

➔ INSTRUCTOR APPLICATION

1. The provider signs into their SBS for Orgs account and clicks on the blue 'Go To Dashboard' button. The provider should have themselves added in the Provider Matrix.
2. Click on 'Instructor Original Application.'

The screenshot shows the 'SBS for Organizations' dashboard. At the top, there is a navigation bar with 'State Services' and 'Go To Dashboard'. Below this is a grid of application buttons. A yellow arrow points to the 'Instructor Original Application' button, which is highlighted in blue. Other buttons include 'Add Entity', 'Renewal Application', 'User Settings', 'Notifications', 'Education Transcript Search', 'Course Original Application', 'Course Roster', 'Course Roster Search', and 'Course Offering Maintenance'.

Below the dashboard is a 'Provider Matrix' table. It has a search bar and a filter dropdown. The table contains the following data:

Jurisdiction	Provider Number	Provider Name	Provider Type	Provider Status	Expiration Date	Education Type	Business Address
Alaska	1008	WebCE, Inc	Other	Approved	12/31/2025	Continuing Education	DALLAS, TX 75251
Arkansas	11116	ARKANSAS WORKERS COMP COMMISSION	Exempt CE Provider	Approved	08/31/2024	Continuing Education	LITTLE ROCK, AR 722030950

3. The Instructor Application page appears.

The screenshot shows the 'Instructor Application' form. The 'Provider Name' dropdown menu is open, displaying a list of providers. The providers listed are:

- ARKANSAS WORKERS COMP COMMISSION / 11116 / AR
- BLUE CROSS AND BLUE SHIELD OF ... INC / 183 / KS
- CLM Alliance / 11749 / AR
- GenStar Insurance Services, LLC / 500027947 / CT
- Morton Barber Learning Center / 194605 / ID
- UNITED INSURANCE EDUCATORS INC / 156211 / ID
- WebCE, Inc. / 11331 / AR

4. Click on the dropdown list 'Provider Name' and choose the provider.

This screenshot is similar to the previous one, showing the 'Instructor Application' form with the 'Provider Name' dropdown menu open. A yellow arrow points to the dropdown list, indicating the step of selecting a provider from the list.

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5. Once your provider has been chosen, click on the blue 'Add Instructor' button.

The screenshot shows the 'Instructor Application' form. At the top, there are navigation links for 'State Services' and 'Go To Dashboard'. Below that, a breadcrumb trail reads '1 Application / 2 Review'. The main section is titled 'Instructor Application' and contains a 'Provider Information' section. This section includes a dropdown menu for 'Provider Name' (currently set to 'ARKANSAS WORKERS COMP COMMISSION / 11116 / AR'), a text field for 'Provider Number' (11116), and a dropdown for 'Jurisdiction' (Arkansas). To the right, it displays 'Provider Type: Exempt CE Provider' and 'Provider Education Type: Continuing Education'. A blue 'Add Instructor' button is located below the provider information, and a yellow arrow points to it. At the bottom of the form, there are buttons for 'Previous', 'Next', 'Finish', and 'Cancel'.

6. On the 'Instructor Application' section under 'Demographics', fill out the last name (required). Fill out the remaining information you have.

7. Click on the blue 'Next' button.

The screenshot shows the 'Instructor Application' form with the 'Demographics' section expanded. The 'Provider Information' section is visible at the top, showing the same provider details as in the previous screenshot. The 'Demographics' section includes a text field for 'National Producer Number (NPN)'. Below that, there are fields for 'First Name' (filled with 'Jake'), 'Middle Name', '*Last Name' (filled with 'Wilhoit'), and 'Suffix'. There are also radio buttons for 'Gender' (Female and Male) and a text field for 'Date of Birth (mm/dd/yyyy)'. A yellow arrow points to the blue 'Next' button at the bottom right of the form. Other buttons include 'Previous', 'Finish', and 'Cancel'.

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- 8. Under 'Business Address' add in the Address.
- 9. Under 'Mailing Address' add an address or use the 'Copy From' dropdown to select the Business Address
- 10. Click on the blue 'Next' button.

