

## **Oklahoma Continuing Education Provider Information**

**1. Apply to become a CE Provider:** New providers must complete an online application and submit a \$200 annual fee to State Based Systems at [https://sbs-ok.naic.org/Lion-Web/jsp/login/ext\\_provider\\_login.jsp](https://sbs-ok.naic.org/Lion-Web/jsp/login/ext_provider_login.jsp). (An SBS processing fee will apply.) Once approved, you will receive a confirmation e-mail along with a SBS Username and Password.

**2. Course Submissions:** Course submissions (including course renewals) must be submitted via SBS Online CE Account with a state fee of \$30 per course submission. (An SBS processing fee will apply.)

- **Course Submission Requirements:**

1. **Oklahoma Home State Submissions:**

- a. Classroom, Webinar, & Video Courses (Information below is required to be uploaded via SBS.)
  - i. Course description with objective statement
  - ii. Detailed timed outline
  - iii. Course material content
    1. Workbooks
    2. Manuals
    3. Handouts
    4. Power Point Slides/Overhead Transparencies
    5. Any additional information used to instruct the course
- b. Internet Courses (Information below is required to be uploaded via SBS.)
  - i. Copy of course material content the student will view online
  - ii. Copy of examination
  - iii. Word count (excluding exam questions)
  - iv. Login information for the ability to view the course online
- c. Correspondence Courses (Information below if required to be uploaded via SBS.)
  - i. Copy of course material content the student will study
  - ii. Copy of examination
  - iii. Word count (excluding exam questions)

2. **NAIC Reciprocity Submissions:** When submitting a course using the NAIC Reciprocity method, please be sure to check "The NAIC CER form along with home state approval and course outline is attached" box.

- a. Classroom, Webinar, & Video Courses (Information below is required to be uploaded via SBS.)
  - i. NAIC CER Form

- ii. Copy of current home state approval
    - iii. Detailed timed outline
  - b. Internet & Correspondence Courses (Information below is required to be uploaded via SBS.)
    - i. NAIC CER Form
    - ii. Copy of current home state approval
    - iii. Detailed outline
    - iv. Word count (excluding exam questions)

**3. Instructor Applications:** Instructor application along with resume is required to be submitted via SBS at least 14 days before offering a course. You can view the status once submitted via SBS Online CE Account. An instructor shall have one of the following qualifications as documented in the resume:

- Three (3) years recent experience
- A degree related to the subject
- Two (2) years recent experience and twelve (12) hours of college and/or vocational-technical school credit hours

**4. Course Submission Deadline:** Courses must be submitted at least thirty (30) days prior to the use of any course **and** not less than ten (10) days prior to the Continuing Education Advisory Committee Meeting immediately preceding the course date. The Continuing Education Advisory Committee Meetings are the **first Wednesday** of each month.

**5. Course Offerings (or schedules):** Course offerings are required to be submitted at least fourteen (14) days prior to conducting a course via SBS Online CE Account.

**6. Course Completions:** Course completions are required to be submitted via SBS Online CE Account within ten (10) business days of course completion (An SBS processing fee will apply).

**7. Course Completion Certificates:** Course Completion Certificates are required to be provided to each student that attends a course for Oklahoma continuing education credit. You can find the Course Completion Certificate at the following link:

[http://www.ok.gov/oid/Licensing\\_and\\_Education/Continuing\\_Education\\_Providers\\_Information.html](http://www.ok.gov/oid/Licensing_and_Education/Continuing_Education_Providers_Information.html)