

Continuing Education Course Providers:

Beginning May 17, 2010, our NAIC affiliate business partner, State Based Systems (SBS), will be maintaining our Continuing Education database. Providers will be required to upload C.E. data directly into SBS, a web-based application that is accessible from any computer with internet connection. Letters have been mailed to all C.E. Providers along with Usernames and Passwords to access the system. Please contact us at licensing@state.de.us if you have not received this information.

Our objective during this transition is to have minimal disruption to our licensees and course providers. To assist in this transition, we are asking you to adhere to the following:

- All courses already **approved** in another state **must** be submitted electronically through SBS.
- All courses that are **not approved** in another state are required to be submitted directly to the DOI via fax or mail.
- Please verify all demographic information on SBS and make corrections where needed.
- All Providers must post the licensee's credits directly into SBS. Click [here](#) for an **Online CE-QuickStart** guide providing instructions on submitting course rosters.
- Course Report Forms must still be provided to the licensee for their records. Click [here](#) for an updated Course Report Form.
- If you no longer wish to be a C.E. Provider in Delaware, please email us at licensing@state.de.us

Fees Effective May 17, 2010

- A one time \$10.00 Registration fee.
- There is no fee for provider applications or course submissions.
- The fee for reporting credits is \$1.00 per credit.

Please contact Producer Licensing at licensing@state.de.us with any questions.