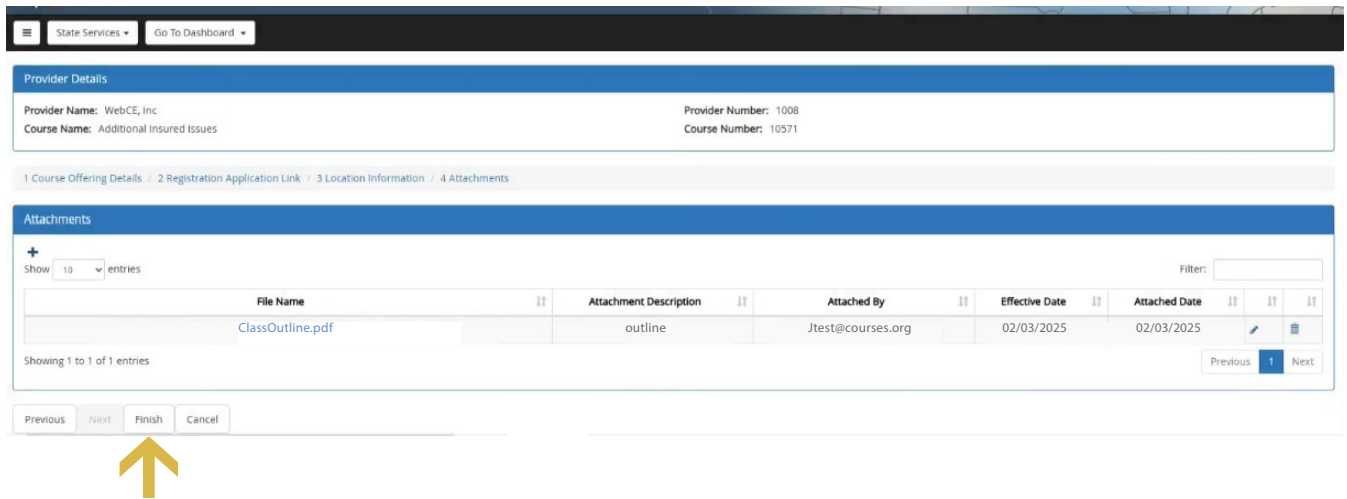
+  
 No results found.

Previous Next Finish Cancel

- 14. Add your attachment and include a description under 'Attachment Description'.
- 15. Click the blue 'Upload' button when finished uploading your attachment.



- 16. Click on the 'Finish' button on the bottom.



17. You can now see the available course under 'Course Offerings'. (You need to scroll down the page a bit to see it).

State Services Go To Dashboard

**Provider Information**

Provider Name: WebCE, INC      FEIN: 80-0702701      Provider Status: Approved  
 Provider Number: 1008      Education Type: Continuing Education      Provider Type: Other

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**Course Information**

Course Number: 10571      Home State:      Provider Home State ID:  
 Course Name: Additional Insured Issues      Application Date: 12/30/2013      Effective Date: 09/02/2023      Expiration Date: 09/01/2025  
 Course Status: Approved      Course Status Date: 07/29/2019 9      Is this course private? Yes  
 Word Count:      Education Type: Continuing Education      Difficulty:  
 Optional Exam: No      Nationally Recognized Course? No      Professional Designation: No  
 The NAIC CER form along with home state approval and course outline is attached: No      Measurement used for successful completions:  
 Submitter Name (If different from provider contact):      Submitter Name (If different from provider contact):      Submitter Email Address:  
 Course Description: Please See Summary Outline

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**Course Hours**

Course Method	Course Group	Credit Type	Course Credits
On-line training (self-study)	P&C	General	5
Self-Study		<b>Total: 5</b>	

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**Attachment Details**

Show 10 entries      Filter:

File Name	Attachment Description	Attachment Status	Attached By	Effective Date	Attached Date		
CRIS Additional Insured Issues Exam 1 Ans Key.xls	Answer Key		WE001008	12/30/2013	12/30/2013		
_Online Procedures and Course policies_rev.pdf	Course Procedures		WE001008	12/30/2013	12/30/2013		

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**Correspondence**

No results found.

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**Course Offerings**

Show 10 entries      Filter:

Offering ID	Status	Registration Application	Start Date	Start Time	End Date	End Time	Location Information	Comments	Attachments				
4110000140	ACTIVE		03/01/2025	08:00 AM	03/01/2025	12:00 PM			ClassOutline.pdf	iv			

Showing 1 to 1 of 1 entries      Previous 1 Next



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