



# SBS FOR INDUSTRY • TRAINING GUIDE

## VIEW AN EDUCATION TRANSCRIPT

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➔ NEED HELP? CONTACT THE SBS HELP DESK • [SBSHELP@NAIC.ORG](mailto: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: LICENSE MANAGER TOOL ON SBS WEBSITE HOME PAGE

Go to [www.statebasedsystems.com](http://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 bar 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 is a large banner image of two people looking at a computer screen, with the text "Your Insurance Regulatory Toolset".

Three numbered steps are overlaid on the page:

- Step 1:** Select your jurisdiction: (indicated by a green circle with the number 1 and a dropdown menu labeled "Select One").
- Step 2:** State Services (indicated by a green circle with the number 2 and a dropdown menu).
- Step 3:** License Manager (indicated by a green circle with the number 3 and a list of services: Print License, Print Education Transcript, Update Email Address).

Additional text on the page includes a notice about the Iowa Insurance Division going live on the new version of SBS on Thursday, June 11, 2020, and a section titled "Now available in the new version of SBS:" which lists "License Manager" and "Lookup" services.

**1. Step 1 / Step 2:** In the top right, select a jurisdiction under 'Step 1'. From the options that appear under 'Step 2,' 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. License Manager Direct Link:** Select 'License Manager' from the home page. **This option is only available for states that have transitioned to the new version of SBS.**

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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

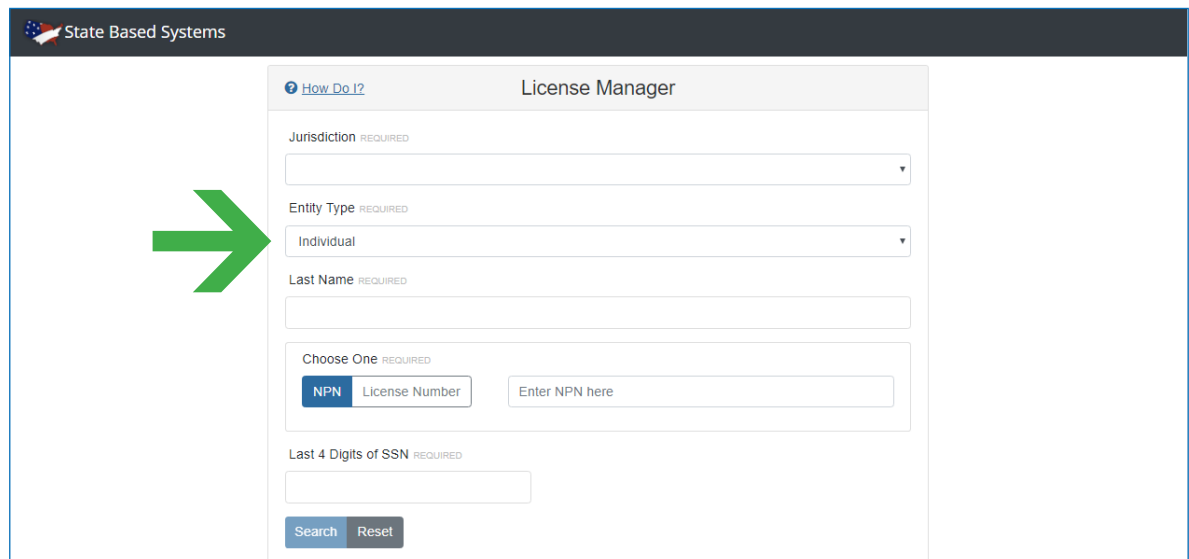
Entity Type REQUIRED  
Individual

Last Name REQUIRED

Choose One REQUIRED  
NPN License Number Enter NPN here

Last 4 Digits of SSN REQUIRED

Search Reset



State Based Systems

How Do I? License Manager

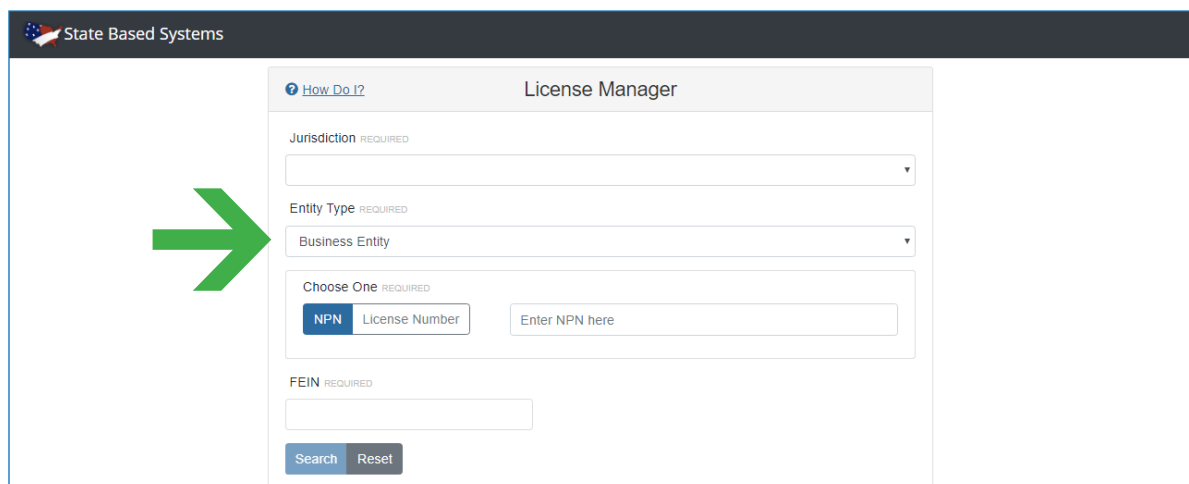
Jurisdiction REQUIRED

Entity Type REQUIRED  
Business Entity

Choose One REQUIRED  
NPN License Number Enter NPN here

FEIN REQUIRED

Search Reset



## ➔ 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