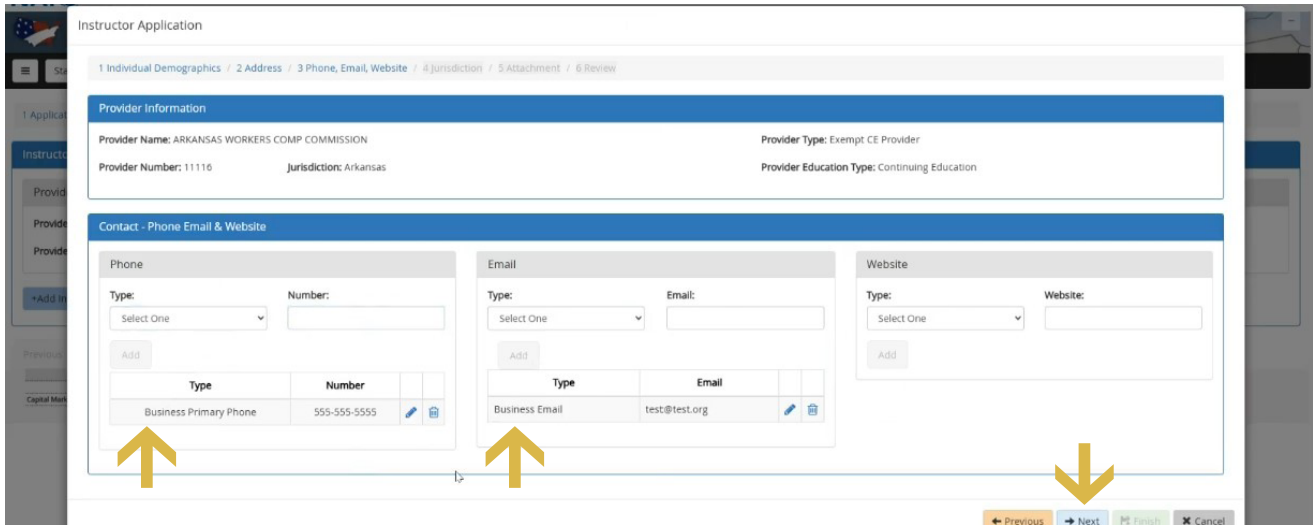
- 11. Fill out the Contact Information under 'Contact - Phone Email & Website.'
 - 12. Click the 'Add' button after each entry for 'Phone, Email, and Website.'
- * You will receive an error message if you don't click the 'Add' button after entering information in each contact type.

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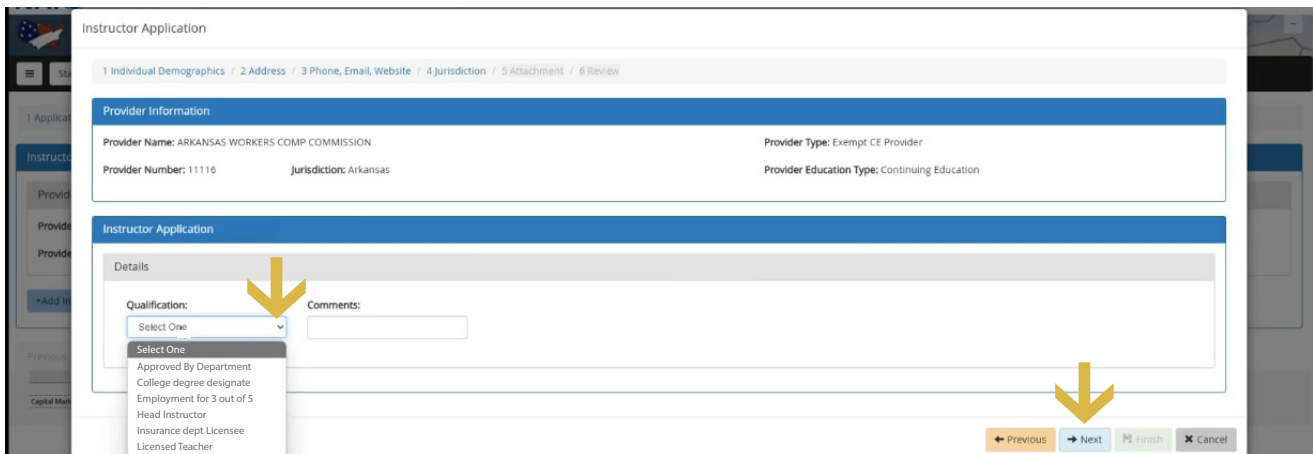
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- 13. Once you hit the 'Add' button the Information you entered will appear below each 'Type' of Contact.
- 14. Click on the blue 'Next' button.



