

Attention Licensed Producers...

As a licensed insurance producer you know that you need continuing education hours to maintain your license with the Nebraska Department of Insurance. But do you know:

- How many hours you need?
- How do you view your credits?
- How do you renew your license?
- Have you fulfilled the one time requirement to sell flood insurance?

Almost every question can be answered with the DOI's back office solutions site: www.statebasedsystems.com, and below is how you do it. (Please note that State Based Systems is converting to a new database so these instructions will be updated as Nebraska's records are converted to their new database.)



1. Individual License numbers – Nebraska no longer uses the “AG#####” format for licenses. Your Nebraska producer's license number is the same as the National Producers Number (NPNs), usually with leading zeros to make it a 10-digit number. Don't know it?
 - a. Go to: www.statebasedsystems.com in the blue box to the right:
 - i. Step 1: select you jurisdiction: choose Nebraska.
 - ii. Step 2: choose “View All Tools”
 - iii. Select “Licensee Lookup”
 1. Enter the First and Last Name. (Be sure to use the name on the license, ie: William not Bill if that is how it is filed.)
 2. Click Submit.
2. How many credit hours needed for renewal? All lines of authority need 21 hours and 3 Ethics hours, except Title – 6 hrs and Crop – 3 hrs. If you have multiple lines such as L/H and P/C – it is still just 21 hrs and 3 Ethics.
 - a. There is a MINIMUM of 3 Ethics for each renewal, but if you have more – they still count toward the general hours.
 - b. **You cannot repeat a course within your two year renewal period.**
3. How do you view your credits? All CE credits are now “uploaded” electronically by the class provider, within ten days of your course, to the State Based Systems database.
 - a. Go to: www.statebasedsystems.com in the blue box to the right:

- i. Step 1: select you jurisdiction: choose Nebraska.
 - ii. Click on the “Print Education Transcript” button
 - 1. Enter your state, last name, last 4 of SSN and either your license # or NPN
 - 2. Click “Search”. There will bring up another small button “View” to click.
 - 3. This will show your expiration date, credits taken and credits needed. Farther down the page will show the classes you have taken and have been uploaded on your behalf.
- 4. How do you renew your license? All license renewals are done electronically now.
 - a. You have a couple ways to get to the correct site:
 - i. Go to: www.statebasedsystems.com in the blue box to the right:
 - 1. Step 1: select you jurisdiction: choose Nebraska.
 - 2. Step 2: choose “View All Tools”
 - a. Choose “Resident Renewals”
 - ii. Or go straight to www.nipr.com.
- 5. **Other useful information about the SBS database:**
 - a. Printing Your License: When you renew your license and you physically print your license – you only get one free print from SBS. So if you can “print” to your desktop via a pdf or other electronic forms you will have a file you can use multiple times if needed.
 - i. Go to: www.statebasedsystems.com in the blue box to the right:
 - 1. Step 1: select you jurisdiction: choose Nebraska.
 - 2. Step 2: choose “Print License”
 - b. Do you manage multiple people’s licenses or have someone that does?
 - i. Go to: www.statebasedsystems.com in the blue box to the right:
 - 1. Step 1: select you jurisdiction: choose Nebraska.
 - 2. Step 2: choose “How Do I
 - a. Find the SBS Connect for License Administrators
 - c. New Licensees: Those folks that just got their producers license may not need CE credits immediately. The DOI adjust credit hour requirements to get “mid-year” licensees on a regular schedule. CHECK the website,
 - i. Go to: www.statebasedsystems.com in the blue box to the right:
 - 1. Step 1: select you jurisdiction: choose Nebraska.
 - 2. Click on the “Print Education Transcript” button

If new producers do earn CE credits prior to their first renewal – the DOI will allow those credits to “roll into” the next renewal cycle. (Please follow the login procedures to verify your CE credit were eligible for roll-over.)

NOTE

Do you sell Flood Insurance through the National Flood Insurance Program (“NFIP”)? If yes, you are required by the Flood Insurance Reform Act (“FIRA”) of 2004 to complete a one-time course related to NFIP which will provide at least three hours of CE. (This is not in addition to the normal 24 required for renewal.) To comply: insurance producers must be able to show a CE certificate of completion for the course.