- 15. Click on the dropdown menu under "Qualifications" and choose the qualification. These are specific for each state.
- 16. Enter any comment in the 'Comments' section.
- 17. Click the blue 'Next' button.

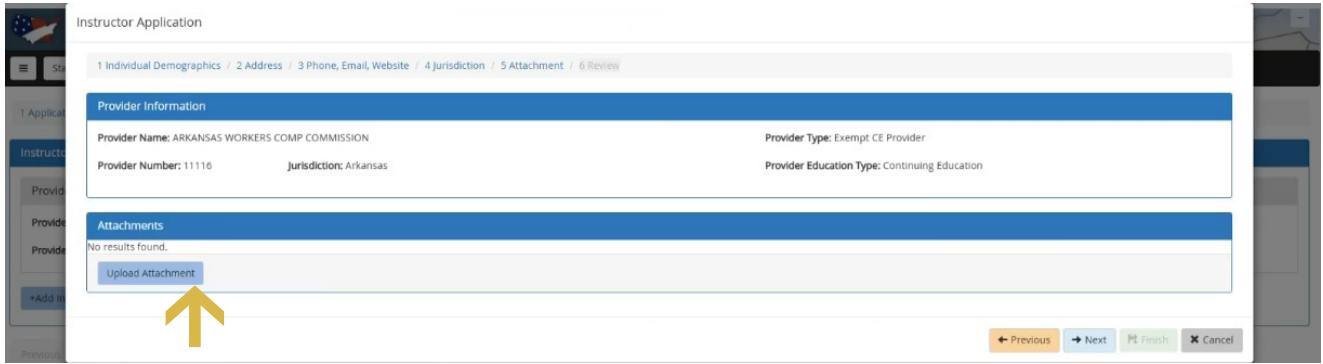


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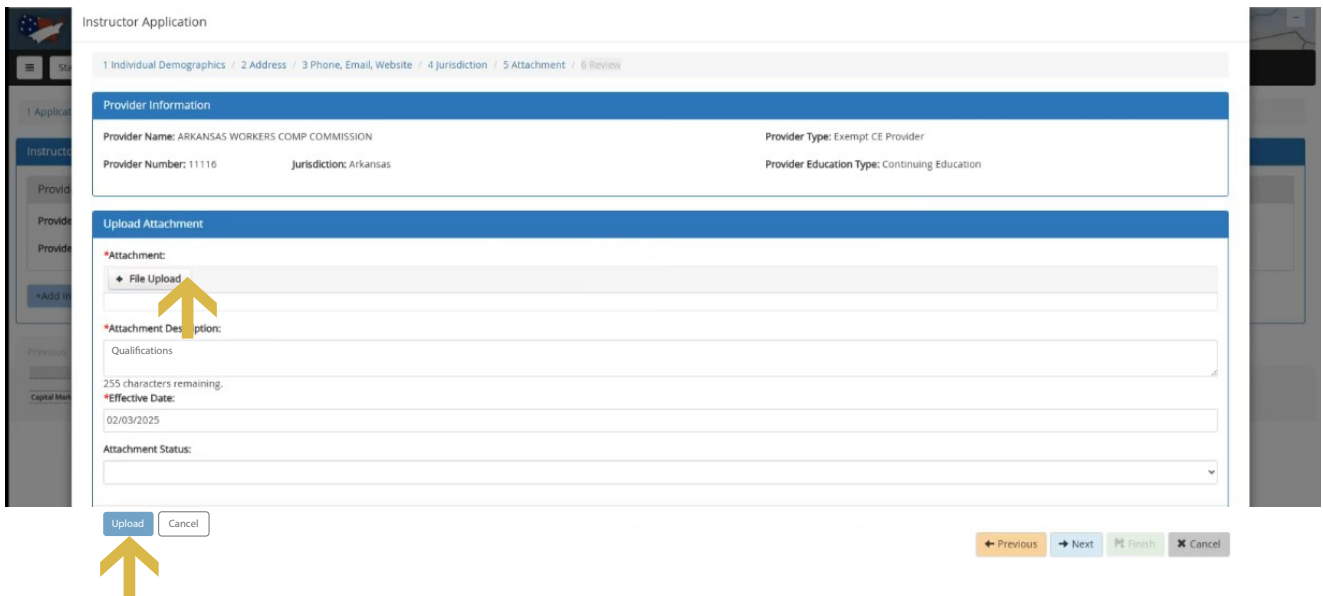
18. Click on the 'Upload Attachment' blue button. This is a requirement and a good place to add work experience.



19. Click on the 'File Upload' button and upload your qualifications.

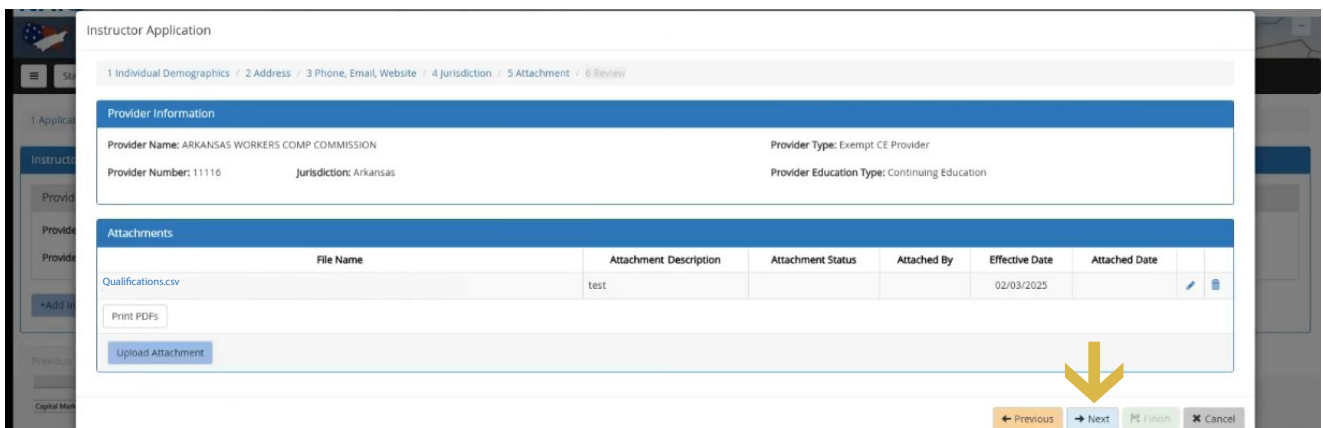
20. Give the attachment details under 'Attachment Description.'

21. Click on the blue 'Upload' button on the bottom left. (You may have to scroll down to see the button).



22. You will see your attachment in blue under 'Attachments.'

23. Click the blue 'Next' button.



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24. Review the information and click the green 'Finish' button.

Instructor Application

1 Individual Demographics / 2 Address / 3 Phone, Email, Website / 4 Jurisdiction / 5 Attachment / 6 Review

Provider Information

Provider Name: ARKANSAS WORKERS COMP COMMISSION
 Provider Number: 11116
 Jurisdiction: Arkansas
 Provider Type: Exempt CE Provider
 Provider Education Type: Continuing Education

Review

Review			
Instructor Number: 4110000403	Last Name: Wilhoit	Qualification: College degree designate	Status: Cart

Navigation: Previous Next **Finish** Cancel

25. You will now see your cart.

26. You can see click 'Finish' to pay the fees if there are fees.

State Based Systems

State Services Go To Dashboard

1 Application / 2 Review

Instructor Application

Provider Information

Provider Name: ARKANSAS WORKERS COMP COMMISSION / 11116 / AR
 Provider Number: 11116
 Jurisdiction: Arkansas
 Provider Type: Exempt CE Provider
 Provider Education Type: Continuing Education

+Add Instructor

Show 10 entries Filter:

Provider Name	Instructor Number	Instructor Name	Qualification	Status	Fees
ARKANSAS WORKERS COMP COMMISSION	4110000403	Wilhoit	College degree designate	Cart	\$0.00

Total Fees \$0.00

Showing 1 to 1 of 1 entries

Navigation: Previous **1** Next

Buttons: Previous Next **Finish** Cancel

27. If there are fees to pay you can see the 'Payment Details' and you can enter all of the required information needed to pay the fees.

28. Click on the 'Finish' button when complete.

State Services Go To Dashboard

1 Attendees / 2 Review / 3 Payment Details

Payment Details

* Card Holder First Name:

* Card Holder Last Name:

* Billing Street Name:

* Billing City:

* Billing State:

* Billing Country:

* Billing ZIP Code:

* Email:

* Amount:

* Phone Number:

Navigation: Previous Next **Finish** Cancel

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29. You will be taken to the completed 'Payment Information' page when done.

State Based Systems

State Services - Go To Dashboard -

You have successfully completed your Instructor Application(s)!

Print this receipt

Thank you for using NAIC's State Based Systems (SBS). For information about other services offered through SBS, visit: www.statebasedsystems.com.

Payment Information

Transaction Type: Instructor Application Transaction Date: 02/03/2025 Amount Paid: \$0.00

Provider	Jurisdiction	Last Name	Qualification	Status
ARKANSAS WORKERS COMP COMMISSION	Arkansas	Withoit	College degree designate	Pending

Note: All fees will appear as a charge from NAIC State Based Systems on your monthly credit card statement.

If you have questions regarding your transaction:

- Call the SBS Help Desk at 816-783-8990 between the hours 8:00 a.m. - 5:00 p.m. (CT) Monday-Friday (except holidays)
- Send an email anytime to sbshelp@naic.org. If the email message is sent to the Help Desk outside the time above, it will be answered the next business day.

NAIC Central Office • Address: 1100 Walnut Street, Suite 1500, Kansas City, MO 64108-2197
 NAIC Executive Office • Service Desk: (816) 783-8990, 8 a.m. to 4 p.m. (CT) Monday - Friday
 Capital Markets & Investment Analysis Office

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30. The state will then review this under 'Pending Instructors' in 'Transaction Manager' and the provider will be able to see the status here. (You will need to scroll down the page to view the status.)

State Services - Go To Dashboard - PROVIDER: ARKANSAS WORKERS COMP COMMISSION / Arkansas / 11116

Name: ARKANSAS WORKERS COMP COMMISSION Provider #: 11116 Provider Type: Exempt CE Provider

Demographics

Provider Name: ARKANSAS WORKERS COMP COMMISSION
 Application Date: 01/31/2002
 FEIN:

Provider Number: 11116
 Effective Date: 01/31/2002
 Have you ever been a Provider in this state? No
 Education Type: Continuing Education

Provider Status: Approved
 Expiration Date: 08/31/2024
 Provider Type: Exempt CE Provider
 Provider PIN: 2233960261

DBA Name

No results found.

Address

Business Address
 Support Services Division Head
 PO BOX 950
 LITTLE ROCK, AR 72203-0950
 United States

Mailing Address
 Support Services Division Head
 PO BOX 950
 LITTLE ROCK, AR 72203-0950
 United States

Phone, Email, Website

Type	Number	Type	Email	Website
Business Primary Phone	501-682-2510	Business Email	jcraig@awgcc.state.ar.us	No results found.

Contacts

Show 10 entries Filter:

Name	Contact Type	Email	Primary Phone	Primary			
Donna Breuer	Provider Representative	dbruer@awcc.state.ar.us	501-682-5262	No	Make primary		
Robin Mickel	Provider Representative	rmickel@awcc.state.ar.us	501-682-5262	No	Make primary		
Janna Craig	Provider Representative	jcraig@awcc.state.ar.us	501-682-2497	Yes			

Showing 1 to 3 of 3 entries Previous 1 Next

Approved CE Courses

Show 10 entries Filter: Export to Excel

Course Name	Course Number	App. Date	Effect. Date	Exp. Date	Course Group	Course Method	Credits Earned	Priv?	Attach.	Notes
14TH ANNUAL AWCC ED CONFERENCE	186704	09/08/00	09/08/00		Producer General	Correspondence	15-General	No		No

Showing 1 to 10 of 81 entries Previous 1 2 3 4 5 ... 9 Next

PLE Courses

No results found.

Correspondence

No results found.

Attachment Details

No results found.

Pending Instructors

Show 10 entries Filter:

Instructor Name	Instructor Number	Status
Watson, Michael	108857	Pending
Wilhoit, Jake	4110000403	Pending

Showing 1 to 2 of 2 entries Previous 1 Next



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31. If it is approved it will appear under 'Approved Instructors' in 'Transaction Manager'.



Approved Instructors

Show 10 entries Filter:

Instructor Name	Instructor Number	Status	Expiration Date
Antinori, Lisa	107913	Approved	

32. If it is rejected it will appear in 'Rejected Instructors'. The state may include a reason if rejected.



Rejected Instructors

Show 10 entries Filter:

Instructor Name	Instructor Number	Status	Expiration Date
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